

**NORDIC SKIING ASSOCIATION of ANCHORAGE  
STANDARD OPERATING PROCEDURES  
for the BIATHLON RANGE & STADIUM  
KINCAID PARK, ANCHORAGE, AK**

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## **1. Requirements for using the Kincaid biathlon range**

- 1.1. The range opening must be supervised by a Range Safety Officer (RSO) approved by NSAA.
- 1.2. Participants who handle a rifle at the range must have successfully completed a biathlon rifle safety class taught by an instructor approved by NSAA. (Exception: Out-of-town users may instead verify they have completed a rifle safety course that covers the same information.)
- 1.3. Participants who live fire must have a competitor membership or coach/official membership from the U.S. Biathlon Association (USBA). An exception may be made for special events for which insurance coverage has been obtained.
- 1.4. Participants must pay the NSAA range use fee.
- 1.5. Participants must pay the NSAA rifle use fee to use a club rifle.

## **2. Range Safety Officer (RSO)**

- 2.1. To be certified as an RSO for the Kincaid biathlon range, applicants are required to
  - 2.1.1. Successfully complete a NSAA biathlon rifle safety class taught by an instructor certified by NSAA.
  - 2.1.2. Successfully complete a biathlon NSAA Range Safety Officer training class taught by an NSAA approved RSO Instructor who is a USBA member. Topics to be covered in the RSO class are listed in Appendix A.
  - 2.1.3. Proficiently assist and observe an RSO who has been designated a Tier 1 RSO by NSAA at a minimum of three range openings with at least two different RSO's. The Tier 1 RSO will provide input to the candidate as to their demonstration of competence in the areas of range set up, check-in, safety briefing, range supervision, sales, shut down, closing the range, and other administration. The "green book" (see appendix H) shall be used as a record of the feedback and documentation of the dates of range openings for which the candidate provided assistance.
  - 2.1.4. Submit a request for certification to NSAA Program Manager.
  - 2.1.5. Possess a general knowledge of firearms and the sport of biathlon.
- 2.2. Because RSO's supervise range openings where athletes under the age of 18 are participating, they are subject to a background check similar to that currently in use by the NSAA Junior Nordic program.
  - 2.2.1. RSO's must complete Safe Sport training and submit to NSAA.
- 2.3. An RSO, once certified, is required to participate in a Kincaid Biathlon range opening at least twice per year to maintain his/her RSO access to the range. RSO's that have not participated in more than one year but less than two years will be required to assist a current RSO at a minimum of one range opening to

have their access restored. RSO's that have not participated in more than two years will be required to assist a current RSO at a minimum of three range openings. The "green book" (see Appendix H) may be used to document the dates and performance of the candidate.

- 2.4. The function of the RSO is to open the venue and ensure that shooters and other park users in the vicinity of the range conduct themselves in a safe manner. See Appendix C for a list of the safe operating procedures to be enforced.
- 2.5. NSAA will classify RSO's in one of two tiers. An RSO is designated as Tier 1 on the basis of biathlon experience and how often and how frequently they have participated in Kincaid range openings. All other RSO's will be considered Tier 2 RSO's.
- 2.6. RSO's may offer limited technical advice to participants so long as safety considerations are not compromised.
- 2.7. Range Opening Check-In
  - 2.7.1. The RSO is responsible for recording in the online range log the first and last name of all participants at their range openings.
  - 2.7.2. The RSO is responsible for verifying that all range users are current USBA members. If the user is not a USBA member, the RSO is responsible for having the user sign up online for a one day USBA membership.
  - 2.7.3. The RSO is responsible for verifying that all range users have paid range fees. If the user has not paid an annual or spring/summer fee, the RSO is responsible for having the user fill out a range fee form and paying the appropriate fees before using the range.
  - 2.7.4. RSO's are responsible for confirming that all users have completed a NSAA certified rifle safety class. If a user has paid the annual range fee, the confirmation is done before the range card is issued.
  - 2.7.5. Exception: For an event such as a race or a clinic that requires a formal check in, the responsibility for verifying USBA, range fee and rifle safety class credentials is the responsibility of those doing the registration.
- 2.8. Prior to opening the range, RSO's give a basic range safety briefing appropriate for the experience level of the participants.
- 2.9. RSO's are required to wear a RSO safety vest while on duty.
- 2.10. The RSO does not engage in shooting while supervising a range opening. If more than one RSO is present on the range, RSO's may alternate but at least one RSO must actively supervise the range and not be engaged in shooting.
- 2.11. For RSO's who are simultaneously coaching, the Coach to Athlete Ratio will be 1:6 for youth/beginners (16 and under or less than a year experience)

and 1:10 for adults or experienced athletes (17yo+ and 1+ years experience on a range). If the Coach to Athlete ratio is larger than the stated, an additional RSO needs to be on duty.

- 2.12. The RSO will ensure that shooters do not engage in activities that damage range equipment and rifles (for example, shooting at closed paddles or dry firing Izhmash rifles with magazines inserted or Anschutz rifles without first half-cocking the bolt).
- 2.13. RSO's will ensure that no equipment, ammunition or rifles are left at the conclusion of a range opening and that all garbage is picked up.
- 2.14. RSO's will ensure that all facilities maintenance tasks (target painting, etc.) is done at the end of each practice so that the range is ready for the next users.
- 2.15. RSO's secure the range at the conclusion of a range opening. Appendix D contains a complete list of the Range Use Procedures.
- 2.16. RSO's will sign the Range Safety Officer Operating Agreement (see Appendix F) which acknowledges that the procedures enumerated in this document will be followed and that RSO privileges shall be revoked upon repeated failure to follow procedures. The agreement will be signed annually.
- 2.17. RSO's will sign the Key and Access Code Agreement (see Appendix G) in order to be granted the following access codes: building B downstairs, the rifle vault, the paper shed, the lock box containing the key to the upstairs of building B, and the lock box containing the key for the sales locker and range key. Keys are not to be duplicated. The Access Codes are not to be shared with persons who have not signed the Key and Access Code Agreement. Access codes are changed periodically.

### 3. Rifle Safety Certification

- 3.1. All users of the Kincaid biathlon range must successfully complete an NSAA approved biathlon rifle safety course (includes passing the written and practical portions of the course). The safety course must cover the topics listed in Appendix B and C, including the open bolt practice. Out-of-town users must verify they have completed a USBA rifle safety course that addresses the topics in Appendix B and C.
- 3.2. The minimum age required to attend a safety class is 10 years. Ages 10 through 12 must attend with a parent or guardian.
- 3.3. Paralympic users and their guides must also complete the classroom portion before being allowed to use the range with non-projectile firearms.

### 4. USBA Membership

- 4.1. All users of the Kincaid Biathlon Range must be current Coach or Competitor members of the US Biathlon Association or an equivalent biathlon sport national governing organization from other nations.
- 4.2. USBA membership is available online at <https://www.teamusa.org/us-biathlon/membership>
- 4.3. The annual USBA membership term is from November 1 to October 31 of the following year. Upon payment of fees, USBA will email a membership card. Range users should print the membership card and bring it with them to all range openings.
- 4.4. A list of current USBA members is kept in the range log book.
- 4.5. For insurance purposes an individual is considered to be a USBA member when he/she has submitted the USBA membership application form, including the signed waiver portion, and appropriate fee to an RSO.

### 5. Range Use Fees

- 5.1. Payment of a range use fee is required to participate in live fire sessions at the biathlon range.
- 5.2. Online payment is available via the NSAA website at: <https://www.anchoragenordicski.com/biathlon/> and then clicking on the "Range Fees" button.
- 5.3. Types of fees available are: annual, half year (spring/ summer), or daily.

- 5.4. For annual or half year usage, an additional rifle use fee is required for use of a club rifle. The daily fee allows use of a club rifle
- 5.5. Upon payment of annual or half year range use fees, the user will be issued a Biathlon Range Use Card. Before a card is issued, the NSAA office will first verify that the participant has taken a biathlon rifle safety class. The range user should bring the NSAA range use card to all range openings.

## **6. Rifles and Ammunition**

- 6.1. Only rifles that are rim fire, 22 long rifle, bolt action, iron sights, and with a maximum magazine capacity 5 rounds may be fired at the range. Only firearms must be compatible with IBU regulations and capacities may be fired on the range.
- 6.2. Only standard velocity, 40 grain, .22 LR ammunition may be fired at the range. The maximum velocity of ammunition for use with the electronic HoRa 2000E targets is 1181 feet per second (360 meters per second) measured at the muzzle.
- 6.3. During biathlon races and training sessions, participants who have completed a rifle safety class may carry an unloaded rifle with an empty magazine in the magazine well on trails in Kincaid Park. The rifle is to be carried on the individual's back via the carrying harness. The rifle may have loaded magazines mounted on the rifle but not in the magazine well. Individual cartridges may be placed in the spare round holders on the rifle.
- 6.4. Privately owned biathlon rifles may be temporarily stored in the Building B vault. Coordinate with the RSO for storage.

## **7. Safety Breach**

- 7.1. The Range Safety Officer or other observer of an unsafe act will take immediate action to make safe any breach of range safety procedures (see Appendix C). Participants will have the safety issue and the appropriate correction explained to them. The RSO shall notify the NSAA Program Manager of the incident, including the name of the participant, the nature of the breach, and when it occurred.
- 7.2. At the discretion of the RSO or other official in charge, the person committing the safety breach may be allowed to continue to participate in the shooting event. In the case of repeated violations or blatant disregard for the safe operating procedures, the RSO will direct the participant to leave the range for that day and inform the participant that they are required to re-take the NSAA biathlon rifle safety class before again participating in shooting

activities on the range.

- 7.3. The RSO will inform the NSAA Program Manager of an event that requires a re-take of the safety class.
- 7.4. NSAA reserves the right to remove offenders indefinitely.

## 8. Range Openings

- 8.1. All openings, regardless of classification, should be published on the range calendar (<https://www.brownbearsw.com/freecal/NSAABiathlon>). Contact the NSAA Program Manager to have a range opening posted.
- 8.2. All openings should be published on the calendar a minimum of two hours before the opening. The calendar posting shall include the start and end time of the opening, the name and contact information of the RSO, and specific instructions for obtaining a club rifle for use at the opening if necessary. For example:  
“1pm to 2pm, RSO Joe, text 907-555-1234, meet at vault 15 min before opening for club rifle.”
- 8.3. An RSO is not obligated to interrupt a range opening to provide a user with a club rifle beyond the time posted for obtaining a club rifle. An RSO is not required to interrupt a range opening to replace a club rifle in the vault before the scheduled end of the opening.
- 8.4. Range log entries are required for all range openings. For events such as safety classes, races and clinics, summary information may be entered in the range log.
- 8.5. General Range Openings are open for all users who have successfully taken a USBA biathlon range safety class.
- 8.6. Special Openings are for private coaching sessions, classes and clinics. These sessions will not be open to all athletes, however additional athletes may be accepted into a session at the discretion of the coach and the rest of the range will still be available for a concurrent general range opening with additional RSO coverage.

## 9. Lead Cleanup

- 9.1. Two times per year (approximately in May and September), lead at the target line is vacuumed and recycled. The cleanup event is coordinated by the Range/Facility Maintenance Lead.

- 9.2. The lead cleanup follows the procedure in the document "Environmental Stewardship Plan for the Management of Lead Bullets" for the Biathlon Range at Kincaid Park.

## **Appendix A. Topics covered in Biathlon Range Safety Officer training**

- Understand and follow the range safe operating procedures as described in Appendix C
- Must support ongoing safety instruction as described in Appendix B
- Understand and follow the duties of the RSO per section 2
- Know how to open and close the range as described in Appendix D
- Must provide direct supervision on the firing line
- Must know appropriate rifle type to be used at the range. (22 long rifle, bolt action, iron sights, maximum magazine capacity 5 rounds)
- Understand and agree to follow the requirement for filling out the online range log for every opening
- Must review the SOP in the following areas:
  - Roles of the RSO for range safety
  - Admin role of the RSO to check for proper USBA member
  - Know how to fill out paper work and collect fees???
  - Admin role of the RSO to check for range fee membership.
  - Know how to fill out paper work and/or collect fees???
- How to report equipment failures
- How to report shooting incident or other injuries
- Explain NSAA rifles are not to be taken apart: the vault is not a parts store
- No unauthorized parties allowed to shoot
- Understand the shadow process
- Understand requirement to act as an RSO a minimum of two times per year to keep status as current RSO.
- Key Code and Access Code Agreement – requirement to sign and keep codes confidential and not to make copies of any keys.
- Understand RSO's are required to sign an agreement with NSAA annually that procedures in this document will be followed. RSO privileges shall be revoked upon repeated failure to follow procedures.



## **Appendix B. Topics covered in NSAA biathlon rifle safety class**

- Familiarization of the rifle range and vicinity
- Detailed biathlon rifle nomenclature and adjustments; ammunition
- Primary rifle safety rules (safe direction, open bolt, unloaded, finger off the trigger until ready to shoot)
- Standard preparations for firing and safe firing procedures
- Standard procedures for shooters moving in the range area
- Safety precautions when people are downrange
- Restrictions on areas people may occupy when the range is in use
- Role of the range safety officer at a range opening
- Actions required in response to commands used on the range
- Recommended eye and ear protection
- Proper handling of ammunition and recommended hygiene to avoid ingestion of lead
- Precautions by shooters before leaving the range
- Safe ammunition and rifle handling in the park
- Dry firing and safety precautions
- Need for rifle cleaning and maintenance
- Carrying the rifle
- How to assume the prone and standing firing positions
- Operation of equipment on the biathlon range

## **Appendix C. Biathlon Range Safe Operating Procedures**

The following rules are essential to safe operations.

- The muzzle of a rifle must be pointed in a safe direction at all times. The muzzle must be carried in the upward full vertical position, or pointed downrange (toward the targets) when at the firing line.
- Rifle bolts must be open unless at the firing line on target or harnessed on the back of an athlete with an empty chamber or a spent round in the chamber. A rifle must have an open bolt and empty chamber when secured in its case.
- The rifle trigger should not be touched until the athlete is in the proper position and rifle is on target.
- Rifles may only be moved when properly harnessed or carried by the barrel with the muzzle pointed in a safe direction. In rifle carry situations, shooters may not remove a strap of their rifle carrying harness from their shoulder before they have reached the shooting lane from which they will be shooting. They must cross the lane marking line with both feet and lay both ski poles on the ground prior to removing their rifle from the carrying position. In non-carry situations, the rifle

may only be picked up or set in a rack after the athlete has come to a complete stop at the rifle rack.

- The rifle may not be carried with a live round in the chamber or a loaded magazine in the magazine well.
- A rifle is considered unattended when it is exposed (uncased) and out of the control of its owner or designated user. An unattended rifle on the mat or a rifle rack must have the bolt open.
- A loaded magazine should not be inserted into the rifle until an athlete has stopped on the shooting mat at their firing point and the muzzle is pointed down range.
- A live round should not be loaded into the rifle chamber until the athlete is in firing position with the rifle pointed in the direction of the target.
- Firing may not commence until a red flag is elevated on the range flagpole and the command "RANGE IS OPEN" has been given by the Range Safety Officer in charge.
- When firing, an athlete's rifle muzzle must extend over the firing line, which is the front edge of the shooting ramp area or as otherwise clearly designated by the RSO due to seasonal conditions.
- When the command "CEASE FIRE" is given, athletes must stop shooting immediately, remove the magazine, open the rifle bolt, lay the rifle on the mat or place it in a rifle rack. Anyone on the range who observes an unsafe condition may give the command "CEASE FIRE."
- Before personnel move downrange, the Range Safety Officer will give the command "RANGE IS CLOSED."
- When the "Range is Closed" command is given, shooters must place their rifle with open bolts and empty magazine wells in the rack or on their back, empty and in full vertical position.
- Anyone witnessing an unsafe act should immediately bring it to the attention of the individuals involved and the Range Safety Officer.
- Athletes should secure rifles and ammunition out of sight if stored in a locked vehicle.
- Range users must minimize the spread of lead. No food is to be consumed at the target line. Wash hands and wipe feet after departing the target line.
- Lead clean-up will adhere to the Lead Management Plan.

## Appendix D. Range Use Procedures

- The range is opened for live fire shooting only by a NSAA certified RSO.
- Equipment needed for range openings is stored in range Building B, the shed at left end of shooting ramp, storage enclosure at left end of target slab, and in electrical boxes at rear of shooting ramp.
- Club rifles requested by participants are retrieved from the vault in Building B.
- Range flag, spotting scopes and tripods, mats, wind flags, and various tools are stored in the shooting ramp shed.
- Paper targets are stored in the target slab enclosure.
- Personal gear, other than what fits in the lockers designated by NSAA, is not to be stored on-site. Any personal gear found will be disposed of. It is not the responsibility of NSAA to manage or track personal gear.
- Firing line and target lights are switched on using the rotary switches on the back of the power panel (rotated to the “hand” position) when ambient light does not provide adequate target and shooting ramp illumination.
- Blue covers removed from the metal targets should be stacked well to the right and left of the targets in use or carted to the paper shed. Paper target frames are positioned between each metal target and the adjacent target to its right. Each should have 6-bull and 4-bull target sheets attached containing a sufficient number of clean targets to accommodate the number of shooters that are in attendance.
- Wind flags are placed in the infield 20m from the target line and 5m from the firing line if needed. To decrease the chance of wind flags being shot when paper targets on the lower portions of the target frames are used during range openings, they should be placed only on pipes immediately left and right of the block of lanes to be used for firing during the opening unless circumstances dictate a more thorough coverage of the area is necessary to detect wind patterns more accurately.
- The lane numbering signs at the firing line are raised from their storage position, which is angled toward the targets, to the upright position for the lanes that are to be used.
- Shooting mats are placed at each of the shooting points to be used; they should not be dragged at any time.
- Target control keypads for lanes to be in use during the session are removed from storage in the gray electrical boxes at the rear of the shooting ramp and placed on top of the box for convenient operation.
- The red range flag is raised on a firing line light pole prior to giving the ‘range is open’ command.

- In high wind velocity conditions it is advisable to weight the tripods or lay unattended tripods/scopes on the ground to prevent blow over which can cause scope or tripod damage.
- At the conclusion of a range opening:
  - All equipment (such as rifles, shooting mats, spotting scopes and weights, windflags and pivot rods, range log and table, etc.) is returned to the appropriate storage areas.
  - The range flag is lowered and stored.
  - Target control keypads are returned to the gray electrical boxes and the control boxes are locked and sealed by locking nuts.
  - Lane number signs are angled towards the target line (lowered carefully rather than dropped into this position).
  - Targets are set to the prone position with paddles closed and vinyl covers are replaced over the targets and latched closed.
  - Paper target frames are placed on the back of the concrete wall with the target side facing the wall.
  - The shooting ramp is policed for live ammunition and trash.
  - Brass on the firing line is collected and placed in the storage container in the shooting ramp shed. In months when the pavement is dry, brass should be collected from both sides of the firing line.
  - Range keys are returned to the lockbox.
  - Any club rifles exposed to wet weather during a range opening are dried and stabilized before being stored in the vault.
  - All buildings and storage shed locks are secured and lights are switched off.

## Appendix E. Emergency Procedures

- Take charge of the situation.
- Call a “Cease Fire” if necessary and secure the range.
- Evaluate the seriousness of the injury. If the injury is serious, call for medical help.
- If unsure about the extent of the injury, play it safe and call for assistance.
- Call for help, if required.
- Call 911.
- State the following:
  - Location assistance is needed: “Kincaid Park Biathlon Range, Raspberry Road”
  - Callers Name
  - What happened – explain how the injury or illness occurred.
  - How many people were injured and their condition(s)
  - Location of person who will meet emergency responders and directed them to the scene.
- Render aid, within the scope of your training.
- Use the blue first aid bag if required. Query group for any medically personnel.
- Direct medical help to the location.
- Send out one or more people to Raspberry Road to open necessary the range gate and direct emergency personnel to the location.
- Take notes and submit a report about the incident to NSAA and Kincaid Park on what occurred. A range incident report form is kept in the range log binder. Designate a note taker to write down all of the important details behind the emergency, such as the timeline of events. Additional recordkeeping may include getting statements from witnesses.

# Appendix F. RSO Agreement

## Nordic Skiing Association of Anchorage (NSAA) Range Safety Officer (RSO) Agreement (as of May 2019)

Individuals who have completed the NSAA approved Range Safety Officer training and have been approved to open the range by the NSAA Biathlon Safety Oversight Committee may open the Biathlon Range at Kincaid Park and supervise live fire and other activities at the range providing they sign this agreement and adhere to the policies listed in the Standard Operating Procedures document and the policies listed below. **Failure to adhere to the policies shall result in temporary or permanent revocation of Range Safety Officer privileges.**

1. All range openings will be posted on the online range calendar no less than 2 hours in advance of the actual opening. Each opening listed on the online calendar will include the following information: start and end time of the opening, RSO name and contact information, and instructions for obtaining a club rifle for the opening. For example: "1pm to 2pm, RSO Joe, text 907-555-1234, meet at vault 15 minutes before opening for club rifle."
2. RSO's who open the range may not engage in or conduct any activity that compromises range safety. Instruction and coaching that challenges the RSO's ability to monitor the active firing line and adjacent surroundings may require the presence of an additional RSO. The RSO in charge of the opening is responsible for making sure the range is adequately staffed with RSOs for any activity conducted during the opening.
3. Should no other RSO be available, the RSO in charge of the opening must call Cease Fire and cease range operations before leaving the firing line for any reason.
4. The RSO will verify that each person using the range (i) has completed NSAA approved biathlon rifle safety class, (ii) has a current competitor or coach/official membership from the USBA, and (iii) has paid range fees. A list of current USBA members and those who have paid range fees is stored in the range log.
5. The RSO will collect fees, when necessary, for USBA memberships, range use, and sales of ammunition and cuffs. Any fees collected will be itemized on a receipt and the receipt and fees shall be deposited in the cash envelope located in the sales locker in building B.
6. The RSO in charge of each opening will facilitate range set up, operation, and close down in accordance with the range use procedures in the range Standard Operating Procedures document. RSO's in charge of an opening are required to assure that any club rifles exposed to weather during a range opening are dried and stabilized before being stored in the vault.
7. An RSO will not pass on access codes or keys to any other party. Distribution of access codes will come solely from the NSAA Office. **Confirmation of the distribution of range access information to any other party by an RSO will result in a revocation of that RSO's range access privileges and a rekeying and coding of all range access systems.**

Range Safety Officer Printed Name \_\_\_\_\_

Range Safety Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

Email Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Witnessing NSAA Officer Printed Name \_\_\_\_\_

Witnessing NSAA Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

# Appendix G. Key and Access Code Agreement



## Nordic Skiing Association of Anchorage Key and Access Code Agreement

This document is for individuals who have in their possession keys or access codes to NSAA property/systems or Municipality of Anchorage (MOA) property and/or facilities.

The following MOA keys, padlocks, access codes and passwords have been issued out to:

\_\_\_\_\_ ( print full name)

A645     A698     A699     \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
(provide key numbers)

Access codes to specific doors and key boxes with location of key pad or lock box:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

Access codes and passwords to the following NSAA systems:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_  
5. \_\_\_\_\_ 6. \_\_\_\_\_

By signing this document, the above party hereby agrees to and acknowledges that:

- Assigned access keys, key/door codes, and passwords are solely for use by the assignee
- Keys, codes and passwords are not be reassigned, duplicated, or distributed.
- Violation will result in a revocation of access privileges
- Rekeying and recoding of all range access systems will be at the signee's expense

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessing NSAA Officer Printed Name: \_\_\_\_\_

Witnessing NSAA Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix H. RSO "Green Book"

RSO's have no obligation to provide OJT to rso candidates.

RSO in charge \_\_\_\_\_

Date \_\_\_\_\_

	1	2	3
Range Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Range Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shut down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Close range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Administrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes \_\_\_\_\_

1. Excellent 2. Satisfactory 3. Needs work