

Daniel Boone Conservation League

Temporary Caretaker

DUTIES & RESPONSIBILITIES

(Revision – July 2024)

DESCRIPTION

Member of a group responsible for monitoring and promoting adherence to safety and facility rules along with assisting club members in their use of DBCL facilities and offerings. The primary role is to encourage safe use of the facilities and increase members' enjoyment of the Club. This is an unpaid position, but a Temporary Caretaker (TC) will receive credit for annual work hours and other perks.

BASIC QUALIFICATIONS:

- Strong knowledge and understanding of ***DBCL Facility Use & Safety Procedures***.
- Strong interest in improving the safety and enjoyment of the club by membership.
- Willingness and readiness to work 4+ hours per month and show up when scheduled.
- Strong knowledge of DBCL ranges and facilities, sufficient to provide tours and promote.
- Personable and friendly attitude for interacting with and garnering cooperation of members.
- Knowledge of various DBCL activities, matches, leagues, events, fund raisers, member benefits, ...

BENEFITS:

- Credit for annual membership dues "work hours". Free dues for 100+hours of volunteering.
- Opportunity to actively serve the Club and your fellow members directly and personally.
- Opportunity to get to know Club Members and operation of the Club beyond the shooting sports.
- Reimbursement of RSO training and/or annual fees – provided volunteer hours of >40hours/year.
- Reimbursement of CPR training and/or annual fees – provided volunteer hours of >40hours/year.

Note:

- DBCL has an AED (Automated External Defibrillator) in the Main Hall next to the clothing cabinet.
- Please **DO NOT** open AED cabinet door unless you are using the AED for an Emergency. (it is alarmed)
- AED has a step by step recording of how to use. The instructions are easy and simple to follow.
- Call 9-1-1 first, and then utilize the AED.

Reference:

Washington County Sheriff: **Emergency:** 9-1-1
Non-emergency: 262-335-4378

Daniel Boone Conservation League address: **4694 Highway 167, Hubertus 53033**

DUTIES INCLUDE:

- Wear the yellow vest so members know that you are the TC on duty. (found in the coatroom)
- Leave a card next to *Sign-In* book as to your location and/or your cell number. (remove at end of shift)
- Supervise and monitor club grounds to promote adherence to ***DBCL Facility Use & Safety Procedures***.
- Serve as “ambassador” and “mentor” to new members and/or those not familiar with DBCL facilities.
- Check for CURRENT membership card. If not a member or a guest of member, they MUST leave the premises. If they refuse, call a Board Member &/or get a license plate number and AVOID confrontations. (Note: Members can use a photo of their membership card on their smartphone along with photo ID)
- Application of membership guest guidelines
 - 2 guests on gun/archery ranges and 4 guests on Trap/Skeet fields – same guest only 2x/yr.
 - Members must be with their guest(s) the entire time their guest(s) is on the premises.
 - If a range gets crowded, members take priority over non-member guest(s) for stations.

Note: TC’s can allow flexibility based on range capacity, age of guests, capability of shooters, etc...
- Check *Sign-In* book to ensure all members and guests have signed in – this includes those on Trap/Skeet
- **Note:** Registered DBCL hunters are not required to sign in if they arrive prior to vestibule opening.
- Check membership card for certification stamp to use the Trap, Skeet, Running Deer or Video Archery.
- Provide facility tours and club membership overviews to visitors, members and/or their guests.
- Answer questions and collect feedback on DBCL facilities, grounds, practices, rules, needs, etc.
- Remind members and guests to use Chamber Flags and uncase/case firearms with muzzles downrange
- Hand out brochures located in the vestibule and ensure trail maps are available at trail entrance.
- Check target frames/backboards and replace, if necessary. (frames located inside parking lot barn)
- Sell paper targets, safety glasses and ear plugs – (see vestibule display for prices and kitchen for items)
- Sell DBCL clothing from main hall cabinet (Key on TC key ring. Prices listed on front of cabinet).
- Sell clay birds for trap/skeet.
 - Birds located in Trap storage building - outside, lower level, Price changes regularly.
 - Cords for operating Trap machines are stored inside the Trap building with clay birds.
 - Fill in the sheet on the clipboard in the birdhouse; include which house they are using.
 - Ensure trap/skeet machines are disarmed when not in use and note any issues from users.
- Provide and ensure return of “voice activated” puller and spotting scopes. (Located in coatroom)
Hold on to the member’s driver’s license for this equipment until returned.
- If asked, unlock lower level for Indoor Archery & Air Pistol range – only from 8am to 6pm, or dusk.
- Remind members and their guests to sweep up their brass and put in buckets provided.
Remind members to remove their targets and any personal trash along with putting it in trash cans.
Note: If range trash cans are full, please empty them into the dumpsters the east of Trap Building.
- Look for and document any facility equipment or conditions in need of repair/replacement.
Ex: range lights/bells, trap machines, doors, locks, rest room equipment, etc. (Forms in coatroom)
- Ensure the only unlocked doors are Main Entry Vestibule, Vestibule to Main Hall and Inside Restroom.
(All others, including the parking lot barn should be locked.)
- If there is a delivery scheduled, open the kitchen door for the delivery people.
If COD, the check should be on the bulletin board in the kitchen next to the microwaves.
- *Although not required or expected, it is appreciated if you could do the below if necessary:*
 - In winter, shovel and spread salt on deck and sidewalks to maintain safe walkways
 - Empty any full trash bags in club main level: bathrooms, kitchen, bar and vestibule.
 - Wipe off kitchen counters & sinks. Sweep main hall, bar area, and kitchen floors.
 - Check main level restrooms for toilet paper, soap, paper towels, leaks, flooding, etc.
(mops, cleaning supplies and dispenser keys located in rear section of coatroom)

NOTES:

- Money for clay birds is in a blue box kept in the lower-level Trap Office in lower left desk drawer.
- Money for paper targets, ear plugs and safety glasses is kept in top drawer of target cabinet (kitchen).
- Money for DBCL clothing is kept in a blue box in the lower right area of the clothing display cabinet.

- TC may shoot on the ranges during slow times, but must remain available to assist members.
- TC may use DBCL's Wi-Fi internet access during any slow times. No access code is needed.
- TC's may use "Bobcat" UTV to transport targets or other materials – with TC Coordinators' approval
(**Note:** Use of any other DBCL vehicles or power equipment requires prior Board authorization)

- TC is allowed to sit in the bar room area, especially during inclement weather.
This location works well for viewing all of the ranges except Archery and Auxiliary.
For this reason, please check the Archery and Auxiliary Ranges at least hourly or so.

- If/when located in the bar room area, keep all bar room doors closed to discourage others entering.
- If/when located in the bar room area, ensure all bar room doors are locked whenever you may leave.

- TC's must be out of bar/kitchen area by 4:00pm on Trap/Skeet league nights – e.g. Wed & Thur

- TC's are not to do any re-stocking or re-organizing of food, beverages, or other items in bar area

- Bar is not to be "opened" unless you are a Village of Richfield licensed bartender for DBCL location.
This means there can be no financial transactions made for any alcoholic beverages from bar area.

- TC may take a soda or water for own personal consumption during the time they volunteer.
- TC may bake and consume a pizza from kitchen freezer for lunch, if volunteering for all day.

- TC Keys are in black/gray lockbox near upper-level fire exit stair doorway.
Combination changes from time to time, so check with RA Coordinators or DBCL Officers.

- Lower Level of Clubhouse is only open for shooting from 8:00am to dusk, whichever occurs earlier

Remember....

If someone becomes confrontational, avoid arguments and notify DBCL President or a Board Member.

Contact phone numbers are in the wall organizer in the coatroom and on vestibule bulletin board.

If there appears to have been a break-in or vandalism, please contact the DBCL President or a Board Member as soon as possible. They will then determine if/when contacting Police is necessary.