



Liaison – Law Enforcement or Designate

1. Report to and work with the Vice President – Firearm Ranges to plan and coordinate and schedule tactical range rental bookings.
2. Manage maintenance and replenishment of wooden targets and stands on the tactical range. Manage the maintenance of the Sea Can on the tactical range.
3. Work with the President, or Vice President – Firearms Ranges to ensure that all law enforcement agencies have a signed Licence Agreement with the Salmon Arm Fish and Game Club¹.
4. Ensure the law enforcement agencies keep the tactical range tidy. Their training may require the use of props and vehicles².
5. Provide a confidential single point of contact for law enforcement agencies to reserve the tactical range for their training.
6. Work with the Vice President – Membership to manage LiftMaster key FOBs and entry codes for each law enforcement agency.
7. Manage and track tactical range reservations organized by law enforcement agency.
8. Provide the Treasurer with quarterly rental details about each law enforcement agency so that they may be invoiced for their use of the tactical shooting range.
9. With the Treasurer, reconcile law enforcement agency invoices with the club's accounts receivable. When required, contact the law enforcement agency to follow through on the payment of their invoices.
10. Coordinate with Directors planning "club events" to ensure no scheduling conflicts occur with law enforcement agency reservations.

¹ Licence agreements outline the terms and conditions for law enforcement agency use of the SAFGC shooting ranges and their rental rates the club charges.

² Law enforcement agencies may not use the club's tactical range as a storage area for multiple vehicles.



11. **Safety, Safety, Safety:** is paramount. Push it!
12. Work with Division Directors and any committee to address Club operational issues and activities.
13. As required, assist in planning, organizing, and managing the Club.
14. Represent the Club at social functions, shows and events.
15. Represent the Club at media gatherings when so delegated or directed by the Board of Directors.
16. Follow the Executives' Code of Conduct and the Members' Code of Conduct.
17. Participate on Boards of Investigation and Appeal Boards as required.