



## NCRGC Instructor Program

### Revision History:

Originally submitted by W. P. Flinn; modified by B. Fessler  
Approved by the NCRGC Board of Directors on May 24, 2011  
Revised and approved by the NCRGC Board of Directors on February 20, 2014  
Revised and approved by the NCRGC Board of Directors on August 16, 2018  
Revised and approved by the NCRGC Board of Directors on October 21, 2021

### Background:

Several NCRGC members, who are also firearms instructors, have asked if they could use the NCRGC range for the live-fire portion of their firearms classes. The NCRGC Board of Directors discussed the merits and concerns of such a program at their November 2010 meeting and the proponent of the program (W. P. Flinn) was asked to submit a proposal. The NCRGC Board of Directors reviewed the proposal at their January 2011 and March 2011 meetings. The proposal received positive support by the NCRGC Board of Directors and the incoming NCRGC Chief Range Safety Officer (B. Fessler) was asked to finalize the details. The policy was revised in 2014 to include the revised NCRGC Range Safety Rules and the revised NCRGC Instructor Waiver. The revision also included a requirement for the Instructor to offer the member course within eight months after becoming an Instructor Member. The policy was revised in 2018 to rename the program, direct usage of the waivers at the kiosks and allow email submissions.

### Overview:

Members who are in good standing, who are also firearms instructors, may apply for the Instructor Program which would allow them to bring students to the range, providing they agree to strict conditions for doing so. There is an added fee for this type of membership as well as other eligibility and conduct requirements.

### Eligibility:

1. Be an NCRGC member in good standing and have been a member of NCRGC for at least one year with no disciplinary or range safety rules violation infractions.
2. Have a current firearms instructor certification for the shooting discipline(s) being taught.
3. Complete the NRA Range Safety Officer (RSO) course by home validation (NRA Firearms Instructors) or by attending the RSO course conducted by the NCRGC Chief Range Safety Officer (CRSO).
4. Possess current professional liability insurance which specifically covers firearms instructional activities (a personal umbrella policy usually will not cover this).

### **Conduct Requirements:**

1. Know and enforce the NCRGC Range Safety Rules (i.e., we operate a cold range, no gun handling during a cease fire, everyone must wear eye and hearing protection, pick up spent casings, wear ID badge, etc.).
2. Schedule and obtain prior approval from the NCRGC CRSO of the date/time when students would be present on the range. If your class is approved, the CRSO will direct the Member Services Coordinator (MSC) to update the Club calendar on the website.
3. Ensure the safety of the range by having each student sign a NCRGC waiver which is located at the guest waiver stations near the Archery Range and Rifle Range.
4. If teaching on the pistol range, take up no more than one bench for student activities and if teaching on the rifle range, take up no more than two benches for student activities.
5. Agree to teach at least one course annually for NCRGC members only, in any shooting discipline, and at a reduced rate to allow for coverage of student materials expenses. Class size should be like that which is normally provided by the instructor. The member course must be offered no later than June 30th each program year (September 1st to August 31st).
6. The Club does not prorate the annual fee for the program, regardless of when a member joins and is approved.

### **Application Procedures:**

Interested members should send the following documentation to the NCRGC CRSO:

1. Cover letter (and attachments) requesting membership into the NCRGC Instructor Program. The cover letter should denote how long you have been a member of the NCRGC, how long you have been a firearms instructor, the specific firearms classes that you plan to teach on NCRGC range property, your contact information (address, email, telephone), etc.
2. Attachment 1 - Copy of instructor professional liability insurance declaration page.
3. Attachment 2 - Copy of instructor certification credential(s) that show the course(s) for which you are certified to teach and the expiration date(s) of certification.
4. Attachment 3 - Check made out to NCRGC in the amount of \$150. This is an annual fee and it is subject to change. Please write "NCRGC Instructor Program" in the memo field. Alternatively, you can pay an invoice with a credit card via PayPal that we will send to you upon your request.

Email your cover letter and attachments to the CRSO at [safety@ncrgc.org](mailto:safety@ncrgc.org) or by mail to:

Northern Colorado Rod and Gun Club  
Attention: CRSO  
P.O. Box 1298  
Fort Collins, CO 80522-1298

The CRSO will review your application and contact you to schedule a brief interview.

### **Questions:**

Questions about the NCRGC Instructor Program should be addressed to the NCRGC CRSO ([safety@ncrgc.org](mailto:safety@ncrgc.org)) who is responsible for the oversight, coordination, and applicant approval process.