



New Member Orientation SOP

New Member Orientation introduces all prospective members to our club facilities and reviews the range and safety rules. Attendance is a requirement for membership.

Setup

- The class is held in the clubhouse at one of the conference tables. Clear off one of the tables and setup about eight chairs around it
- Put out a copy of the Attendance email and a pen for people use as sign-in sheet. Have them add their name if it is missing from the list
- Put out a stack of Range Rules & By-laws (found in the glass-door cabinets)
- At least one copy of current Newsletter
- Move the Safety Poster, large Property Map and History Patches near the head of the table
- Unlock the front door and open the parking lot gate
- Put Orientation Event sign in front window

Introduction

- Welcome folks to class and explain purpose is to go over Safety Rules, Club Facilities, & Events
- Tell them the class should take about 90 minutes.
- Point out where rest rooms are
- Introduce yourself including certifications & shooting experience
- Have participants introduce themselves, their shooting experience, and any expectations they have for the club. If possible, briefly respond to each with information about the club.

Club Overview

- Using the Club Patches, briefly describe our history
- Using the large Property Map, briefly show the facilities
- Using the Safety Poster, stress the importance of safety and go over each item

Range Rules

- Review EVERY range safety rule. Almost verbatim

Club Events & Committees

- Explain how we are a membership owned and operated club, and it only works when members join committees and attend events
- Using the Newsletter as a guide, talk a little about each committee, regular, and upcoming special events
 - Membership, Outreach, Operations, Newsletter, By-laws, Legislative
 - Cowboy, IPSC, TRAP, Pistol League, Juniors, Women's League, Black Powder, CMP Rifle
 - Club picnic, Basic Pistol Classes
- Explain about Web Site (www.shongum.org), the calendar and members only area

Ask if any questions before the grand tour

Facility Walk Through

- Club & kitchen – This is YOUR club as much as any other members. Use anything you want and clean up after yourself when you are done. Don't walk by litter, pick it up. See something is empty? Fill it up or let someone know it needs attention. NO SMOKING!
 - Show TV & Air Conditioner
 - Show sign-in book and guest badges if not shown already
 - The refrigerators are normally locked, but you can get the combo from Val or Wayne.
 - There are pots, pans, dishes, silverware, coffee to use
 - The fireplace is remote controlled, the unlock code in on inside of battery door

- Show bullet hole in counter and stress no clearing jams away from firing lines
- Bathroom/Buffer area – Show light switches. Discuss keeping ALL doors closed: To main room for noise, to toilets for heat, and to indoor range for noise and boiler pilot light. Wash up with cold water when done shooting to keep pores closed and lead/gun powder out.
- Indoor range – SAFETY FIRST!
 - Light switches and ventilation/heat system. REMEMBER TO TURN OFF
 - ***Can not open side door for noise free ventilation. Must use ventilation system.***
 - Blue 50 foot line
 - Tables can be moved (only 1 firing line!)
 - Dud can
 - Red 22 foot line, no closer
 - Use only approved ammunition
 - Target frames are to be stored on side wall
 - Sweep up dirt and brass. Brass only can
 - ONLY SHOOT AT TARGETS, NOT BAFFLES, LIGHTS, FLOOR
- Trap & Pistol range
 - Care must be taken to use them simultaneously. When both are in use, neither trap houses 3 & 4 nor the right half of the Pistol range can be used.
 - Voice activated throwers are used during events and by request/supervision of Rich.
 - A manual thrower is available in the clubhouse buffer area and can be put on pipe under orange cone, or you can bring your own.
- 100yd range
 - Show where target frames are stored
 - Remind them to put frames away when done
 - Show 100yd markers
 - Show 50yd markers
 - Show target frame brackets
 - Explain about putting other targets on backstop, NOT on the small berm
- Hunting & Archery area
 - Show where this area is
 - Take walk if time/weather permits (takes about 15 minutes)
- Front Door
 - Finish up by front door
 - Demonstrate proximity card
 - Show outdoor range cease fire chart
 - Ask if any questions
 - Thank them and welcome them to the club!

Put away all supplies

Give membership the SIGN-IN Sheet