



## **Rio Salado Sportsman's Club, Inc. Policies and Procedures**

### **Policy and Procedures # 08 – Firearms Inventory and Custody:**

The Rio Salado Sportsman's Club (RSSC) owns a number of firearms which are in the custody of Club Divisions. This Policy and Procedure describes the requirements for maintaining an inventory of these firearms.

1. All firearms in the custody of a division will be inventoried annually. If an inventory has not been done, one will be made within 90 days. Thereafter an inventory will be made by the anniversary date of the first inventory. The inventory list will be dated and list all firearms by make, model, serial number and caliber, and place where stored. The inventory will also ensure all firearms are marked with asset tags. The inventory list will be signed by the Division Director, who will provide a copy to the Range Manager, and who will retain a copy for the division records.
2. All firearms in the custody of a division will be inventoried whenever a new Division Director is appointed or elected. The inventory list will be dated and list all firearms by make, model, serial number and caliber, and place where stored. This list will be signed by the new Division Director, who will provide a copy to the Range Manager, and who will retain a copy for the division records.
3. In the case of a discrepancy in the inventory records, or missing firearms, the President of the Club will appoint an investigating board to determine the facts behind the discrepancy. At a minimum the Board will consist of the Executive Officer, the Range Manager, and the Division Director involved. If needed, the President may appoint an alternate. The Executive Officer will chair the investigating board, and will provide a report of the outcome, including any recommendations. If the Executive Officer does not chair the investigating board the President may appoint another individual to serve as chairman.
4. Individuals wanting to have custody of an RSSC owned firearm must complete and sign the applicable attached form (or other form approved by the Executive Officer). Minors under 18 cannot sign for custody of any firearm.

Signed as Approved by the Board of Directors: Michael A. JANAS November 15, 2006  
Secretary, RSSC Date



## RSSC Firearms Inventory Form

	<b>MAKE</b>	<b>MODEL</b>	<b>CALIBER</b>	<b>SERIAL NUMBER</b>	<b>S</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					
<b>8</b>					
<b>9</b>					
<b>10</b>					
<b>11</b>					
<b>12</b>					

I, \_\_\_\_\_, acknowledge I have completed an inventory of  
Print Name

the above listed firearms on \_\_\_\_\_(date)

Signature

I have received the above inventory list \_\_\_\_\_(date)

Signature of Range Manager

Page \_\_\_\_\_ of \_\_\_\_\_



# Rio Salado Sportsman's Club, Inc.

3960 N. Usery Pass Road, Mesa, AZ 85207-9702

Phone: 480-984-9610 Fax: 480-986-1592

## Equipment Custody Agreement

I, \_\_\_\_\_, a member in good standing of the Rio Salado Sportsman's Club, Inc. (RSSC) \_\_\_\_\_ Division, acknowledge receipt of the following equipment and accessories owned by the RSSC, and agree to all conditions listed on page 2 (reverse). I acknowledge I am responsible for the safe use and storage of this RSSC equipment so long as it is on loan to me, and agree to return all equipment when requested.

	Make/Model/Serial #	Caliber	Cond./Est.Value/Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_ Member #: \_\_\_\_\_

Position/Authority to Issue Equipment: \_\_\_\_\_

Equipment Returned To: \_\_\_\_\_ Date: \_\_\_\_\_ Member #: \_\_\_\_\_

## Equipment Custody Agreement

To support training for members, the Rio Salado Sportsman's Club (RSSC) will loan the equipment listed on page one (reverse) under the following conditions:

1. The individual receiving the equipment must be a member in good standing of the RSSC, and must maintain his/her membership for the duration of the loan. Should the individual's membership lapse, all equipment must be immediately returned.
2. I agree the firearm/equipment being loaned has an estimated value of \$\_\_\_\_\_ as of this date: \_\_\_\_\_ and is/ are in \_\_\_\_\_ condition. I accept liability and responsibility in the event of mishap, misuse, loss, theft. Or any damage of any kind while the equipment is on loan to me.
3. I understand I am responsible for the safe use and storage of this equipment while on loan to me. I understand firearms are to be stored in a safe location, preferable a locked closet or safe.
4. I understand the RSSC may require a security deposit depending on the value of the equipment. My deposit will be refunded upon return of the equipment, less any value of any repairs or replacement required.
5. I understand I can only borrow this equipment for up to one year. I promise to return the equipment on or before that time. I also understand the equipment may be re-loaned for up to another year.
6. I promise to maintain the equipment according to acceptable practices, and use only ammunition that meets SAAMI standards. I agree to notify the Division Director immediately in the case of any damage or loss.
7. I agree not to loan this equipment to anyone else and that it is for my use only.
8. I promise this equipment will only be used for organized or approved matches and practice within the State of Arizona. Use outside the State must have prior written approval of the Division Director.
9. I understand the firearms and equipment must not be modified in any way without the prior written approval of the Division Director.
10. I understand the RSSC has the right to request the return of this equipment at any time. I agree to return any and all firearms and equipment to a representative of the RSSC immediately upon request. Reasons for an early return include, but are not limited to: failure to maintain membership, lack of care or maintenance, unsportsmanlike conduct, failure to follow RSSC rules, failure to obey State laws, and unreported change of address.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Division Director: \_\_\_\_\_ Date: \_\_\_\_\_