

Matanuska Valley Sportsmen, Inc.

Policy 21-1 Range Safety Officer (RSO) Manager

### **Mission**

The Matanuska Valley Sportsmen, Inc. is dedicated to firearms safety education as a public service, marksmanship training as a contribution to individual preparedness for personal and national defense, and the sports of shooting, hunting, and fishing as wholesome forms of recreation.

### **Purpose**

The purpose of this document is to establish a formal policy for selection, appointment, management, responsibilities, and privileges of the Range Safety Officer Manager.

### **Policy Statement**

As a matter of policy, the Range Safety Officer Manager is appointed to manage the RSO staff.

### **Qualifications**

In order to be considered for appointment as the Range Safety Officer Manager, candidates must be voting members in good standing of the Matanuska Valley Sportsmen, Inc. and be members of the NRA. Membership in MVS and the NRA must be maintained for their appointments to remain valid. The Range Safety Officer Manager must hold NRA CRSO credentials.

### **Background**

As time has passed, the Matanuska Valley Sportsmen, Inc. range has matured. The Board of Directors has refined and expanded supervisory requirements during the hours within which we have public participation in range activities. The management of that effort has become more detailed and significant. Those duties assigned to the RSO Manager have been located in various documents in the past. This document brings those duties and responsibilities together into a single comprehensive document.

### **Duties and Responsibilities**

The duties of the RSO Manager will include but are not limited to the following:

- 1.) Recruiting, training, managing, and scheduling for RSO's
- 2.) Daily cleanup of the range
- 3.) Coordinate with the Training Manager and Facilities Manager for range use.
- 4.) RSO's are on duty when the ranges are in use.
- 5.) RSO's are knowledgeable of and follow established MVS procedures and practices.
- 6.) Hold RSO Meetings as necessary.
- 7.) Communicate regularly with and maintain a current roster of all members who have RSO responsibilities at the range.
- 8.) Maintain a current CRSO certification from the NRA.

- 9.) RSO Manager will interview and provide at least 8 hours training to new prospective RSOs.
- 10.) RSO Manager will recommend new RSOs for approval by MVS Board of Directors.
- 11.) Coordinate RSO coverage for Range Rentals.
- 12.) Provide instruction to RSO desk personnel in management systems.
- 13.) Investigates accidents, incidents and significant unusual events on MVS premises and provides a written report to the Board of Directors.

### **User Groups:**

1. User Groups will appoint their own RSOs in accordance with their organization's requirements.
2. User Group RSOs must also meet the requirements of MVS and must be approved by the Board of Directors.

### **The RSO Manager will:**

1. Coordinate with User Group RSOs to ensure they are cognizant of MVS expectations.
2. Ensure that User Group Agreements are signed and provided to the Secretary of MVS.
3. Maintain a current roster of all members who hold RSO credentials and the organization providing that authorization. Provide a copy of the roster to the Secretary, MVS.
4. If requested, provide a current roster of RSOs to the Board.

### **Administrative**

1. The RSO Manager will report directly to the President of the Board.
2. RSO Manager selection and appointment is the purview of the Board and is not an election process.
3. The RSO Manager's authority is limited to that defined by the Board.
4. The RSO Manager's performance will be reviewed and evaluated annually by the Board.

5. The RSO Manager shall be appointed for a three-year term and shall serve no more than three consecutive terms. An RSO Manager may be reappointed by the Board after the passage of one calendar year.

6. RSO Manager and RSO staff include all individuals named by the Board as having RSO responsibilities at MVS.

President: Earl Lackey                  June 10, 2021

Secretary: Rob Bargewell

Revised: 03/31/2022

President: Earl Lackey

Secretary: Kelly Mears