**SRR&PC Outdoor Range Maintenance Program Description**

**Revision 0, 7/11/2022**

Minor editing to reflect change is officer title based on SOP 1/1/2023.

**REQUIREMENT**

The Standard Operating Procedure (SOP) does not provide specific guidance or direction for the performance of maintenance of the range facilities. Overall responsibility for maintenance of the range facilities is included within the jurisdiction of the Executive Committee. Ref: CHAPTER III. Bylaws.

**Objective:** The Outdoor Range Maintenance Program Description provides policies and procedures to maintain the outdoor range facilities and associated equipment in a safe and operational condition. The program also provides guidance for the use of club funds to facilitate adequate maintenance of the facilities.

**IMPLEMENTATION**

* **Maintenance Program Management:** The Range Operations and Maintenance Officer (ROMO) will oversee the Range Maintenance Program on behalf of the Executive Committee. The ROMO will be the primary point of contact for coordination, scheduling, communication, and implementation of the maintenance program. The EO will define and coordinate authorized maintenance activities and solicit participation of club members.
* **Membership Participation in the Maintenance Program:** Club members are encouraged to participate in the maintenance program by providing **minor maintenance** support (see Minor Maintenance Activities below) and are provided incentive for volunteering their service. Member service includes participation in authorized range maintenance activities and will receive credit toward yearly club membership dues at the following rate. Members that participate in authorized maintenance activities will receive 1 month credit toward membership dues for each scheduled maintenance activity. Maximum credit is 100% of membership dues for each year. When **major maintenance** (see Major Maintenance Activities below) activities are scheduled. Members that own large equipment (tractors, back hoes, front end loaders, dozers, bob cat…) that volunteer service will be compensated based on the scope of work and type of equipment used. Compensation will be evaluated on a case-by-case basis and approved in advance by the EC.

**Minor Maintenance Activities:** (use of range equipment or small member owned equipment)

* Grass cutting
* Tree trimming
* Repair of targets and target systems
* Painting
* Maintenance of range equipment (well, Lawn mower, John Deer Gator, String Trimmers…)
* Monitoring and maintenance of gate access and surveillance camera systems
* **Major Maintenance Activities:** (use of member owned larger equipment
* Grading and reshaping berms
* Bush hogging
* Bull Dozing
* Bob cat use to move gravel, fill material, and cross tie timbers.

**PROGRAM REPORTING: ROMO**

* **Data Collection and reporting:**
  + Collection of member participation data
  + Report credit toward yearly membership dues to members and treasurer