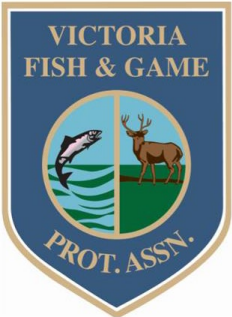


VICTORIA FISH & GAME PROTECTIVE ASSOCIATION		
FIGSOP #	151	
Title:	Range Safety Officer Terms of Reference	
Board Ratified:	2 February 2021	
Responsible:	Chief RSO	



The logo is a shield-shaped emblem with a blue background and a gold border. At the top, the text "VICTORIA FISH & GAME" is written in gold. The center features a circular design divided vertically: the left side shows a silver fish jumping from blue waves, and the right side shows a brown deer standing on a green patch of land. At the bottom, the text "PROT. ASSN." is written in gold.

Scope

1. Safety is the prime consideration in all activities at Victoria Fish & Game Protective Association (VFGPA). This FIGSOP applies to all persons using VFGPA facilities and in particular to those members performing the duties of Range Safety Officer (RSO) or Acting Range Officer (ARO) as applicable. The term “member” means specifically a VFGPA member.

Responsibility and Accountability

2. An RSO is a highly visible VFGPA representative present on our range facilities. To many of our members and visitors they are the face of our Club. As member volunteers, our RSOs are invaluable components of the VFGPA safety infrastructure. Each RSO is responsible to the VFGPA Board through the Chief RSO (CRSO) for their deportment, conduct and the performance of their duties.

3. An RSO is subject to direction from the CRSO, members of the Executive and Discipline Directors in their capacity as Board members.

4. In addition to the authorities listed in paragraph 4, an ARO is subject to direction from an RSO and Caretaker Staff.

5. If the CRSO determines that an RSO would benefit from formal guidance, the following options may be considered:

- a. an interview with the CRSO or a designated subject matter expert;
- b. extra training may be offered to address the specifics of an issue;

- c. on very rare occasions, suspension from performing RSO duties until the cause for any concerns has been addressed.

Duties

6. RSOs and AROs are tasked with ensuring compliance with VFGPA rules, regulations and Board directives, with a prime focus on safety. RSOs are responsible to confirm that those using our ranges are either members in good standing, hold a valid day pass or have contracted to use our facilities. RSOs may, at their personal discretion, also validate membership cards displayed against government issued ID to ensure the member card has not been loaned out, For special events, RSOs may be requested by the CRSO to perform on a voluntary basis other functions including, but not limited to, the presentation of Orientation courses and parking control for special events.

7. In the event an incident occurs during an RSO shift that causes an RSO to intervene for an infraction of safety or conduct, the incident particulars and the identity of the subject and any witnesses are to be recorded and reported to the CRSO at the earliest practical opportunity and no later than the end of the shift.

8. An RSO is a safety supervisor, coach and mentor to those people that use our facilities. RSOs are neither trained nor expected to attempt law enforcement. If an RSO believes the law is being broken they are to report the circumstances to the CRSO or Duty Caretaker, or if they cannot be contacted first, to the RCMP.

9. In the event an RSO encounters a person using our facilities that persistently acts in an unsafe manner, is belligerent to the RSO or to other participants, or disregards Range rules and de-escalatory conversation does not correct the issue, the RSO is to consult with the CRSO. In the absence of the CRSO, the RSO is authorized to require the offender to vacate VFGPA property immediately for the remainder of the day.

10. If ever in doubt as to their duties or the interpretation of VFGPA policies, the RSO is to seek advice or direction from the CRSO or the Executive at the earliest opportunity.

Authority

11. The RSO is authorized and expected by the Board to require all who use our facilities to comply with VFGPA rules, policies, procedures and guidelines, with a particular focus on safety. It is also important for the RSO to ensure that persons on VFGPA ranges are permitted to be there. RSOs are expected to inspect VFGPA membership cards to ensure the membership card is valid/current and also to inspect day passes to ensure they are valid for the current date. At the discretion of the RSO, the RSO may require a member to produce both a member card and

a government issued picture ID card (such as a PAL or driver's licence) to ensure the person holding the card is indeed, a member.

12. RSOs do not normally attend contracted training activities unless specifically requested to do so by the CRSO. Exceptions to VFGPA Range Rules are to be expected during the conduct of specialized tactical training at our facilities by members of Law Enforcement or the Canadian Armed Forces. Where individual or small groups of Police Officers are training at an MP Bay as VFGPA members or on a Day-Pass, they are permitted to move about with their loaded firearms according to their departmental policies, but they must conform to VFGPA safety requirements such as no shooting from outside the berm walls. The RSO must exercise discretion in these cases and if in doubt, contact the CRSO.

13. VFGPA property is private property - VFGPA is incorporated under the British Columbia Societies Act. Accordingly, VFGPA is legally permitted to promulgate rules, policies, procedures and guidelines, and to require the compliance with them, by those that use our facilities.

14. Regrettably, an all too frequent violation of VFGPA rules is by those that would attempt to use our facilities without benefit of membership, day pass or prior contract. The RSO is authorized to require the immediate departure of such violators from VFGPA property for the remainder of the day without recourse. Should the violator refuse to comply, the RSO is authorized through the CRSO to request the attendance of the RCMP to escort offenders off VFGPA private property.

15. In the event of a disagreement on interpretation of a VFGPA policy between an RSO and a participant on the range, the decision of the RSO is final. The participant has 2 choices:

- a. comply with the direction of the RSO and continue practicing their sport unless the direction given by the RSO was for the participant to vacate VFGPA property for the remainder of the day; or
- b. vacate VFGPA property immediately for the remainder of the day or risk being escorted off the property by the RCMP who will no doubt take an interest in the participants firearms and their ability to retain them.

Deportment & Ethics

16. VFGPA facilities are family oriented (fully half of our memberships are family memberships). The expectation of the Board is that in performing their duties, RSOs will do so as thoughtful mentors, coaches and educators that are firm but fair and de-escalatory in their approach to our members and visitors. A cheerful, non-confrontational disposition is always an asset.

17. An RSO avoids communicating with participants on our ranges in a pedantic manner. A pedantic is an irritating person that eagerly points out small errors others make, while emphasizing their own knowledge and expertise in a narrow subject. If in doubt, refer to paragraph 16 above.
18. VFGPA is an open and accepting family oriented sports facility. RSOs are not to use profane, disrespectful or demeaning language to the public on our facility.
19. RSO's respect the rights of others to hold values, attitudes, and opinions that differ from their own. RSO's recognize the power they hold over participants, and therefore make reasonable efforts to avoid engaging in conduct that is demeaning to participants.
20. Harassment of any kind by anyone, including RSOs, will not be tolerated on our VFGPA facilities. Similarly, discrimination as proscribed by Canadian law is not to be tolerated.

Honorarium

21. RSOs are eligible for an honorarium for their volunteer services - upon completion of at least 48 hours as an RSO, their personal individual membership fee for the next calendar year is discounted by 100%.

Training

22. RSO training is normally conducted annually over a Saturday/Sunday weekend in February at the main VFGPA Clubhouse. The training is conducted by the CRSO assisted by specialist presenters. Upon completion of the training, participants will be required to sign a copy of this FIGSOP to certify that they understand the duties, responsibilities, authority and expectation of an RSO.

23. The RSO Course will typically cover the following topics:

- a. RSO Qualities;
- b. Club Rules and Policies;
- c. Knowledge of Different Disciplines;
- d. FIGSOP 151 – RSO Terms of Reference;
- e. Range Set up;
- f. Duties of RSO;
- g. Coaching;
- h. RSO Authority;
- i. Dealing with Malfunctions;
- j. Emergency Procedures;
- k. Safety Briefing; and
- l. VFGPA FIGSOPs.

24. RSOs are encouraged to attend activities of all disciplines to increase their awareness of how the various shooting sports conduct their events, with particular reference to unique Discipline safety protocols and practices. Periodic refresher training is conducted at the discretion of the CRSO and typically consists of:

- a. updates based on recent incidents or issues;
- b. scenario based training; and
- c. training to familiarize RSOs in the unique safety aspects of the various shooting sports practiced at our ranges so they are able to effectively supervise a wide range of shooting sports. It should be noted that some shooting sports have rules, particularly during competitions, that may differ from Range Rules – usually because extra safety precautions are embedded to mitigate risk. For example, some action shooting formats involve competitors moving with a loaded firearm, however, this is mitigated by stationing a safety officer immediately behind the competitor in the interest of safety.

Distinguishing Clothing

25. An RSO may be identified by a red golf shirt or red vest prominently marked on the back with the letters “RSO” in black. An RSO may also wear a red VFGPA cap. These articles of clothing are provided to RSOs by VFGPA at no cost upon completion of the RSO course.

Recertification

26. An RSO does not normally have to recertify if they remain current and active. At the discretion of the CRSO an RSO may have to recertify;

- a. if an RSO has not performed RSO duties in a year; and
- b. if an RSO demonstrates issues of concern to the CRSO in the performance of their duties.

Competence

27. RSOs must strive to maintain high standards of excellence in their work. They must recognize the boundaries of their particular competencies and the limitations of their expertise. Our members and guests look to the RSO for guidance and advice. The RSO is only to provide those services, advice or techniques for which they are qualified by education, training, or experience. RSO's exercise careful judgment and take appropriate precautions to protect the welfare of those they supervise. An RSO never stops learning. An RSO should take opportunities to assist at various discipline training events so they will gain knowledge and

experience of the proper conduct of shooting sport events and the associated safety issues over a wide range of disciplines.

Integrity

28. RSO's are honest and fair. In describing or reporting their qualifications, experience or services, they do not make statements that are false, misleading, or deceptive. RSO's avoid improper and potentially harmful relationships.

29. RSO's take responsible measures to honour all commitments they have made to participants. For example, if an RSO is asked a question that they do not know the answer to, they should tell the participant that while the RSO does not know the answer, the RSO will find out the answer and report back to the participant.

Public Statements

30. RSO's do not make public statements that are false, deceptive, misleading, or fraudulent (either due to what they state, convey, or suggest, or because of what they omit) concerning their accomplishments or activities or those of persons or organizations with which they are affiliated. As examples (and not in limitation) of this standard, RSO's do not make false or deceptive statements concerning:

- a. their training, experience, competence, or services;
- b. their institutional or association affiliations;
- c. their academic or technical qualifications;
- d. their credentials, honours or awards;
- e. the basis for, results of, or degree of success of their services; or
- f. their shooting accomplishments.

31. RSO's understand that their relationship with the VFGPA is that of a volunteer who has been given credentials by the VFGPA to oversee the application of, and conformance with, the VFGPA Range Rules & Etiquette, or to perform other specified training activities. RSO's understand they are not VFGPA employees and may not represent the VFGPA on matters of VFGPA policy formulation or policy interpretation, nor may they make business commitments on behalf of the VFGPA.

Administration of Complaints Against an RSO

32. Any formal complaint against an RSO must be presented to the CRSO in writing, with full disclosure of the complainant's identity and contact information and also that of any witnesses. The particulars of the accused RSO's transgression are to be detailed in the complaint.

33. Upon receipt of a formal complaint against an RSO, the CRSO is to gather the pertinent information associated with the complaint along with any pertinent evidence and report the incident to the Executive.

34. Upon receipt of a complaint against an RSO, the VFGPA Executive:

- a. will review and investigate the complaint;
- b. if necessary, will review the complaint with VFGPA counsel;
- c. if the complaint is credible, will notify the accused of the allegation in writing. The accused will be given the opportunity to respond in writing;
- d. will render a decision and notify the accused in writing. The decision may result in exoneration or in sanctions, including, but not limited to, suspension or revocation of VFGPA credentials; and
- e. will keep a written record on all reviews, responses, and actions.

35. Should an RSO be the subject of a minor complaint, it is best to attempt resolution verbally at the lowest practical level. It is expected that the RSO will cooperate fully with any VFGPA investigation into the circumstances and validity of a complaint.

36. In the opinion of the Board, if a complaint is considered to be vexatious or frivolous with the intention of harming the respondent rather than to protect the public, the complainant may be disciplined by the Board.

Agreement

37. I understand and will conduct myself according to this policy whilst engaged in RSO duties.

RSO Signature; _____

Print Name; _____

Date; _____

Witness Signature (CRSO); _____

Print CRSO Name; _____