

# **Wickenburg Sportsmen's Club (WSC)**

## **Standard Operating Procedures (SOP's) for Recreational Shooting including each Bay and Field.**

**Approved February 9, 2023**

**Violations of these rules can result in permanent loss of WSC Membership.**

**The Standard Operating Procedures are for Recreational Shooting Only.**

**All Scheduled Events and Matches are approved by the WSC-BOD and may not conform to "The Standard Operating Procedures for Recreational Shooting".**

**All Matches will conform to a National Recognized Shooting Organization guidelines/rules.**

**Law Enforcement use of range – will operate under law enforcement policies, guidelines and rules.**

## **Use of Abbreviations in the Standard Operating Procedures.**

501 (c) 7: Internal Revenue Service Classification for Social Clubs. 501(c) 7 bylaws are the governing documents for a non-profit organization that is classified as tax-exempt.

ATA: Amateur Trap Association

Backstop / Impact area

BOD: Board of Directors.

Club: Wickenburg Sportsmen Club.

CRSO: a person that hold the current credentials of "Chief Range Safety Officer from the National Rifle Association.

ICORE: International Confederation of Revolver Enthusiasts

NRA: National Rifle Association.

PCSL: Practical Competition Shooting League.

RSO: A person taking charge or in charge of the firing line.

Safety Berm / Side Berms: Embankments used for restricting projectiles to a given area, and also used as dividing walls between ranges.

SOP's: Standard Operating Procedures.

USPSA: United States Practical Shooting Association – Rules can be viewed / downloaded from their website: [uspsa.org/viewer/USPSA-Competition-Rules.pdf](https://uspsa.org/viewer/USPSA-Competition-Rules.pdf)

WSC: Wickenburg Sportsmen Club.

WSC-BOD: Wickenburg Sportsmen Club, Board of Directors.

WSC–CRSO: a WSC member that holds a current credential of "Chief Range Safety Officer from the National Rifle Association and is appointed by the Wickenburg Sportsmen's Club President as the club's Chief Ranger Officer and volunteers their time to the safety of Wickenburg Sportsmen Club.

WSC–RSO: a WSC member that holds a current credential of "Range Safety Officer from the National Rifle Association and volunteers their time to the safety of Wickenburg Sportsmen Club.

## **WICKENBURG SPORTSMENS CLUB, WICKENBURG, ARIZONA**

### **STANDARD OPERATING PROCEDURES (SOP's)**

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## **CHAPTER 1. PREAMBLE**

The Wickenburg Sportsmen's Club is a 501 (c) 7 organization devoted to promoting the development of the shooting sports and to provide opportunities for the recreational use by its members and their guests.

WSC maintains shooting ranges: consisting of rifle, pistol, shotgun, and archery (future).

The WSC - CRSO's at the direction of the Wickenburg Sportsmen's Board of Director's establishes the following rules and regulations for the Wickenburg Sportsmen's Club located at 1385 N. Constellation Rd. Wickenburg, Az. 85390.

## **CHAPTER 2. Purpose of the Range**

The WSC Rifle, Pistol, and Shotgun Ranges are primarily intended for recreational shooting by its members and their guests. It is also used for specialized shooting events as described in Chapter 3 of this SOP, or for special events as determined by the WSC - BOD. Shooting incidents are rare on ranges. The following range rules and regulations are established to ensure safety and discipline for individuals using the range as well as safety for our neighbors and surrounding area. CCW(s) must remain holstered and concealed. Open Carry is not allowed, if you arrive with a loaded open carry firearm immediately notify a Range Officer who will supervise unloading. If no WSC-RSO is available. Bring the firearm to the "Hot" firing line and unload and return the firearm to your vehicle. All unholstered firearms must be bagged or cased.

## **CHAPTER 3, Authorized Uses and Operations of the Range:**

1. General. The Wickenburg Sportsmen's Club, Inc. operates its Rifle, Pistol, and Shotgun Ranges for the safe enjoyment of target shooting and competition by its members and (their supervised) guests. The WSC-RSO, under the direction of the WSC - BOD has the responsibility for the administration and safe operation of these ranges.

2. Range Usage. Overall range availability is at the discretion of the WSC - BOD. Live fire recreational shooting for all members and their guests takes place during normal operating hours; the Range is limited to daylight hours between sunrise and sunset 7 days a week. The WSC-CRSO/ WSC-RSO & Members have the authority from the Board of Directors to shut down the Range if he/she deems it necessary. In extreme cases, such as an accident or an unruly shooter, the Range should be closed down and the proper authorities (Fire & Rescue Squad and/or Wickenburg Police) at 911 be notified. The WSC-RSO and WSC - BOD should also be notified as soon as possible. WSC - BOD approved events have priority and will operate using nationally recognized safety rules of the approved organization. All scheduled use of ranges shall take precedence over any individual or personal activity.

### 3. Range/Shooter Requirements:

- A. All new candidates for membership shall be required to attend a Range Safety Class and pass a Safety test prior to acceptance into the Club.
- B. The Range Safety Class shall be administered to prospective members.
- C. All members and their guest(s) are required to sign-in. Members are required to wear their ID card while at the range. Members without current proper club identification will be asked to leave the property.
- D. The sign-in book and waivers are located in a steel box near Bay 3.
- E. It is each member's responsibility to keep the gate code confidential.
- F. All animals of members & guests must be under owners control at all times.
- G. The Club gate will be closed at all times unless a special event is taking place or scheduled matches/shoots /event are being held and a member of WSC-BOD, Match Director or WSC-RSO is present.
- H. Members are welcome to bring two (2) guests per range visit. Guests are required to sign-in and also sign a waiver to hold harmless the Wickenburg Sportsmen's Club. The WSC member must pay for their Guest(s) and pay a use fee of \$10.00 per visit per guest, under the age of 18 is exempt. Guests are limited to two (2) hours per visit with 6 visit per a twelve month period. The fee box is next to in the sign-in box. Payment is based on the honor system.
- I. Only current members and their guest(s) may use the ranges at any time during normal operating times (sunrise till sunset) except when closed for special use, matches, maintenance and or events.
- J. Members should check the club web site ([wickenburgsportsmensclub40.wildapricot.org](http://wickenburgsportsmensclub40.wildapricot.org)), calendar of events, for details regarding these and other closings.

- K. All guests must be under direct supervision and on the same bay or, field as their member host. When member is not on the firing line the guest must be off the firing line.
- L. Members wishing to have more than 2 guests on the ranges should obtain Chief Range Safety Officer approval prior to the day of planned use. This may require an assigned RSO that would have control of the range for the day's activities.
- M. All vehicles shall be parked in the designated parking area (do not block entrance to the bays).
- N. Eye and ear protection is required on all ranges. Eye and ear protection is not optional and shall be worn by participants and spectators while in the vicinity of all shooting activities.
- O. Firing will be conducted only in designated areas. The only objects that may be shot at on the range property are removable targets furnished by you or designated targets furnished by the club. All steel targets for pistol calibers must have minimum distances: Pistol calibers = 25 feet, Rifle calibers = 100 yards. Steel targets are required to be placed at the base of the rear bank on Bays One and Two.
- P. Prior to shooting, visually check the firing line, the target area and the impact area for any objects that may cause issues and address as needed.
- Q. Firearms: The only safe direction for the muzzle is downrange pointing at the impact area, the only exception is for the Trap Field/ Range.
- R. Before going down range all persons must communicate and receive acknowledgment of their intention from all other shooters. Do not assume everyone understands, confirm. Any individual on the firing line is empowered to declare a ceasefire at any time to ensure safety.
- S. Firearms must not be handled or touched when anyone is down range. Shooters must be behind the safety line or off the concrete.
- T. Individuals using the range shall become familiar with these range safety rules and regulations prior to using the range.
- U. The only time you're allowed on the firing line is when the range is "HOT". When the Range is "cold" everyone must be behind the yellow safety line or off the concrete.

#### 4. Events.

All Events are approved and scheduled through WSC BOD. The assigned Match Director or WSC- RSO for the day has control of the Range and is responsible for its operation. Approved events/matches will operate under a nationally recognized organization such as: ATA, ICORE, NRA, PCSL, and USPSA. Shooting Events may allow scenarios that are not allowed for general range use.

#### 5. Range Closures.

- A. The Range may be closed to all shooters for special events and matches and maintenance.
- B. Scheduled Range Clean-up days and construction days.

## 6. Range Limitations and Safety Requirements.

- A. Fire only on designated bays, ranges and platform(s).
- B. Only the rear berm is an impact area. Side berms are classified as "Safety berms" and are not to be shot at or fired upon.
- C. Fire only authorized firearms and ammunition. (See # 7 for "Authorized" in this chapter)
- D. Fire at paper and authorized steel targets only. Firing at cans, bottles, rocks, exploding targets, glass, and other foreign objects and ground level targets etc. is strictly prohibited.
- E. Ensure that all projectiles impact the impact area: rear berm (Rear Backstop).
- F. Use of appropriate eye and ear protection is mandatory.
- G. Obey all commands of the WSC – RSO(s) in charge.
- H. Notify a WSC– RSO(s) or WSC - BOD member of any unsafe practices that are observed.
- I. Police all brass, paper, and other debris that accumulates on the Range. Dispose of it in the appropriate containers provided.
- J. Under no circumstances will tracer, steel core, armor piercing, or other exotic ammunition be allowed. SS109/M855 ammo allowed for paper targets ONLY.
- K. Hunting of any animals on WSC property is prohibited.
- L. Specific shooting practices that may take place during Board of Director approved matches are prohibited unless approved by the WSC BOD.
- M. Shooters must be respectful of other shooters and aware of muzzle blast affecting others.

## 7. Authorized Firearms:

- A. Only legally owned firearms are permitted on WSC property.
- B. Fully Automatic Firearms with a NFA Tax stamp or SOP (NTF form 5630.7) and prior written approval from WSC-BOD.

8. Alcoholic Beverages and Drugs: Alcoholic beverages will be not allowed on the WSC premises, except with written approved by the WSC BOD. Use or possession of illegal drugs of any type or under the influence of any drug is prohibited. Anyone observed using them or deemed to be under their influence will not be permitted to use or remain on the Range and the person(s) involved will be reported to the WSC BOD.

## **CHAPTER 4, Rifle, Pistol and Shotgun Ranges**

All ranges are under the control of the WSC BOD.  
THE WSC –CRSO oversees the safety of the ranges

Primary duties include:

- A. Reporting at Board meetings on the status of the range.
- B. Preparing the article for the newsletter on the matches as well as other activities concerned with the range.
- C. Scheduling, training, and conducting meetings of the WSC-RSO's.
- D. Overseeing the briefing of and administering the test for new members.
- E. Keeping aware of new technology that can be used to improve the range.
- F. Maintaining the accuracy and status of the Standard Operational Procedures.
- G. Maintaining NRA Range Safety Officer Safety certification.
- H. Obtaining additional training and education in range safety and operations.
- I. Administering and supervising the daily safety operations of the range.
- J. Preparing the Range Safety Officer Duty schedule.



## Chapter 5, Range Rules

### 1. NRA Gun Safety Rules:

- A. Always treat every firearm as though it were loaded.
- B. Always keep the muzzle pointed in a safe direction, of the impact area (rear berm). With the exception of trap range, muzzles must be kept pointed at the impact area (rear berm) at all times.
- C. Always be sure of your backstop, what lies beyond, and the safety of bystanders before you shoot.
- D. Never Point a firearm at anything you do not want to destroy. - Be aware that certain types of guns and shooting activities may require additional safety precautions.

### 2. General Range Rules

- A. Know and obey all Range rules. All members are Range Officers when a WSC-RSO is not present.
- B. Know where others are at all times.
- C. Shoot only at paper / steel targets and all rounds must impact rear berm.
- D. When more than one shooter is on the line, an RSO must be designated. (Usually, first member on the line will assume duties of communication with all shooters).
- E. Do not handle a firearm behind the firing line while others are downrange.
- F. Open Bolt Indicators (OBI's), Empty Chamber Indicators (ECI's) or Chamber Flags must be used when firearms are on the bench and the range goes "cold" prior to anyone going down range. Otherwise firearms must be cased or boxed.
- G. Firearms not in use will be stored in the gun cases or in a pistol box and must be cleared of all ammunition with the actions open, ECI, OBI or Chamber flag or effectively blocked, or otherwise made safe.
- H. When anyone is down range, all others will down range or remain behind the safety line or off the concrete.
- I. Stop shooting immediately upon the command "Cease Firing".
- J. Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women and children less than 7 years of age. No food allowed on the firing line.
- K. The red caution flag must be flown whenever shooting occurs.
- L. Eye and ear protection is mandatory for all shooters and spectators.
- M. No more than 2 persons are allowed at a firing point on the firing line; 1 shooter and 1 coach/spotter/guest.
- N. Each shooter may have only one firearm at a time on the firing line. All other firearms must be case or bagged.
- O. All firearms carried to or from your vehicle to the firing line must be cased or holstered.
- P. No loading or unloading of firearms permitted in the parking area.
- Q. Smoking only allowed in the parking area and nowhere else on the range.

### 3. Bay/Field/Platform Specific Rules:

#### **Bay's One, Four, and Five (25 Yard Ranges)**

NRA Safety Rules apply and you must shoot from the red firing line / on the concrete.

If you are doing Action Pistol, Rifle or Shotgun, you must be in front of the concrete. USPSA Safety Rules Apply, this includes equipment.

When using Bays One, four or five for Action Pistol or Rifle or Shotgun; only the shooter and a person(s) acting as a RSO/coach are allowed down range from the concrete during this time.

- A. Firearms Allowed if shooting from the red firing line.
  - 1. Pistol : air, muzzle loaders, black power, rim fire and center fire, NRA Safety Rules Apply.
  - 2. Rifle : air, muzzle loaders, black power, rim fire and center fire, NRA Safety Rules Apply.
  - 3. Bay 4 and 5 Only: Fully Automatic Pistol with a NFA Tax stamp and prior written approval from WSC-BOD.
- B. If shooting in front of the red firing line
  - 1. Pistols, drawing from a holster: USPSA safety rules apply.
  - 2. Pistol Caliber Carbines: USPSA safety rules will apply.
  - 3. Rifles: USPSA safety rules will apply.
  - 4. Shotguns: USPSA safety rules will apply.

Shooting Steel: Minimum of 25 feet (7.62 meters) from shooter. 22 and pistol calibers only.

## **Bay Two (Rifle, (100 yard range)**

NRA Safety Rules apply. All shooting must occur from the Red Firing Line only.

1. Firearms Allowed:
  - A. Rifles : air, muzzle loaders, black power, rim fire and center fire,
  - B. Hunting Pistols.
  - C. Shotguns using rifled slugs or sabot slugs only, no shot.
  
2. Not allowed
  - A. Pistols, other the Hunting Pistols
  - B. Shotguns using shot loads.
  - C. Drawing from a holster of any type.

All targets must be place at or beyond the 50 yard line. No target placement between the firing line and the 50 yard line.

Shooting WSC Steel Plates: only allowed at 100 yards, no magnum rounds, slugs or sabot rounds, maximum Caliber .308.

Shooting personal Steel Plates: only allowed at 100 yards, no caliber limitation.

### **Bay Three (50 yard range)**

NRA Safety Rules apply. All shooting must occur from the Red Firing Line only.

3. Firearms Allowed:
  - A. Pistols: air, muzzle loaders, black power, rim fire and center fire,
  - ~~B.~~ Rifles : air, muzzle loaders, black power, rim fire and center fire,
  - C. Shotguns using rifled slugs or sabot slugs only, no shot.
  
4. Not allowed
  - A. Shotguns using shot loads.
  - B. Drawing from a holster of any type.
  - C. Center fire rifles are not allows to shoot steel.

All targets must be place at or beyond the 7 yard (21 feet) line. No target placement between the firing line and the 7 yard (21 feet) line.

WSC Shooting Steel Plates: Pistol calibers only at 50 yards, no magnum rounds, slugs or sabot rounds.

Shooting personal Steel Plates: only allowed at 50 yards, pistol caliber only.

**Bay Six (25 Yard Range) Under Construction. Not open for use.**

NRA Safety Rules apply and you must shoot from the red firing line.

- A. Firearms Allowed:
  - 1. Air guns (pistol & rifle): NRA Safety Rules apply.
  - 2. Pistol calibers: NRA Safety Rules apply.
  
- B. Not allowed:
  - 1. Drawing from the Holster.
  - 2. Firearms capable of Full Automatic Fire.
  - 3. Centerfire Rifles Calibers.
  - 4. Shotguns

Minimum 7 yards for targets

**Trap Field**  
(Shotgun Range)  
NRA Safety Rules Apply

Firearms allowed:

- A. Shotgun: 12, 16, 20, 28 & 68 (410 bore) gauges only: no shot larger than #7.5 this includes pistols that have shotgun 'gauge/bore" barrels.
  
- B. Black Powder shotguns of any gauge/bore are allowed.

No other Gauges or bores allowed, other than 12, 16, 20, 28, & 68 (410 bore)

Patterning board: Lead /steel shot, no slugs.

Shotguns can be transported without a case between a vehicle and trap field, actions must be open and muzzles must be pointed in a safe direction.

The fixed Manual trap machine must be used for recreational shooting. Hand throwers are not allowed. The use of the battery powered trap thrower is for those members that have been authorized to use it.

To be authorized to use the battery powered trap thrower you must be approved by one of Trap Masters. Once you have been checked out you will receive a sticker for your ID badge.

## CHAPTER 6, Emergency Procedures

Minor accidents: Cuts, sprains, dislocations, etc. Administer first aid as required.

Major accidents: Heart attack, choking, broken limb, gunshot wound, etc.

- \* RSO or WSC member should close down the Range (Take charge of the situation) and open gate. Clear a path for emergency vehicles.

- \* Administer first aid (Render aid)

- \* Call 911 to report accident (Call for help)

**NOTE: when calling 911: report that we have a training incident.**

- \* Designate someone to keep notes on what is occurring with times

- \* Station people to direct emergency vehicles to the Range.

Unruly Persons: Move from top to bottom on this list depending upon how the situation develops:

- 1.) Order the person off the Range Complex and report his/her name to the Chief Range Safety Officer and or the BOD.

- 2.) Close down and secure the Range Complex and evacuate the area.

- 3.) Notify the Wickenburg Police Department (928 684-5411) and request assistance.

Weather:

In the event of severe weather that could endanger the lives of shooters and guests, the WSC-CRSO/WSC-RSO/WSC members should close down the Range and evacuate the area.

Firearm Stoppages and Malfunctions:

WSC members are responsible for clearing stoppages and malfunctions for themselves and their guests following NRA Safety Guidelines.

## Appendance One

### Individual Range Checklist

- A. Sign in to WSC log book. Did you lock the gate behind you? If there is a scheduled event going on, no need to close and lock gate.
- B. Verify that you're wearing a current WSC Members Badge.
- C. Verify that the red flag is up, indicating live firing.
- D. Walk the bay, field or platform you signed into and check for any damages or areas needing repair. Note any issues in the sign in notebook.
- E. If more than one person on a bay, field or platform, one person needs to be the RSO of the bay.
- F. Anyone who comes to use the range, must be a current WSC member and wearing their WSC badge or a guest of a member who is present.
- G. When finished shooting, police your firing point and leave each point in a clean condition. This includes all spent casings and hulls.
- H. Sign out when done, return targets stands, wood clips, and cardboard to storage and if cardboard is shot up, place cardboard in recycle container.
- I. When leaving, lock the gate behind you. If there is a scheduled event going on, no need to close and lock gate.

If emergency situations arise the take appropriate action and then notify a member of the WSC-BOD, WSC- CRSO or WSC-RSO.



## Appendance Two

### Emergency Report Sheet

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

Emergency Communication 911 Immediate Response for Injuries or Illness:

Call a cease fire immediately and issue the command to unload, clear, and bench all firearms.

Identify someone to secure the gear of the injured person.

Identify someone to notify emergency services via 911 and provide the following information:

1. Specific location of incident with directions.
  2. Telephone number that you are calling from.
  3. Your name.
  4. What happened and possible hazards for rescuers.
  5. Number of people injured or ill.
  6. Condition of people injured or ill.
  7. First aid provided.
  8. If the accident involves a gunshot injury the police must be notified.
- Station one of the duty range officers to direct emergency services to the scene.
  - Provide first aid until the emergency services arrive provided the injured party agrees.
  - Assume implied permission if the injured is unconscious or unable to respond.
  - Avoid dispensing any medicine unless directed to by emergency services over the phone.
- Assign someone to keep a log of events and time relative to the injury or illness.

## Appendance Three Injury Report Form

Name of Injured Party: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

Time of Injury: \_\_\_\_\_

1. Describe the nature and extent of the injury (specify parts of body):
2. Describe how the injury occurred:
3. Describe first aid given:
4. First aid was provided by (include names and telephone numbers)
5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.)
6. Persons notified (relatives, Range Chairman, Chief Range Officer)
7. Location of incident:
- 8 Conditions prevalent at the time of the incident:
9. Witness statements: Interview witnesses separately. Use attachments if needed

Witness (Name): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Statement Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Witness (Name): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Statement Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

10. Notes and Comments:

11. Injury report completed by: Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

## **Appendance 4**

**Penalties for violations of SOPS, within a 24 month time span.**

### **Infractions:**

**1<sup>st</sup> offence:** verbal warning (written incidence report, reviewed by WSC-CRSO).

**2<sup>nd</sup> offence:** verbal warning (written incidence report, reviewed by WSC-CRSO and reported to WSC - BOD). Resolution: Offender will be contacted by Club secretary by email (last email address of the member shown on the Club's records about suspension). Offender has 30 days from notice to contact a WSC-CRSO to review SOP's and will be unable to use club property until meeting has occurred with a CRSO to review SOP's. Failure to contact a WSC-CRSO within thirty days results in: "**SECTION 7. Termination of Membership**" of the WSC Bylaws will be applied.

**3<sup>rd</sup> offence:** Membership is suspended, **SECTION 7. Termination of Membership** of the WSC Bylaws will be applied.

### **Major Infractions**

**SECTION 7. Termination of Membership** of the WSC Bylaws will be applied

**Violation of a suspension:** WSC-BOD review and possible loss of membership, and possible permanent banishment from WSC property. Board of Directors provides resolution.

**Hunting of wild animals** on WSC property: WSWSC-BOD review, permanent loss of membership, and permanent banishment from WSC property and possible reporting to authorities.

**Use of illegal firearms:** WSC-BOD review and permanent loss of membership, permanent banishment from WSC property and reporting to authorities.

**Willful destruction of Club property:** WSC-BOD review and permanent loss of membership and permanent banishment from WSC property and possible reporting to authorities and possible legal action.

**Use or possession of illegal drugs of any type.** WSC-BOD review and permanent loss of membership, permanent banishment from WSC property and reporting to authorizes.

Note: ATF Form 4473, Question F: Are you an unlawful user of, or addicted to, marijuana or any depressant, stimulant, narcotic drug, or any other controlled substance? Warning: The **use or possession of marijuana remains unlawful under Federal law** regardless of whether it has been legalized or decriminalized for medicinal or recreational purposes in the state where you reside.

### Appendance 5

#### Firearms capable of Full Automatic Fire Approval Form

The Wickenburg Sportsmen Club Board of Director on MM/DD/YYYY has approved, *Person first and last name* to use a fully automatic rifle on bays Four and Fiver only so long as said person maintains legal status of fully automatic firearm.

NRA Safety Rules and WSC SOP's apply.

One copy of this form goes to person approved for Fully Automatic fire and the other to be retained by WSC Club Secretary.

A copy of the NTF tax stamp or SOT and Full Automatic Fire Approval Form must be carried by the user when on WSC property and has fully automatic firearm with him/her.

\_\_\_\_\_  
Print name, Person with Firearm

\_\_\_\_\_  
Sign name, Person with Firearm

\_\_\_\_\_  
Print name, WSC- Secretary

\_\_\_\_\_  
Sign name, WSC- Secretary