



TALLAHASSEE RIFLE & PISTOL CLUB, INC.
P.O. Box 7638 Tallahassee, FL 32314-7638



TRPC RSO Duties

1. Inspect gate for security
2. Sign in on RSO Duty Sheet
3. Pick up RSO Folder located in top drawer of filing cabinet
4. Inspect the First Aid Kit and check the hard-line phone
5. Review Liability Forms: Use key in folder to gain access to forms. Check to see who is at the range today, and if the forms are properly filled out and the fees are paid.
6. After reviewing, return the Liability Forms to the lockbox
7. Inspect range for any hazards and for security
8. Observe and enforce all NRA, TRPC Range and Safety Rules. These rules should include, but are not limited, to the following:
 - A. Ensure that all Members display their current TRPC ID Badge.
 - B. Make sure that all Guests have properly filled out the Waiver of Liability.
 - C. Make sure the Orange Vest Rule is being followed.
9. Assist shooters as requested with any Safety or Rule interpretations.
10. Report any gross safety violations requiring immediate member suspension to a Board Member.
11. If issuing a Warning, check the Warning List to make sure the shooter is not a Repeat Offender. If not, issue the Warning, and then add their name to the list.
12. Before leaving, make a final tour of the range to check for any problems.
13. Return RSO Folder to TOP drawer of filing cabinet
14. Sign out