

TCSA Range Safety Officer Memorandum of Understanding

The purpose of this Memorandum of Understanding (MOU) is to identify and clarify the following responsibilities of TCSA Range Safety Officers (RSOs) and Range Officers (ROs) with respect to your receipt of the Rattlesnake Mountain Shooting Facility (RMSF) gate access Mag card. For current RSOs and ROs, your responsibilities include:

- 1. Having and renewing your current annual TCSA membership by April 1st each year to ensure your Mag Card is and remains activated.**
- 2. Verifying and keeping e-mail and mailing addresses, phone number(s) current in the RSO database, including any other range certifications obtained (PB/ HP/SG).**
- 3. Verifying your exempt or waiver status to the CRSO via e-mail by April 1st each year or your exempt or waiver status will expire.**
- 4. Except for waived/exempt, Life or Endowment members, annually perform 3 to 4 Rose-Iris duty days. It is YOUR responsibility to perform your Rose-Iris duty days as scheduled, or find your own replacement and to notify the RSO Scheduler and Chief Range Safety Officer (CRSO) of any arrangements you have made. You are encouraged to sign up for the RI duty days you prefer to stand. Otherwise your duty days will be assigned by the RSO Scheduler. You are responsible to check the duty dates schedule regularly. Reminder phone calls WILL NO LONGER BE MADE. If you miss a scheduled duty day your Mag card will be deactivated and will not be reactivated until you have cleared up your missed duty day issue with the CRSO. Duty days for Shotgun RSO/ROs will be managed by the Shotgun RSO Scheduler.**
- 5. Being able to access and log in on the TCSA website to check monthly newsletters and the secure portion for duty days, swap list, latest copy of the RSO Manual.**
- 6. Ensuring that all shooters under your supervision, including non-members you bring to the ranges during non-public days, follow all safety rules and safe firearm handling practices established and posted for the RMSF. It is also your responsibility to collect the \$10 non-member fees from shooters you bring to the range, place the money in an envelope and deposit the envelope in the Rose-Iris Range House safe.**
- 7. Protecting your Mag card from unauthorized use by others. Notify the TCSA if you lose your Mag card. You will be financially responsible for any replacement Mag card that have been lost or damaged. Any reported lost or damaged cards will be deactivated. If your card fails to operate, return the card and you will be given a new one. The Mag card replacement fee for lost or damaged cards will be \$10.**

I have read the RSO/RO responsibility items listed above and confirm my agreement to willing comply with each of these seven items.

Signature

Member #

dd mm year