

COURTENAY AND DISTRICT FISH AND GAME PROTECTIVE ASSOCIATION

CHIEF RANGE OFFICER - ROLE

Introduction:

The Courtenay and District Fish and Game Protective Association (CF&G) provides a number of facilities for the use of its members and guests, including firearms and archery ranges. It is in the best interests of the Association to ensure safe operating procedures are followed; all existing range areas are following current CFO/RCMP range template standards; and that any future development of range facilities and their use are compliant with the same Government regulations/standards.

In addition, these ranges and their use should be compatible with other Association facilities, programs, policies, and land use. The Chief Range Officer (CRO), under the direction of the Board of CF&G, shall be responsible to ensure that Range Facility Chairs and their Committees develop, publish, and display rules and regulations to be adhered to on CF&G ranges and as required by Federal and Provincial laws.

Purpose:

To establish the position of Chief Range Officer for the CF&G with a mandate, duties, and responsibilities defined; and in alignment with other Association Policies and Bylaws.

Scope:

- 1) The CRO will be appointed by the Board of Directors;
- 2) The CRO will have oversight on all CF&G ranges, including archery; and be responsible for range certifications;
- 3) The CRO will be an *ex officio* member of all Association range committees;

Responsibility:

The Chief Range Officer:

- 1) Will be responsible for Range Safety Officer (RSO) training and scheduling, either directly or through an appointed delegate / deputy;
- 2) Will inspect the condition of all range premises, and has the authority to close same when necessary for safety issues;
- 3) Will ensure any necessary range certifications are completed and in place;
- 4) Will review, and assist as necessary, the development of 'best practices' and / or standard operating procedures for different disciplines;
- 5) Will advise the Board of unsafe practices or issues, and inform the Board of documented incidents;
- 6) Will receive and review incident reports from RSO's, or CF&G members, and recommend action to the Board as necessary;
- 7) Will report directly to the Board, and to General Membership when requested.
- 8) Under the direction of the Board, or a Director or member appointed by the Board, scheduling of Range rentals and range closures will be done by the Office Administrator; in consultation with the Chief Range Officer so as to ensure coordination of Association programs, events, and facilities use.
The billing for range rentals will be done by the Office.
- 9) Rental policies and rates are to be reviewed at least annually and a report be presented to the Board.

Adopted at the General Meeting October 16, 2023