

SMSC RANGE USE REQUEST PROCEDURES 2016-03:

1. Requests begin with a fully completed application.
2. The fully completed application should be submitted to the SMSC BoD via email to clubmail@smsclub.org.
3. The BoD will convene a Review committee for each application.
4. The Review committee:
 - a) Should have a standing chair to be appointed by the Club President and approved by majority support of the BoD, who should first ensure the application is complete, then begin the review process.
 - b) Will be convened by the standing chair, after his or her initial review of the application for acceptability.
 - c) Should consist of 1-5 additional members.
 - d) Will conduct a thorough review of:
 - i. veracity of statements on the application
 - ii. anecdotal and factual information regarding the applicant's/company's reputation
 - iii. personal audit of course and classroom details, normally including participation in an actual class (not necessarily entire class curriculum)
 - iv. ensure all required documentation has been received for SMSC's files
 - e) Required documentation includes completed application documentation, including all items in SMSC RANGE USE APPLICATION REQUIREMENTS document.
 - i. copy of insurance policy naming SMSC as a named insured
 - ii. listing of NRA-certified instructor numbers for all instructors, including specific disciplines in which they are certified
 - iii. organizational mission statement.
 - f) signed document, agreeing to follow all SMSC rules, regulations, procedures, etc.
5. Those requesting range use, once vetted by the Review committee, and recommended to the BoD by the Review committee:
 - a) must come before the BoD for approval prior to initial use of range facilities
 - b) must provide: Class name/type, start/end times, duration, summary/objectives, class materials materials listing, and a copy of materials for review (and return to owner) by SMSC prior to teaching a particular curriculum and upon any change to class curriculum.