

# CLUB POLICY #101

## Club Employees and Responsibilities

1.0 The Board of Directors is responsible for the operation and management of the Club and the not-for-profit business corporation on which the Club is founded. The Board of Directors can delegate authority but cannot delegate total responsibility.

### GRPC EMPLOYEE ORGANIZATIONAL CHART

2.0 There are three groups of employees at GRPC; Office staff, Range Safety Officer staff, and **the Operations and Maintenance** staff. The Office Staff is an “inside job” and the other two are “outside jobs” for work assignments and definition for Workman’s Compensation Insurance. The detailed job descriptions, written elsewhere, may be changed from time to time. These three groups have job classifications as follows:

2.1 Club Business Manager (CBM) is a salaried position reporting directly to the President, All employees report administratively to the CBM for pay and scheduling paid vacation. **The CBM is responsible for operations and day to day maintenance within the office complex.**

2.2 The Office staff is composed of cashiers who are hourly paid employees who work **primarily** part time. They work in the main office complex and report to the CBM. They are hired by the CBM with the approval of the President. Their work schedule is maintained by the CBM.

2.3 Chief Range Safety Officer (CRSO) is an hourly paid position. He reports to the President. He hires and trains range safety officers (RSO’s) with the approval of the President. **This position may be combined with the responsibility of Club maintenance as well. If combined, this position will be known as the Range Manager (RM) position. As such, he will be responsible for all operations and maintenance outside of the office complex. The combined position reports directly to the Club President.**

2.4 Range Safety Officers are hourly paid employees who work part time. Their responsibility is range safety and members’ compliance with rules and policy. Depending on ability and work schedules, they may be assigned additional duties by the CRSO, **RM** or President. Their work schedule is maintained by the CRSO **or RN if the positions are combined.**

2.5 Club Maintenance Supervisor (CMS) is an hourly paid position. This position is authorized up to forty (40) hours of work per week. He reports to the

President **unless a Range Manager is appointed. In that case, the CMS reports to the Range Manger with direct oversight also from the Club President.** The CMS has responsibility is the overall maintenance and upkeep of the ranges and facilities.

2.6 Maintenance Man is a part time hourly paid position, **authorized up to forty (40) hours per week** and helps the CMS in maintenance.

3.0 Employees, while acting in their job capacity, will act with the authority of the Board. For example, office administrative persons processing **new yearly and** daily members and range safety officers are charged with the duty to enforce **Club policy, Club** rules and safety regulations.

4.0 Hourly employees working a six hours or more shift will receive a paid thirty minute lunch period when taken on premises. Lunches or breaks taken off Club premises will be unpaid.

**5.0 Overtime will be paid in accordance with Federal and State law with authorization for such to be approved by the Club President or his/her designee.**

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