



ADMINISTRATIVE STATEMENT MEMORANDUM

TO: All Fee-for-Service Instructors, MCWCC Members, MCWCC RSOs, Safety & Security Committee, and Board Members

FROM: Scott Curin & Jim Goodall
MCWCC CHIEF RANGE SAFETY OFFICERS (“CRSOs”)

DATE: October 1, 2024 (effective date)

SUBJECT: Guidelines for use of Club Ranges in furtherance of a Business

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All Members in Good Standing have access to the Club Ranges for their personal (non-business related) use and enjoyment subject to published safety & use restrictions.

Absent the specific approval obtained through a vote of the Club’s Board and Officers, the use of Club Ranges to further any private business interest or to generate personal profit, is limited to Club Members in Good Standing subject to the constraints outlined in this memorandum as administered by the MCWCC CRSOs.

A member must request permission in advance, and in writing, to use club property in the furtherance of any business-related activities. Specific requirements or conditions may be imposed by the CRSOs as warranted by the nature of the activity. Members may not conduct commercial/business transactions involving the use of club property without written approval from either a MCWCC CRSO or from the MCWCC Board.

In addition to any specifically imposed requirements, the following conditions shall apply universally:



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1. REQUIRED PREREQUISITES

- a. The candidate must, at all times while using the club premises to conduct business, be a MCWCC Member in Good Standing.
- b. The candidate must possess a current applicable instructor certification from an industry recognized organization approved by MCWCC (NRA is preferred).
- c. The candidate must either (i) possess an active Range Safety Officer (“RSO”) certification from an industry recognized organization approved by MCWCC (NRA is preferred) or (ii) be assisted by a qualified RSO approved by a MCWCC CRSO.
- d. The candidate must have Liability Insurance naming Moore County Wildlife and Conservation Club, Inc as an additional insured under their policy.
- e. The candidate must either (i) possess a certificate in First Aid (with Tourniquet Application) and CPR or (ii) be assisted by someone qualified to provide First Aid (with Tourniquet Application) and CPR approved by a MCWCC CRSO.
- f. The candidate must provide acceptable evidence of items (b) through (e) prior to conducting business on the club premises; and agree to provide subsequent updates within 30 days of any changes to these items.

2. USE OF RANGE CONSIDERATIONS

- a. Instructors must adhere to all MCWCC safety rules and range use restrictions.
- b. The Instructor must reserve a range for their use no less than 10 days, nor greater than 2½ months, in advance of the class date. (The request form is available on the MCWCC website.)
- c. Unless already on-file with MCWCC Safety Committee, the Instructor must submit a detailed Range Plan (including a description of the Course of Fire) and Safety Briefing as part of the reservation request.



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- d. Instructors must replace non-usable target backs or damaged frames (whether or not resulting from the class itself) as part of a post-class cleanup.
- e. Instructors must ensure all casings are “policed” (regardless of caliber) as part of a post-class cleanup.
- f. Instructors must arrange for sufficient RSO coverage during any portion of their class that includes gun-handling by their student(s), this includes (but not limited to) dry-firing exercises. Should the Instructor request MCWCC RSOs be provided, the Instructor will be given a list of approved MCWCC RSOs. It is the responsibility of the Instructor to negotiate directly with each RSO as to compensation for their services.
- g. To determine the sufficient number of RSOs needed, MCWCC recommends the following:

Recommended Student to RSO ratios based on student skill levels			
<u>No experience</u> First time shooter that has no understanding of the 4 Universal Laws	<u>Basic knowledge</u> Practices good safe gun handing skills, taken at least a basic course	<u>Experienced</u> Has taken several classes, shoots action pistol, is LE or prior military	<u>Very Experienced</u> Someone who is professional shooter
1:1	2:1	3:1	4:1 or more

- h. MCWCC reserves the right to assess a fee for the use of its premises. Such fee shall be communicated in advance and payment shall be due on the day of class.

3. VARIANCES FROM GENERAL GUIDELINES

- a. Instructors may bring their own targets and target stands. Should the Instructor wish to incorporate steel targets into their class, separate advance approval from the MCWCC Safety & Security Committee is required.



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- b. While on the range, Instructors shall post appropriate signage clearly visible from the parking lot, indicating that the range is being used for training.
 - (Recommend bold sans-serif typeface of a font size adequate to fill a 11" x 8.5" white sheet of paper with the words "Range" and "Reserved" on two separate lines.)

4. COMPLIANCE CONSIDERATIONS

- a. A Club Member may not bring a paid instructor onto the premises to conduct a class under the pretense of the instructor being their guest. For the avoidance of doubt, this restriction is a specific prohibition against a Club Member seeking to circumvent the MCWCC requirements outlined in this memorandum governing the use of club facilities as part of a commercial activity.
- b. Instructors shall be held to a high standard of accountability for complying with all club safety rules and use requirements. Accordingly, Instructors are responsible to know and apply the club rules in such a way as to be an example for the general membership.
- c. Instructors agree to follow all safety-related directions of the MCWCC RSO (who has final authority regarding safety matters on the premises). Instructor objections regarding RSO directions must be communicated exclusively to a MCWCC CRSO rather than addressed with the individual RSO.
- d. Solely with respect to commercial / business use of club property, the MCWCC CRSOs reserve the right to revoke (both for the Instructor and/or the students) access to the MCWCC premises, with or without cause.



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INSTRUCTOR ACKNOWLEDGMENT

NAME _____
(Please Print)

SIGNATURE _____

DATE _____