



GRAND RAPIDS RIFLE & PISTOL CLUB

**RANGE OFFICERS DUTIES**

**OPENING**

- Arrive at the range 15 to 30 minutes prior to opening.
- Turn on the heat, lights, target controls and air compressor. (If necessary)
- Set out proper targets. The Range Officer is responsible for selling targets.
- Set up the shooting benches.
- Enter name, initials **R.O.**, date and reason for opening (Open Shooting, Air Gun, etc) in the log book.
- **Inspect facility** noting any discrepancies (bullet holes, etc.) found and enter in the log book.
- Greet members and guests informing them that you are the Range Officer on duty.
- Sign up **Daily Members**
- Ensure that all members and guests sign the log book and collect all range fees.
- Observe new shooters and assist if necessary for reasons of safety.
  - **Ensure they are informed of proper gun and range safety and our range rules.**  
(Range Rule sheets are available and should be signed by new members).
  - **Safety must be maintained and club property protected.**
  - **Coaching is not the Range Officers responsibility.** Attention must be applied to the whole Range at all times when the firing line is in operation.
- If a shooter refuses or ignores direction from the Range Officer, the Range Officer shall instruct the shooter to leave the club. Note the incident in the log book and personally inform a Board Member of the Incident.
- **In case of an accidental discharge** that results in significant property damage, inspect the damage immediately and determine the cause. In the case of a personal injury, proper action will be taken immediately to acquire medical assistance. In both cases a Board Member will be notified in a timely manner. A written report of the incident will be prepared by the Range Officer on duty to be included in the log book the night of the incident.
- To allow as many members to shoot as possible, relays should be:
  - **Pistol:** 7 - 10 Minutes
  - **Air Gun:** Range Officers discretion.

**WMPL MATCH NIGHT**

- **First** team opens. **Last** team closes.
- **Team Captains** will be considered the **Range Officers** on duty and will be responsible for the cleanliness of the range, processing the range fees, and any incidents that occurred during the match.

**CLOSING:**

- The range will close at 9:00PM on Tues. unless otherwise determined by the Range Officer on duty.
- Replace shooting benches in the upright position.
- Turn off the air return system.
- **Inspect all shooting points for bullet holes** in the ceiling and if found, note in the log book.
- Turn off target controls, air compressor, and range lights.
- Empty all waste baskets into large trash can.
- Put away surplus targets.
- Straighten up lounge, sweep, wipe off tables, arrange chairs, clean coffee pot and unplug.
- Total out log sheet, fill out daily receipts report on envelope and place in safe.
- Turn off the lights and lock the door.

**THANK YOU!**

**WITHOUT YOUR DEDICATION THIS RANGE WOULD NOT BE WHAT IT IS.  
A GREAT PLACE TO SHOOT SAFELY!**