

Indoor Range Chair Job Description

It is the responsibility of the Indoor Range Chairman to ensure that rules and procedures are in place and adhered to that will:

- **Ensure that every effort is taken to protect the personal safety of all who use the range.**
- **Ensure that the physical integrity of the range is maintained and protected.**
- **Ensure that the Indoor Range is maintained at a safe operating level.**

Indoor Range Chairman Specific Duty List

- Maintain and update Indoor Range rules to reflect issues that affect safety on the WSC Indoor Range
- Working with the Chief Range Officer, ensure that members using the WSC Indoor Range are versed on range rules, safe gun handling practices and can demonstrate same before being allowed to access the Indoor Range.
- Periodically review security video to ensure that Indoor Range rules and safe gun handling practice are being followed.
- Perform routine maintenance to keep range clean and at optimal operating levels.
- Perform repairs and range improvements as necessary.
- Monitor lead buildup at backstop and arrange for safe removal as needed.
- Maintain list of and assign Indoor Range PINs.
- Routinely download Audit Trail from electronic door lock and justify against Indoor Range Sign-In Log.
- Working with Chief Range Officer address and handle range rules infractions.
- Develop and submit annual budget for range maintenance and repair.