



**Single Action Shooting Society®**

**Cowboy Action Shooting™**  
**Range Operations Management**

**Range Operations Committee (ROC)**

**RO Instructor Program**

**RO Safety Course Program**

**Modification Application Program**

**Territorial Governor Program**

*Compiled & Edited by the SASS® Board of Directors*

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## Mission Focus and Purpose

The Single Action Shooting Society® (SASS) is a membership organization created in 1987 to preserve and promote the sport of Cowboy Action Shooting™. SASS® serves as the governing and sanctioning body for the sport of Cowboy Action Shooting™ and is diligent in ensuring safety and consistency in the sport worldwide. The purpose of this document is to outline and define the roles, duties, and processes associated with the Single Action Shooting Society's Range Operations and Safety Education Program. Each section will evaluate an important area of the Range Operations & Safety program – Range Operations Safety Course Program, Range Operations Safety Course Instructor Program, Regional Chief Range Officers (ROs), The Territorial Governor (TG) Program, and the Range Operations Committee (ROC).

## RANGE OPERATIONS SAFETY COURSE PROGRAM

In SASS, everyone is considered a safety officer and is encouraged to assist in the enforcement and strict adherence to all safety rules. SASS certified safety courses are essential to the education and safety of those participating in the sport of Cowboy Action Shooting™ at all levels of competition. It is suggested all competitors attend at minimum the level one course to ensure the understanding of all SASS safety covenants and basic rules of the game. SASS makes every effort to ensure active SASS Certified course instructors are available in all regions of the US and internationally.

### LEVEL ONE (RO –I)

The goal of the level one safety course is to develop SASS Range Operations Safety Officers who possess the knowledge, skills, and attitude essential to ensure safety and consistency at all Cowboy Action Shooting™ matches.

#### *RO–I Course Details:*

- There are no educational or experience prerequisites to attending a RO–I Course
- All members are encouraged to attend a RO–I Course
- RO–I Courses are open to SASS members only
- RO –I Courses are taught only by current SASS Certified RO Instructors
- RO – I Course duration is a minimum of six hours, longer depending on class size and interaction
- RO – I Course certification course costs the student \$25
- Successful completion results in the issuance of a RO–I designate pin (yellow) with a year chevron
- RO–I “Refresher” courses consist of the same course time and material. Only the updated year chevron will be issued as a refresher course completion designate. Refresher course fees are \$10.

### LEVEL TWO (RO –II)

The goal of the level two safety course is to educate next-level SASS Range Operations Safety Officers who possess the knowledge, skills, and attitude essential to perform key match official roles such as Posse Marshal, Timer Operator, Range officer/officials.

#### *RO–II Course Details:*

- RO–I must be completed prior to attending a RO–II Course
- RO–I certification must have been completed in the last year
- RO–II Courses are open to SASS members only
- RO–II Courses are taught only by current SASS Certified RO Instructors

- RO-II Course duration is approximately six–eight hours, depending on class size and interaction
- RO-II Course includes a range/live fire portion for training purposes
- RO-II Course certification course costs the student \$25
- Successful completion results in the issuance of a RO-II designate pin (orange) with a year chevron and official certificate
- RO-II “Refresher” courses are encouraged annually and consist of the same course time and material, with any additional updates, changes, or clarifications presented. Only the updated year chevron will be issued as a refresher course completion designate. Refresher course fees are \$10.

## RANGE OPERATIONS SAFETY COURSE - INSTRUCTOR PROGRAM

The training and education of competent range officers and safe competitors is the first line of defense in keeping the sport of Cowboy Action Shooting™ a safe environment for everyone to enjoy. The success of the SASS Range Operations Safety Course program is only as good as the instructors that deliver the courses. As such, a thorough application and screening process is in place to ensure only the highest quality instructors become SASS certified instructors. SASS RO Instructors demonstrate an unparalleled dedication and commitment to the sport of Cowboy Action Shooting™ and to the Single Action Shooting Society®.

### Instructor Role

The primary role of the instructor is education. The instructor must be active, engaged, and up-to-date on all rules and safety covenants within the SASS Shooters Handbook, RO Course materials, and supporting documents. The instructor will be certified and authorized to organize and present RO Courses on an as-scheduled and volunteer basis within their area/region and beyond.

### Applicant Criteria

To apply to become a SASS Certified RO Instructor, the following criteria must be present:

- SASS member in good standing for a minimum of three years
- A certified RO-II for at least one year
- Active competitor within the sport of Cowboy Action Shooting™
- Assist in teaching a RO-I or RO-II Course at least twice (coordination assistance is available)
- Exemplification of Spirit of the Game and The Cowboy Way in attitude and behavior
- Have a passion, dedication, and commitment to the preservation of the sport and to SASS
- Willingness to travel.

Once the criteria above have been met, the application process can begin. In addition to completion of the official application, two letters of recommendation are also required. Final certification will be awarded after the applicant has scheduled and completed a full course instruction under the supervision of one of the following: 1) A member of the SASS ROC, 2) A member of the SASS Board of Directors, or 3) A Regional Chief RO . Assistance in scheduling the supervised course can be coordinated through SASS Headquarters, most commonly at SASS Sanctioned events (state level and above) in which SASS members will be present.

Once the supervised course has been completed and the application criteria met, the candidate will be notified by SASS within 30 days on the status of the certification.

SASS certified instructors receive a designate pin (black pin) and certification document.

## Expectations

SASS expects the following from all certified SASS RO Instructors:

- Courses are offered without prejudice to all SASS clubs and SASS members globally
- To act as ambassadors of SASS and the sport of Cowboy Action Shooting™
- To actively seek out opportunities to hold classes
- Remain active within the sport
- Support and participate in SASS Sanctioned matches as instructors or other match official roles
- Openly and actively communicate with Regional Chief ROs, TGs, the ROC, and SASS regarding the curriculum and pulse of the membership.

## Hardship

The rules and disciplines outlined in the RO courses will not impose any undue hardship or additional financial burden on any SASS affiliated club or SASS Certified instructor. All related course documents may be copied by any SASS Affiliated Club or Instructor for use in the SASS Range Operations training program. SASS Headquarters also offers to provide printed materials to any instructor by request.

## Course Scheduling

The most efficient means of scheduling a course is at a scheduled event/match; however, Instructors and clubs are encouraged to schedule stand-alone classes outside of an event schedule. Standalone classes offer an environment of relaxed learning and the opportunity for better focus and success.

## Fees

The instructor is responsible for collecting all course fees from the students and submitting the fees, along with the official student roll sheet directly to SASS headquarters upon the completion of the course. To offset the instructor/club costs, the fee structure is designed as follows:

<i>COURSE</i>	<i>COURSE FEE</i>	<i>AMOUNT RETAINED</i>	<i>AMOUNT DUE SASS</i>
RO- I & RO-II Training	\$25	\$10	\$15
RO-I & R- II Refreshers	\$10	\$5	\$5

## Student Pins & Certifications

Upon completion of the course and upon receipt of the student roll and course fees, SASS will issue the appropriate designate pin and certificate to the course attendees.

RO-I Course completion warrants a RO-I Pin with a year chevron. RO-II completion warrants a RO-II Pin with a year chevron and a certificate of completion. Refresher courses warrant only the updated year chevron. Alternatively, course pins are available to be shipped directly to the instructor in advance for distribution at the end of the course. The instructor will submit the fees using the official form and indicate that the pin has been issued. Certificates will be mailed directly to the member by SASS.

## Instructor Term

SASS RO Instructor certifications, upon completion of the application process, are for a term of two years. All instructors must renew their certification at the set interval, regardless of the date of certification. (2019, 2021, 2023, etc.) SASS reserves the right to deny and/or revoke any instructor certification at any time within the certification period due to failure to adhere to the guidelines of the program, inadequacy, inactivity, poor attitude, or any conduct not conducive to the mission of the program.

## Maintaining Certification

Once approved and certified as a SASS RO Instructor, the following are required during each two-year term, and must be demonstrated upon the completion of your certification renewal form each term:

- Teach at least one RO-I Course
- Teach at least one RO-II Course
- Attend a Territorial Governors Summit or Meeting at a SASS Regional, National, or World Event whenever possible. *RO Instructors are always welcome to provide input and feedback at TG meetings*
- Work as a Match Official for an annual, State, or higher-level sanctioned match.

## REGIONAL CHIEF RO INSTRUCTORS

A SASS Regional Chief RO Instructor will be recruited and appointed from within the Certified Instructor pool for each of the SASS Regional areas. The Regional Chief RO's primary role, aside from continuing to actively teach courses and comply with the RO Instructor expectations, will serve as a mentor and a resource for all RO Instructors in their designated region.

Regional Chief ROs are appointed with no term limit, however, SASS reserves the right to revoke the Chief RO title at anytime due to failure to adhere to the guidelines of the program, inadequacy, inactivity, poor attitude, or any conduct not conducive to the mission of the program.

Regional Chief RO Instructors shall:

- Be an active Certified RO Instructor and meet all expectations of the RO Instructor program for a minimum of five years upon appointment as a Regional Chief RO
- Serve as a mentor and resource for all RO Instructors in their designated region
- Be available to assist in the RO Instructor application process by allowing candidates to assist in teaching and by supervising candidates' courses
- Actively engage existing RO Instructors in their designated region, assist in the scheduling of courses, and actively seek out, encourage, and guide potential Instructor candidates
- Assist in identifying trends and opportunities for improvement within the program
- Maintain open lines of communication with the ROC and SASS Headquarters, providing updates and information relevant to the continued success of the program
- Support and assist the RO Instructor program whenever possible
- Be available to provide feedback, whenever possible, regarding an Instructor candidate from their designated region
- Be knowledgeable on processes and procedures surrounding the program and the appropriate chain of command
- Communicate openly with the Clubs and TGs within their designated region to ensure the program is fulfilling its purpose.

## RANGE OPERATIONS COMMITTEE (ROC)

The SASS Range Operations Committee, also known as the ROC, was created to strengthen the lines of communication and to aid in the dissemination of information between the SASS Board of Directors and SASS members worldwide. The ROC's primary mission is to support SASS as an organization, its members, and affiliated clubs through education and clarifications of the SASS Shooters Handbook, simultaneously maintaining and preserving the integrity and spirit of the game of Cowboy Action Shooting™, while encouraging and guiding its growth and evolution to ensure the success and viability of SASS and the sport of Cowboy Action Shooting™ for the future.

## ROC Members

The ROC is a volunteer consultant board within SASS. ROC members are selected and appointed by the SASS Board of Directors to work with and under the direct supervision and authorization of the board. The ROC shall be comprised of a diverse makeup of knowledgeable and driven SASS members active in the sport of Cowboy Action Shooting™ who have demonstrated an unparalleled commitment and dedication to the organization and to the viability of the sport. Individual members of the ROC may be designated to respond to individual or general questions of the TGs and the membership. The committee shall always be allotted a minimum of three members, with a maximum of seven members, to include a designated committee chairperson, who shall be selected by the Board of Directors annually. If, at any given time, the number of ROC members is an even number, the ROC Chair shall only vote on issues in the event of a tie. Statements of policy or position by individual members of the committee shall not be taken as the position of the ROC or SASS without a vote of the ROC and ratification by the SASS Board of Directors.

A designated SASS Board of Directors' liaison shall be present and included in all ROC business and will serve as the line of communication between the ROC and the Board.

## ROC Term

ROC members are appointed with no term limit, however, SASS reserves the right to remove any member of the committee at any time due to failure to adhere to the guidelines, inadequacy, inactivity, poor attitude, or any conduct not conducive to the mission or in the best interest of SASS.

## ROC Commitment

ROC members make a commitment to actively engage and interact with the SASS Territorial Governors, affiliated clubs, and SASS membership to assist the organization in identifying opportunities for improving processes, overall growth, and increased safety education. ROC members maintain an active role in the organization and in the sport, participating in competitions, attending meetings, helping as match officials, and serving as a liaison between the membership and the Board of Directors on matters pertaining to the rules, standards, and safety covenants of the sport.

The ROC is not charged with the construct of more rules, but rather to support the evolution of the game and foster better enforcement of the rules and safety covenants as evenly as possible throughout the organization.

## ROC Roles:

- Be available to communicate with SASS members for the receipt and discussion of ideas, concerns, proposed improvements, and various changes or clarifications of the SASS competition rules contained in the Shooters Handbook. Such communications can include the SASS Wire Forums, various social media outlets, direct contact (phone/email), and at matches or events
- Clarify existing rules and equipment questions
- Complete an annual review of the rules and suggest edits as needed
- Actively participate in the SASS Sanctioned match program – attend matches/events, volunteer as a match official, be present to represent SASS and the RO Committee, and to be a resource for members and match coordinators
- Review and provide timely feedback on Equipment Modification applications received and distributed to the ROC by SASS HQ

- Serve as the ultimate resource for all Chief RO Instructors and all RO Instructors in the program
- Oversee and/or assist in Instructor candidates' applications, supervise required courses when possible, and provide feedback on the candidates' performance and application for SASS' consideration
- Serve as the first line of defense for SASS regarding new or changing rules, equipment, external modifications, and procedures in the conduct of SASS sanctioned matches
- A member of the ROC should not hold any additional roles during their tenure (e.g., a ROC member cannot also be the Chief RO for a region).

## Territorial Governors Meetings & Summit

### TG Meetings

ROC members will meet at the Regional, National, International, and World Championship matches as often as practical to attend TG meetings held at those events, and to hold their own committee meetings. The ROC, having maintained their "finger on the pulse" of the membership and the sport itself, should prepare an agenda and be poised to execute the TG meeting to educate and address concerns of the TGs and support enforcement of the rules. The information garnered from attending the TG meetings shall be brought to the Committee, so a formal recommendation can be made to the Board of Directors regarding possible resolutions. Once a formal resolution is produced, the ROC will then actively communicate it to the TGs. Issues that require more than a clarification, such as proposed rule changes, if they have merit, will be tabled for the TG Summit with board approval.

### TG Summit

When the environment warrants a TG Summit, the ROC will play a crucial role in the execution of the Summit itself. The committee is charged with preparing and supporting an agenda for the Summit of those issues and concerns that need to be addressed or voted upon by the TGs. TG Summit rules apply when considering potential changes to the SASS Shooters Handbook. The committee shall not propose or promote an agenda item to the TGs unless instructed to do so by the SASS Board of Directors. The committee is authorized to clarify existing rules and equipment questions prior to a TG Summit.

## EQUIPMENT MODIFICATION APPLICATIONS

Occasionally, SASS receives a request for consideration from either a member, manufacturer, or vendor to approve a modification to an existing part or firearm, or for a new part or firearm to be deemed officially as "SASS Legal." The formal application process is as follows:

- The inquirer/requestor shall complete and submit the official modification application for consideration (available from SASS Headquarters)
- SASS HQ will distribute the application for consideration to the ROC for evaluation and feedback. Each ROC member shall reply and communicate effectively regarding the application and respond with a formal vote. The discussion regarding the application is among the ROC members. Once a consensus is achieved, the Committee Chair or ROC designate will communicate the vote and supporting comments to SASS HQ
- SASS HQ will formulate the response to the original applicant surrounding the decision and communicate directly with the applicant.



## TERRITORIAL GOVERNOR PROGRAM

A SASS TG is an elected or appointed official representative of a SASS Affiliated Club(s).

### TG Role

The primary role of the TG is communication. The TG serves as a direct line of communication between the club(s) he/she represents and SASS, being responsible for the dissemination of information regarding all clarifications and implementation of rule changes. The TG sets the gold standard within the clubs he/she represents, and aids in the education, implementation, and enforcement of all SASS rules at the club level. The TG must be active, engaged, and up-to-date on all rules and safety covenants within the SASS Shooters Handbook. The TG also serves as a direct line for SASS to keep a pulse on the satisfaction of affiliated clubs and the membership. The TG represents his/her club(s)' best interests to SASS and has voting privileges at the TG Summit on his/her clubs' behalf.

### TG Criteria

To qualify for appointment or election as a TG, the following criteria must be met, and must be maintained for each term served.

- SASS member in good standing for a minimum of three years
- Belong to at least one SASS Affiliated Club
- RO-I & RO-II Certified (and current)
- Must have attended at least one SASS Sanctioned match event
- Committed to serving the interests of his/her club consistent with the promulgation and preservation of Cowboy Action Shooting™ and the "Spirit of the Game."

### TG Expectations

SASS expects the following from all TGs:

- Represent and support SASS, its philosophy, and its purpose to club members
- Gather comments, criticisms, needs, suggestions, and proposed rule changes to communicate directly to the ROC and/or the SASS Board of Directors.
- To act as ambassadors of SASS and the sport of Cowboy Action Shooting™, communicating the Cowboy Action Shooting™ story locally and regionally to further the growth of SASS and the sport
- Attend TG Summits to represent his/her club and vote on proposed rule changes and other issues tabled by the Board of Directors
- Remain active within the sport
- Support and participate in SASS Sanctioned matches, attend and actively participate in the TG meetings held at Regional, National, International, and World Championship Events.
- Network, support, and actively communicate with Regional Chief ROs, fellow TGs, the ROC, and SASS.

### TG Term

TG's term of office is for 12 months from the time of appointment. SASS does not impose a limit to the number of terms served. SASS reserves the right to deny and/or revoke any TG appointment at any time within the certification period due to failure to adhere to the guidelines of the program, inadequacy, inactivity, poor attitude, or any conduct not conducive to the mission of the program.