

WSA Range Officer Training Form

Present completed form at the next Executive Committee meeting to be confirmed as a Range Officer.

Training shift #1 -- Date:_____ **Time Period:**_____

PLEASE PRINT Supervising R.O. name:

PLEASE PRINT Trainee name:

Trainee phone # _____

Trainee email _____

RO Trainee

Each person initial each item below

- _____ _____ is a WSA member
- _____ _____ has received a Range Officer training packet
- _____ _____ knows the location of the flag and its use p1
- _____ _____ knows the location of Sheriff's phone # and its use p2
- _____ _____ knows how to open the public range p4
- _____ _____ has signed in public shooters, and learned how to take member #s or fees p3
- _____ _____ knows where staple guns and staples are kept p2
- _____ _____ knows where supplies of targets and cardboard backers are kept p2
- _____ _____ knows location of first aid supplies p2
- _____ _____ understands how to sign up for public service p9
- _____ _____ understands who the WSA Executive Committee Officers are, and their individual responsibilities, and how to contact them
- _____ _____ Understands how credit is given for work projects p10
- _____ _____ knows the public service requirements needed to retain RO status p10
- _____ _____ knows the location of the cash drawer and the policy for handling checks and cash in excess of what is needed for making change p2
- _____ _____ has served four hours under Range Officers' supervision

WSA Range Officer Training Form

Training shift #2 -- Date: _____ Time Period: _____

PLEASE PRINT Supervising R.O. name:

PLEASE PRINT Trainee name:

RO Trainee: **Each person initial each item below**

_____ _____ has read the R.O. handbook

_____ _____ knows how to take membership applications, and NRA applications p3

_____ _____ knows what to do in case of an accident p8

_____ _____ knows the location of all forms associated with RO service p2

_____ _____ knows which forms to use for match service, and where they are deposited

_____ _____ knows where to find what matches are held at WSA, and when

_____ _____ knows location of contact info for WSA Officers, Match Directors, and ROs

_____ _____ knows where to find the WSA bylaws, constitution, and use agreement p9

_____ _____ understands these rules governing personal range use: p9
sign in every time you use the range
flag & Sheriff every time you use the range
check in with anyone already there
identify yourself as an RO during personal use

_____ _____ understands the process of periodic gate lock change, and key changes, including the return of keys p10

_____ _____ understands how to properly close the public range at the end of the service day p4

_____ _____ understands when the gates must be left locked, and left unlocked p3

_____ _____ understands the difference between match service and public service p10

_____ _____ has served four more hours under Range Officers' supervision

_____ _____ knows when and where the WSA executive committee meets. The Trainee should appear at the next meeting, one-half hour early (6:00 pm), to meet for review with the Education and Safety Officer, before being voted in by the Committee.