

Shongum Sportsmen's Association Indoor Range Camera Policy

It is the policy of the Shongum Sportsmen's Association to use a video camera to detect and record damage to any part or component of the Indoor Range including the baffles that protect the ventilation system.

It is also the policy of the Shongum Sportsmen's Association that this camera will be operational during all hours of range use except during Managed Events. During Managed Events the named Event Manager has the discretionary authority to temporarily disable the camera for the duration of that day's or evening's Event.

Definitions:

Managed Events are any Club events or activities that are approved by the E-Committee using the online or manual Event Form.

Event Manager(s) are those members named on the Event Form who will be responsible for conducting the event. See the second part of Item 7 on the Event Form. The Event Manager(s) are the only people who may disable the camera. They are not permitted to delegate this function to anyone. Nor can they disable the camera for any event they may be participating in if they are not a named Event Manager.

Disable Time is the period of time for the Event stated in Item 3 of the Event Form. The disable time may not exceed this period of time.

Authorization process:

1. When an event form is filled out that requires the use of the Indoor Range one of the following statements must be included in Item number 5 of the Event Form, "INDOOR RANGE CAMERA DISABLED: YES/NO".
2. Once an Event Form with the "Yes" disabled statement has been approved a copy of the approved form will be sent to the Vice President – Shongum Sportsmen's Association (VP-SSA) who has responsibility for Facilities Security.
3. The VP-SSA will confirm that the named Event Manager(s) have proximity card access to the computer room. If they do not have access the VP-SSA will enable their proximity card. Access to the computer room for the purpose of disabling the camera must be the proximity card. No key entry is permitted.
4. The VP-SSA will confirm that the named Event Manager(s) has been instructed in the disabling process. If they do not know how to disable the camera the VP-SSA will provide that instruction.
5. The named Event Manager must advise the VP-SSA how they will ensure that the camera is enabled when their event is finished. Examples are a checklist, a wrist watch alarm or a stop watch to name a few.
6. Existing Event Forms must be modified to comply with these requirements.
7. This Policy is effective upon posting on the SSA website.