

# NTSA Operating Procedures

## 1. Operating Hours

**Monday: Club is closed for maintenance until 1 pm.**

**Tuesday through Friday: Range officer on duty at 10:00 am.**

**Saturday, Sunday and Holidays: Open 8:00 am.**

**Holidays: (Memorial Day, Independence Day, and Labor Day)**

**Open at 8:00 am.**

**Shooting may start at 8:00 am. All on the premises MUST sign – in.**

**The Club must close by Official Sundown every day.**

## 2. Sign In

**Everyone must sign in immediately when entering the property and BEFORE shooting. NO EXCEPTIONS**

The sign-in sheet is usually kept in the Club House. See the Range Manager On duty for assistance.

## 3. Member Procedures

**Membership in the NTSA is a privilege and should be treated as such. Due to the size of the membership (550) and minimal staff, it is imperative that members lend assistance with the workload by helping to keep the facility clean and neat.**

### Guests of Members

**Everyone entering the premises Must Sign In. No exceptions.**

**Guest are to use the Day Member / Guest form and list the host member Number. All Guests must be supervised at all times by the host member.**

Guests are a relative of the member. Guests pay the member rates Without purchasing a Day Membership.

### Loading Trap and Skeet Machines;

**If the Range Officer is serving other members or performing other tasks, please help by resetting or reloading the machine, for a refresher in the proper procedures contact the Range Officer.**

### Empty Cartridges;

**Police the Area. Pick up all used / spent cartridges.**

A pickup device is provided on the Skeet and Trap ranges.

For Pistol and Rifle brass brooms and buckets are provided.

#### **4. Day Member Procedures**

**Everyone entering the premises Must Sign In. No exceptions. They must sign in on the Day Member / Guest sign in form and purchase a Day Membership in order to use the facilities. The host member number is to be listed on the form. Day Member rates are set by The Board of Directors and posted. Day members then pay the same rate as annual members. Day member Observers Must sign in, and without charge. Do not write the word "Guest" on the form in conjunction with either of these Day Members. Day Members must be supervised at all times by the member host. A day Member may not sponsor / host another day member. This is a one-day non-voting membership and may be revoked at any time.**

#### **5. Paying Out**

It is the members responsibility to pay his / her range fees and those of his / her day member and / or guest(s) before leaving the range. Fees are to be paid directly to the range Officer on duty. In the event that he is unavailable.

- A. Record the amount you paid on the sign-in forms.**
- B. Place the money in a provided envelope.**
- C. Write your name on the envelope.**
- D. Place the envelope in the drop box next to the Clubhouse exit door.**

#### **6. Club Newsletter**

Newsletters are mailed to the address on file, PLEASE maintain an updated address if you want to receive the newsletter.

The newsletter is also on line at [www.shootntsa.com](http://www.shootntsa.com)

Every effort is made to maintain the calendar located in the clubhouse and on line.

#### **7. By-Laws**

**A current copy of the by-laws may be found online and at the clubhouse.**

**Please read the by-laws. If you have any questions, do not hesitate to contact**

**A member of the Board of Directors, or the Range Officer.**

#### **8. Contacts**

**All current BOD phone numbers are listed on the website**

**[www.shootntsa.com](http://www.shootntsa.com) The range phone number is 940-391-7376**