

# NTSA Operating Procedures

## 1. Operating Hours

Range Officer on duty from 10:00 am. Until Official Sunset, **No shooting prior to 8:00 am.**

**Monday:** During 'Daylight Savings Time' the club will be closed for maintenance until 11 am. When DST ends normal weekday hours are observed. Range Officer on duty 10:00 am – Official Sunset.

**Saturday, Sunday and the following Holidays:**

Memorial Day, Independence Day, and Labor Day, 8:00 am – Official Sunset.  
**The Club must close by Official Sunset every day. No shooting prior to 8:00 am.**

## 2. Sign In

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

The sign-in sheet is 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 (750) and minimal staff, it is requested that members lend assistance with the workload by helping to keep the facility clean and neat and controlling costs.

### Loading Trap and Skeet Machines;

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

### Empty Metallic Cartridges, Shotgun Hulls and Trash

It is mandatory that members and guests pick up all spent cartridges, including rifle, pistol and shotgun. Pickup devices are provided on the Skeet, 5-Stand and Trap ranges. For Pistol and Rifle brass, brooms and buckets are provided.

## 4. Safety

Please check the reference section on the NTSA website ([www.shootntsa.com](http://www.shootntsa.com)) for the updated safety rules, or stop by the club for a copy. All members and their guests are required to abide by the NTSA safety rules and to review them periodically.

## 5. Day Member/Guest Definitions and Procedures

**Guest:** The term Guest applies to anyone accompanying a member who is NOT going to participate in a shooting activity. A guest must be signed in using the host/members number, and be accompanied at all times by the host member. Everyone entering the premises Must Sign In. No exceptions.

**Day Member:** A Day Member is a person who is being hosted by a member and intends to participate in a shooting activity. The number of Day Members and/or Guests is limited to a total of five per membership. Day Members must be signed in using the host's membership number, and be accompanied at all times by the host member. All Day Members must pay the current Day Member fee and all applicable range fees. Immediate family members are exempt from the daily fee. Day members (including relatives) will pay member rates for shooting. A Day Member or Guest may not sponsor/host any Day Members or Guests. This is a one day privilege and may be revoked at any time. Everyone must sign in. No exceptions

**Family Membership:** Each Family Membership has only one vote in any club election, it may only be cast by the member named on the original membership application or their spouse. Family Membership includes the named member and their spouse. Immediate family members include: their children, grandchildren, mothers, fathers, brothers, sisters (and their immediate families) and grandparents any or all of whom must be accompanied by the named member or member's spouse at all times while on NTSA property. Immediate family members are exempt from paying Day Member fees but must pay range fees.

## 6. Paying Out

It is the member's responsibility to pay his / her range fees and those of his / her day member(s) 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.

## 7. Club Newsletter

Newsletters are emailed to the address on file, PLEASE maintain an updated address if you want to receive the newsletter. Contact the NTSA Vice President for address changes. The newsletter is also on line at our web site [www.shootntsa.com](http://www.shootntsa.com) Every effort is made to maintain the calendar of events located in the clubhouse and on line.

## 8. By-Laws

A current copy of the by-laws may be found online at, [www.shootntsa.com](http://www.shootntsa.com) and at the clubhouse. Please read the by-laws.

If you have any questions, do not hesitate to contact a Board Member, or the Range Officer.

Revised 8/9/2017