

ERIE COUNTY CONSERVATION LEAGUE RSO PROGRAM PROCESS

The RSO Program at ECCL is comprised of individuals who have successfully completed the training and received certification as a Range Safety Officer (RSO). Copies of all certifications should be provided to the Range Safety Committee via U.S. Postal Mail or through the committee's email address which is: rangesafety@eriecountycl.org

Process to become an ECCL RSO & Renewals

NEW to Program - Individuals wishing to become RSOs of ECCL have two opportunities during the calendar year. Those months are **March and August**.

It is suggested that all of your paperwork (copies of certificates) and a photo be turned in 1 month prior to the approval months. (**February and July**). This will give the staff time to add you into the system and get a new badge created. NOTE: You will have to surrender your current membership badge in order to have the new RSO badge created. Please plan accordingly as there will be NO EXEPTIONS to this schedule.

RENEWALS to Program -

For current RSO badge holders, you are strongly encouraged to start your renewal process approximately 1 month prior to your expiration date. This will give the staff time to update your information into the system so that your badge privileges will not be changed back to general membership.

Once you have renewed through the NRA website (**or approved organization**) there is a checkbox where you can have copies of your renewal sent to another email address. Feel free to use the following: rangesafety@eriecountycl.org. Alternatively, you can send a copy to the Range Safety Committee Director or Coordinator c/o PO Box 476, Sandusky OH 44871. Please be sure that the renewal contains the new expiration date.

Volunteering as an ECCL RSO Badge Holder

As with any organization the club is only as good as its members and volunteers. Likewise, ECCL depends on volunteers for it to run smoothly.

As an RSO you have several opportunities to serve. The Range Safety Committee will hold two RSO Membership meetings a year (i.e. February and October) which will count as **4 2** hours each towards your total **& 4** hours per calendar year of volunteering. Other in-person opportunities are to volunteer your services during **at least** two of the club events during the calendar year, agree to 8 hours of Range Inspection Times during the calendar year.

Volunteering for Club Events – ECCL holds several Special Events during the year where RSO services are needed along with monthly Action Shoots, Women’s Programs, Trap and Skeet and Archery, as needed. Check the annual calendar of events or the website for dates and times. Sign up for any of these programs can be done the ‘day of’ or by contacting the Director, RSO or the Event Coordinator. **In order to ensure you receive credit you MUST sign-in with the Event Coordinator so the report can be sent to the Director RSO Program.**

Volunteering for Range Inspections – The Range Safety Committee has implemented an *All-Range Inspection* process to help monitor repairs and/or dangerous conditions that may arise so it can be handled in a timely manner.

Inspection Checklist Forms can be found for all ranges on the website and in weather proof boxes located on the gun ranges (weekly basis) and archery range (monthly basis). Trap and Skeet Inspection Sheets are also available on the website as well as in the cashier area inside the club house. Trap and Skeet forms should be turned in at least once a month (inspections are routinely done prior to each day it is open).

Once the forms have been completed, drop them in the drop box at the back door of the club house (NOT in the mailbox). They will then be given to the Range Safety Committee for review and records.

[At no time should this action be done in an authoritative manner or give the impression of “I am the Sheriff in town” manner. Think of this as Public Relations.]

Steel Range Monitoring, Inspections and Brass Clean-up

A schedule in the spring will be created along with a sign-in clip board for RSOs to use. In order to receive credit for your volunteer time you must sign-in and be registered with the Director RSO Program.

Reporting – after leaving you would then send an email to rangesafetycommittee@eriecountycl.org giving the date and approximate time you were on the range and state that you met 2 members, 1 had a guest on XYZ range and give your name. Doing this a total of 3x during the calendar year would be helpful.

Incident Reporting Forms & Process

Incident Report Forms are available on the website for downloading as well as inside the club house. These forms can be used by anyone.

The Incident Report forms should be completed as soon as possible following the event. The form itself can be dropped in the drop box however, you are encouraged to call a member of the Range Safety Committee listed on the bottom of the form as well.

In the absence of having a form you may also create an email answering all of the questions/filling in the blanks as indicated on the form. The email should be sent to: rangesafety@eriecountycl.org. **A member of the committee will reply to your email so that you are aware it has been received and read.** If you do not receive an email acknowledgement within 24 hours please call a member of the committee using the contact information at the bottom of the form.

All reported incidents will be reviewed and investigated by members of the Range Safety Committee. Once all information is gathered it will be reported to the Board of Trustees for final action to be taken, if any.

At no time should an RSO take it upon themselves to tell members or their guests they may no longer come to the ranges. Your job as an RSO is to stop any potential safety issue and/or communicate in a professional manner that a range rule is being violated. Should you encounter resistance to your authority at the time, you are directed to take names, note time of day, which range the incident occurred, vehicles and license numbers and report them immediately to the Range Safety Committee. Obviously should you encounter any type of violent response you should retreat and call the committee and/or board trustee.

Injury and Emergency Report Forms

Other forms that will be located on the ranges in the same containers on the ranges are the *Injury Report* and *Emergency Report* forms.

Injury Report Form – this form should be completed when a minor injury occurs anywhere on the property. Anyone that administers any type of first aid or uses first aid materials from the kits should also complete this form. It not only protects you and the club but also alerts the Range Safety Committee that supplies may need to be restocked.

Emergency Report Form – realizing that should an emergency arise the first priority is to the injured party, and if necessary, call 911, complete this form or designate another person to assist with completing the information as soon as possible.

After the injured party has been treated or an emergency team is present to take over, a call to one of the board members and/or Range Safety Committee should be made immediately. To the extent possible it may be helpful to complete an Injury Report Form as well.

Conclusion – the process and forms maybe revised at any time. Your cooperation in following the process and use of the forms will be greatly appreciated.

ECCL Personal Conduct Policy

This policy is intended to convey the importance and responsibility of all members to conduct themselves in a mature, responsible and non-offensive manner when interacting with other members, their guests, and the general public. Each member should fully understand that, when at the club, or when representing the club, others will form their opinion of ECCL as a whole by the actions of that member. ECCL is a diverse group of people who share the common interest in the shooting sports and the goals in the ECCL Conservation Pledge. We are people of different genders, ethnicities, ages, races, religions, professional backgrounds, and political affiliations.

What may seem harmless or humorous to one person may be distasteful or offensive to others. It is therefore the expectation of the ECCL Board of Trustees that all members will keep their language, behavior, and actions within the bounds of good taste, courtesy and tolerance. Rude, belligerent, or distasteful speech, conversations or actions by members or their guests will not be condoned. Members are expected to show due respect to others' beliefs, perspectives, cultures, and diversity. Members who violate this policy will be subject to discipline by the ECCL Board of Trustees under Section 4 of the Bylaws.