



RANGE SAFETY STANDARD OPERATING PROCEDURES

Northern Colorado Rod & Gun Club
P.O. Box 1298
Fort Collins, Colorado 80522

Approved by the NCRGC Board of Directors
May 20, 2021

Table of Contents

CHAPTER 1: Safety Plan	3
CHAPTER 2: Range Operations Guide	5
1. General	5
2. Facilities for Use.....	5
3. Range Limitations and Safety Requirements.	6
4. Authorized & Prohibited Firearms.....	6
5. Authorized Personnel.....	6
6. Personnel Responsibilities	7
7. Hours of Operation and Scheduling.....	8
8. Alcoholic Beverages and Drugs.....	9
9. Medical Support.....	9
CHAPTER 3: Range Safety Breifing.....	10
1. Purpose Of The Shooting Event.....	10
2. Range Layout And Limits	10
3. Range Safety Rules	11
4. Firing Line Commands.....	14
CHAPTER 4: Immediate Response For Injuries Or Illness – Injury Report Form	15
CHAPTER 5: Range Safety Officers Training Requirements and Reports.....	18
APPENDIX 1: Waivers	19
Release, Indemnification And Hold Harmless	20
Permission To Use Photographs	21
APPENDIX 2: Inspection Checklist – Outdoor Range	22
APPENDIX 3: Inspection Checklist – Archery Range	24
APPENDIX 4: Inspection Checklist – Shotgun Range	26
APPENDIX 5: Emergency Report Sheet	28
APPENDIX 6	Error! Bookmark not defined.
APPENDIX 7	29

CHAPTER 1

SAFETY PLAN

This Safety Plan has been established to ensure the health and safety of all individuals who frequent the Club facility and the public at large. It is a plan developed to assure the continuity of the facility use by good and responsible safety practices and to maintain good public relations.

The Club operates a "safe range" on the assumption that all handling and shooting takes place in the direction of constructed target setup on the specific ranges, that users keep their firearms unloaded and actions open when arriving and departing a Club range, that firearms are kept unloaded until the shooter is in position on the firing line, and that users are familiar with their firearm and the specific ammunition for their firearm.

Eye and ear protection will be worn at all times when on or near a firing line. This includes the firing line, ready area, and the spectator area.

Spectators, children, and family members are not allowed to wander the range unless accompanied by a badged member. No pets are allowed on the range property

Loud and abusive language and playing of loud music is not permitted. Shooters, coaches, and range personnel will limit their conversation directly behind the firing line to official business.

Use of the Club facilities requires that members use the facilities properly, that users obey posted rules and regulations, and that users conduct themselves in a manner that is responsible and respectful.

Club Authorized Range Safety Officers are authorized and appointed to enforce the rules and regulations of this Club Safety Plan. Disciplinary action such as reprimands, suspension, or revocation of range privileges may be necessary to correct errant behaviors. Proof of Range Safety Officer certification will be provided to any Club member who positively identifies himself to be a current member.

Control and Access: The Club facilities are gated so as to limit access to members who are provided the lock combination with their Club membership. Under the membership agreement the gate is to be kept locked upon entry and exit by the member. The gate may only be left open for special events or scheduled range maintenance by the direction of a member of the Board of Directors.

Purpose of Range Rules

The purpose of the rules for the use of the club range and facilities is to provide the maximum safety all persons on the property.

This range is leased by the members of the club and is intended for the sole use by its members and invited guests.

The club facilities are open to the public for specific events only and to certain agencies as approved by the Board of Directors.

These rules apply to all individuals using the range whether they are Club members, guests of members, attendees, or visitors at an event.

Beyond the specific range rules set forth below all members, guests, and other persons utilizing the club facilities are required to conduct themselves in a sportsman-like, civil, and legal manner.

The Club also operates under the Colorado Revised Statutes:

CRS 13-21-111.7 Assumption of Risk consideration by trier of fact

Statute Text:

Assumption of a risk by a person shall be considered by the trier of fact in apportioning negligence pursuant to section 13-21-111. For the purposes of this section, a person assumes the risk of injury or damage if he voluntarily or unreasonably exposes himself to injury or damage with knowledge or appreciation of the danger and risk involved. In any trial by jury in which the defense of assumption of risk is an issue for determination by the jury, the court shall instruct the jury on the elements as described in this section.

CRS 13-21-111.8 Assumption of Risk - Shooting Ranges

Statue Text:

(1) Any person who engages in sport shooting activities at a qualifying sport shooting range, as defined under section 25-12-109(2)(d), C.R.S., assumes the risk of injury or damaged associated with sport shooting activities as set forth in section 13-121- 11.7.

(2) For purposes of this section, "engages in sport shooting activities" means entering and exiting a qualifying sport shooting range, preparing to shoot, waiting to shoot, shooting, or assisting another person in shooting at a qualifying sport shooting range. The term includes being a spectator at a qualifying sport shooting range and being present in the range for any reason.

CHAPTER 2

RANGE OPERATIONS GUIDE

1. General - Live firing conducted at the Northern Colorado Rod and Gun Club is designed to provide authorized personnel access to a facility where they can become proficient with privately-owned firearms. The range operates in both a passive and active status. We run both cold and hot. While range is cold, no handling of firearms at any time. While range is hot, firearms may be handled and no one is permitted to cross the red line.

The Club normally operates in a "Passive" control mode. Passive means that there is a single shooter and no supervision. Passive control implies that a more thorough indoctrination of users be undertaken along with instructions on the consequences of any violations. We require new members to attend a safety orientation meeting before they receive their badges.

The Club operates in an "Active" mode during events where there is a Chief Range Safety Officer (CRSO), Range Safety Officer (RSO), or any number of certified instructors are on hand to maintain close control. On training ranges or special events, the Active mode is the rule.

Any non-members attending sponsored events are subject to all Club rules including any additional rules that are specific to the event. This is to be covered in the safety orientation prior to any event. The CRSO, RSO, or shooting discipline chair in charge of the event is responsible for enforcing all applicable rules.

Any person on the range must have completed a waiver.

2. Facilities for Use - Range availability is at the discretion of the Board of Directors. Live-fire shooting is normally limited to the following ranges and equipment:

- a. **Rifle Range** - Rifles 50 caliber center fire or smaller, rim fire rifles, muzzle loading firearms, pistols and shotguns any caliber or gauge but only at stationary targets. No tracer or armor-piercing ammunition is allowed. Metal swinging targets must be at least 25 yards in front of the firing line
- b. **Pistol Range** - Utilize pistols centerfire and rimfire No tracer or armor-piercing ammunition is allowed. No braces are allowed and barrel lengths over 8 inches may not be utilized on the pistol range. Utilize stationary targets and also the steel lane markers. Steel only at the base of the berm.
- c. **Trap and Skeet Range** - Shotguns only. Shot size up to #6-9. shot, no slugs allowed. This size limitation is established to minimize the distance that shot can travel, especially due to the proximity to County Road 72, which is to the North of the range facilities.
- d. **Tactical Bays 1 and 2** May be utilized by members who have completed their tactical bay certification.
- e. **Archery Range** - May utilize long bows compound bows and crossbows. No broadheads allowed.

3. Range Limitations and Safety Requirements.

Live-fire shooters will:

- a. Fire only on designated ranges and always follow all range restrictions. The first person on a range becomes the acting range safety officer unless there is a Range Safety Officer (RSO) or a Chief Range Safety Officer (CRSO) present for an event. If another person calls "Cease Fire" they will become the acting range safety officer unless a RSO or CRSO takes over.
- b. Fire only authorized firearms and ammunition for that specific range. See limitations for the upper and the lower ranges listed in the Range Safety Rules.
- c. Fire at authorized targets only. Computerized targets and target box systems are off limits to all shooters other than for a scheduled event.
- d. Fire only after completing a "hold harmless" agreement. This is required for each visit to the range for an event attended by non-members. Members sign this agreement with their annual membership.
- e. Ensure all projectiles impact within the established range safety limits.
- f. Ensure range flags are displayed on the firing line at all ranges.
- g. Call "Cease Fire" and make safe (actions open) all firearms before a shooter moves forward of the firing line or during any unsafe condition.
- h. Call "Cease Fire" if a firing line becomes staggered (one shooter forward of another) anywhere on the range complex.
- i. Use appropriate ear protection.
- j. Wear appropriate eye protection.
- k. Notify the Club Range Safety Officer (CRSO) or Vice President of the Disciplinary Committee, of any safety infractions. If there is an infraction at any other time please note the member identification and/or vehicle license number and report that information promptly to the CRSO or Vice President of the Disciplinary Committee at: crso@ncrgc.org; vicepresident@ncrgc.org or (970) 282-1648
- l. Pick up all brass, paper, and other debris on the range and dispose of them in the containers provided at the range.

4. Authorized & Prohibited Firearms

- a. Full automatic firearms are not currently allowed on the facilities as part of the property lease agreement terms.
- b. Burst fire and "bump" shooting are not allowed. "Bump" shooting is done purposefully when a Shooter's fingers are positioned to have the recoil cause the trigger to be activated. Echo triggers and bump stocks are not allowed.
- c. Should full automatic firing be allowed at a future time, the Board of Directors can specify times or deny automatic firing for any reason. The member may be required to provide proof of the proper federal licenses and any required paperwork to the Board of Directors, any RSO, or the CRSO on the range prior to firing any automatic firearms.

5. Authorized Personnel.

The following persons are allowed to fire:

- a. Current members of the Club.

- b. Guests of the above, provided the authorized person is present and assumes full responsibility for their conduct.
- c. Personnel approved by the Board of Directors, on a case-by-case basis.
- d. Non-member participants of a discipline event.
- e. Students of Club authorized instructors.

6. Personnel Responsibilities

a. Chief Range Safety Officer

The Chief Range Safety Officer (CRSO) assists the Club in Range Safety Inspections, can train Range Safety Officers (RSO) as necessary, and makes recommendations to this Range Safety SOP.

The Club normally operates the range in a "passive" control mode. In the event that the Club requires a CRSO at an event, in addition to the RSO personnel in that discipline event, with active safety control requirements, the normal CRSO duties are listed below.

- 1) Conduct the NRA Range Safety Officer Training Program to Club members
- 2) Inspect the range facilities for safety twice per year using the NRA based standard checklists included in this SOP.

b. Discipline Chairs

- 1) Report for duty one hour prior to the first scheduled live fire for the day.
- 2) Ensure each RSO understands and can execute live-fire procedures.
- 3) Ensure the RSO checks in prior to going downrange.
- 4) Confirm the RSO's are Club Authorized.
- 5) Have the RSO verify a SOP binder, and first-aid kit are available.
- 6) Inspect the range with the RSO after a cease-fire is called.
- 7) Notify CRSO by voice when live fire is finished and request a range inspection.
- 8) Report any safety violations to Club CRSO.
- 9) Ensure all required paperwork has been completed.

c. Shooting Club RSOs

The Club CRSO must first approve anyone desiring to become a shooting club RSO. This is accomplished by attending an RSO class given by the CRSO or by another organization that provides RSO certification Information on dates and times for these classes can be obtained by contacting the Club Secretary or by reviewing the Club calendar posted on the Club website. All discipline chairs are required to be RSO certified.

Typical RSO responsibilities at an event include:

- 1) Check in with the CRSO or shooting discipline chair one half hour prior to first scheduled live fire.
- 2) Present shooting club identification card with RSO stamp.
- 3) Verify a SOP binder is available as well as a first aid kit.

- 4) Check that all shooters have current membership badges, and that all shooters and spectators fill out "hold harmless" agreements.
- 5) Conduct range safety briefing.
- 6) Conduct live fire in accordance with section 6 (d) of this chapter. Failure of shooters to abide by the procedures listed in section 6 (d) will result in immediate eviction from the range and possible suspension of future shooting privileges. Report all incidents to the CRSO.
- 7) Notify CRSO or Discipline Chair by voice when live fire is finished and request a range inspection.
- 8) Turn in all gear.

Note: RSOs should be aware that a live fire event cannot take place unless it has been scheduled by the Discipline Chair on site, a CRSO or appointed designee.

d. Range Master

- 1) Maintains the range facility
- 2) Schedules clean up days and times.
- 3) Schedules subcontractors to the Club for maintenance and installation projects.
- 4) Maintains key and lock access to all Club facilities and equipment to ensure that only legal items are safely stored on site.
- 5) Makes sure all materials are inventoried for insurance purposes

e. Shooting Club Members

- (1) All shooters must check in with the designated match director, RSO or appointed designee on the scheduled range.
- (2) All shooters and spectators must fill out "hold harmless" agreements.
- (3) Shooters will conduct themselves in an orderly manner at all times and will be responsible for the conduct of any guests they bring.
- (4) All shooters are responsible for their guns and ammunition while at the Club.
- (5) Firearms that are out of the case and not being fired must be benched. (Actions open and facing up, cylinders open, magazines removed, muzzles pointing downrange, and shooters stand behind the yellow line No handling of firearms or ammunition is permitted while the range is cold.
- (6) Load firearms on the firing line only after the CRSO, RSO, or acting RSO, has given a go hot command to load.
- (7) Do not point firearms at anything other than authorized targets.
- (8) Fire at your own target only.
- (9) Give the command "Cease Fire" if an unsafe condition exists.
- (10) Follow all instructions from the acting RSO, RSO, or CRSO.
- (11) Assist in picking up any brass and other debris in the area.
- (12) No pets are allowed on the range complex.

7. Hours of Operation and Scheduling

Hours of operation are sunrise to sunset.

The Board of Directors (BOD) and Shooting Discipline Chairs have developed a schedule that is posted on the website calendar All events scheduled on the range must be approved by the BOD.

Information on range availability and scheduling is accessible 24 hours a day by reviewing the Club calendar on line at the website . (www.ncrgc.org/calendar/)

8. Alcoholic Beverages, Drugs and Smoking

Shooters may not consume alcoholic beverages or drugs that impair ability to operate a motor vehicle (including prescription, over-the-counter medications and recreational drugs) before or during live firing. The CRSO or RSO may deny range access to anyone appearing to be in violation. Smoking (including vaping) is no allowed on Club property.

9. Medical Support

In the event of a medical emergency, call 911 and notify the RSO or CRSO immediately.

CHAPTER 3

Range Safety Briefing

Follow this outline when conducting range safety briefings. Point out the shooting range rules to all range users. **Conduct** the briefing on the range immediately prior to range use. Stand where posted rules, demonstrations, and explanations of range equipment can be included in the briefing. Involve range users. Have them read rules from posters and handouts. Ask questions to reinforce understanding. If firearms are used during the briefing, the RSO must follow the NRA gun safety rules.

1. PURPOSE OF THE SHOOTING EVENT

- **State** the purpose, e.g., recreational shooting.
- **Provide** an overview of the event.
- **State** the total number of rounds and time available.

Range Personnel

- **State** where range personnel will be located.
- **Introduce** range personnel.
- **Explain** their roles to ensure safety.
- **Indicate** how they may be identified, e.g., yellow vest and hat.

2. RANGE LAYOUT AND LIMITS

- **Conduct** a range orientation on, or within view of, the range.
 - **Point out** key areas of the range and briefly describe actions that occur within each.
 - Spectator area - Located behind the ready line where visitors and range users may wait and observe activities.
 - Ready area - Located behind the firing line where shooters may store and prepare their equipment.
 - Firing point - Shooters may occupy their firing points at the firing line when authorized to do so. Points are numbered and correspond to the target numbers. Shooters may only dry fire at the firing line before an event and should only handle firearms when authorized to do so.
 - Backstop - Located downrange behind the target line. Firearms should point toward the backstop at all times. All firing should be directed forward from the shooters' firing points so projectiles impact within designated impact areas.
 - Cleaning area - Cleaning is authorized only in the designated cleaning area. No ammunition is allowed in the cleaning area.
 - **Demonstrate** the proper use of special equipment and explain any special safety practices, e.g., body and hand positions for target carriers, trap machines, etc.

3. Range Safety Rules

Gun Safety Rules - Three Fundamental Rules for Safe Gun Handling

- **First Rule: Treat every gun with the respect due a loaded gun.** This applies to firearms on the firing line, the ready area, and while in cases. Always keep your finger off the trigger and out of the trigger guard until "the firing line is hot", "commence fire", or "the line is hot" command is given.
- **Second Rule: Keep guns pointed in a safe direction at all times.** Bring your body to the gun and not the gun to your body while on the firing line. Always keep your finger off the trigger until ready to shoot. The gun is pointed so that even if it were to go off, it would not cause injury. Always keep the gun unloaded until ready to use. Safeties can fail. Fingers resting alongside the frame, the receiver, or the trigger guard can slip and cause the firearm to fire any ammunition in it. Our shelter roofs have holes to prove this point.
- **Third Rule: Be sure of your target and what is beyond.** The shooter must be sure that projectiles will safely impact into the backstop. Check downrange to verify that there are no shooters setting up targets. Check downrange to be sure that no cattle are down range. Check to be sure other wildlife such as deer are not downrange or in the impact area.

Rules for Safety and Safe Use

- Be sure to wear ear and eye protection. Shooters and spectators need eye protection to prevent injuries from ricochets.
- Caps with bills worn forward are recommended. Fired cartridge cases on occasion can go over the top of safety glasses and potentially injure an eye.
- Guns are loud and the noise can cause hearing damage. Guns can also emit debris, hot gas, and cartridge cases that could cause eye injuries
- Know how to use the gun safely.
- Know how the gun operates, its basic parts, how to safely open and close the action, and how to remove ammunition.
- All barrels should be checked for obstructions before firing.
- Use only the correct ammunition for your gun. Only ammunition designed for a particular gun can be safely fired in that gun. Shooters should ensure that the caliber marked on the barrel, ammo box, and cartridge case match. This is especially true for both modern and antique firearms.
- Never use alcohol or drugs before or while shooting.
- Anyone taking any medication or substance that may impair normal mental or physical bodily functions is not allowed on the range.
- While on the range keep the muzzle pointed down range. To load bring your body to the gun and NOT the gun to your body.

General Range Safety Rules

Ask range users to read rules as you (RSO) point to range posters or refer to handouts

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at authorized targets.
- Check barrels for obstructions prior to any shooting.
- Firearms may only be loaded at the firing line and at no other time.
- Do not handle a firearm, ammunition, adjust telescopes or stand at the firing line where firearms are present while others are downrange under any condition.
- Stay behind the yellow line during ceasefire. It is helpful in letting the CRSO determine that the line is clear.
- Stop shooting immediately upon the command of "Cease Firing". Open the actions, remove magazines or empty cylinders, and place the firearm on the bench with action visibly open, and step back from the firing line bench. Shooter may pick up fired cases or shot shells and any unfired ammunition at this time.
- Shooting at different targets, e.g., steel targets, at different distances or angles may result in hazardous conditions.
- During a "Cease Fire" Command:
 - 1) Stop shooting immediately
 - 2) Unload magazines and cylinders of all ammunition
 - 3) Place firearm on bench with open action facing upwards to visibly show it is unloaded. If a gun rack is available then the firearm should be placed in the rack with the action visibly open or blocked with a plug
 - 4) Take two steps back, behind the yellow line.
 - 5) Await further instructions from the RSO
 - 6) Unloaded Guns may be taken in sealed cases to the Ready Area or to the Firing Line as long as the cases remain sealed or closed.
- Stoppages include three common ammunition failures:
 - a. A **misfire** is when a cartridge does not fire after the primer has been struck by the firing pin. The normal procedure for handling misfires is to:
 - 1) Keep the gun pointed down range (safe direction).
 - 2) Wait at least 30 seconds in case it is a hang fire. With black powder guns, wait at least two minutes
 - b. A **hang fire** is when a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin. The normal procedure for handling misfires or hang fires is to:
 - 1) Keep the gun pointed down range (safe direction)
 - 2) Wait at least 30 seconds in case it is a hang fire. With black powder guns, wait at least two minutes.

- c. A **squib load** is when there is less than normal pressure or bullet velocity after ignition of the cartridge. The bullet may or may not exit the barrel. Squib loads are identified by difference in recoil or noise. The normal procedure for handling squib loads is to:
- 1) Keep the gun pointed down range (safe direction).
 - 2) Unload ammunition from the gun--make sure the chamber is empty.
 - 3) Insert a cleaning rod down the barrel from the chamber end, if possible, to make sure there is no projectile lodged in the barrel.

NRA Hygiene Guidelines

Explain that NRA hygiene guidelines are intended to minimize exposure to airborne particulate lead and cleaning product residues.

Emphasize that everybody exposed at the range or cleaning area, even if he did not participate in the shooting session, should follow these guidelines. Remind range users of these guidelines prior to, during, and immediately after occupying the range.

- Refrain from eating, drinking, smoking, applying makeup, or otherwise placing hands in proximity to the mouth or nose while on the range or cleaning a gun.
- Wash your hands and face with cold water after leaving the range or cleaning area before eating, or drinking. Moist towelettes are a good method of cleaning hands.
- Change and wash clothing after a shooting or gun cleaning session to minimize exposure to airborne particulate lead or solvent and cleaning product residues.

Site-Specific Range Rules

Ask range users to read the Club Range Rules as you point to range posters or refer to handouts.

- Machine guns (full automatic) are not allowed.
- Armor-piercing and tracer ammunition is not allowed due to the potential damage to metal targets and the potential for fire danger.
- Metal targets and metal swinging targets must be no less than 25 yards from the firing line.
- Targets must be placed at the shooter's eye level to ensure bullets hit the impact area.
- Leave dropped ammunition on the floor until the stage of fire is completed and firearms are benched or grounded.
- Notify the RSO when there is a firearm stoppage or malfunction.
- Dry firing is only permitted at the firing line and only when authorized.
- All firearms must remain unloaded with actions open except when on the firing line and authorized to be loaded.
- When firearms are benched or grounded, keep the actions open and ejection ports facing upward so chambers are visible.
- Ammunition is not permitted in the cleaning area.

4. FIRING LINE COMMANDS

State and explain standard range commands that will be used for specific shooting event(s), e.g., formal competition rules are specified in NRA Rule Books.

- "As you were" means to disregard the command just given.
- "Carry on" means to proceed with what was being done before an interruption.
- "Relay No._, Match No._ (or naming the match), on the firing line" means shooters are to move to their firing points.
- "The preparation period starts now." Means shooters may occupy their firing points, prepare and dry fire at the targets.
- "The preparation period has ended" means shooters must stop preparation activities.
- "Load" means shooters are given permission to load authorized number of rounds and prepare for the shooting event.
- "Is the line ready?" allows a shooter with problems to raise an arm and call "Not ready on target.... "
- "The line is ready" means all shooters are ready to begin.
- "Ready on the right!", "Ready on the left!", "Ready on the Center!", "Ready on the firing line!" is the sequence of commands that gives shooters their last chance to signal "Not ready." "Ready on the firing line!" This last command means that targets will be exposed in three to five seconds if turning targets are being used.
- "Commence firing!" signals shooters to begin shooting. This command may be signaled verbally, by a whistle or horn blast, or by moving the targets into view.
- "Misfire" is called by a shooter to inform the RSO, CRSO, and other shooters that a firearm failed to fire and a hazardous condition may exist. Due to the possibility of a hang fire (a delay in the ignition of the cartridge), keep the firearm pointed downrange and wait at least 30 seconds for modern firearms, or at least two minutes for muzzle loading firearms, prior to correcting the malfunction.
- "Cease Fire!" notifies shooters to stop firing immediately, to open actions, unload cylinders, remove magazines, and to step away from the firing line. Shooters will await further instructions. "Cease Fire" may be signaled verbally, by a whistle or horn blast, or by moving the targets out of view. Additional commands may follow. Emphasize that this command can be given by anyone observing an unsafe condition, e.g., if a person is downrange.
- The command "Is the line clear on the right?" or "Is the line clear on the left?" means line officers, RSO, or the CRSO are checking that all firearms are unloaded with actions open and chambers empty.
- The command "Go forward, score targets, and paste" or "Change", or "Score Your Targets" authorizes shooters to go forward of the firing line to change targets.
- "Range is clear, you may handle your guns!" means shooters may approach the firing line and handle their firearms since no personnel are downrange.
- "Move out of position and remove your equipment from the firing line" authorizes shooters to remove their gear.
- "Police your firing point" means shooters are to pick up fired cartridge cases and clean their firing points.

CHAPTER 4

IMMEDIATE RESPONSE FOR INJURIES OR ILLNESS



Northern Colorado Rod & Gun Club

Injury Report Form

<u>Date of Injury:</u>	<u>Time of Injury:</u>
<u>Name of Person Injured:</u>	
<u>Home Address:</u>	
<u>Telephone # (Day):</u>	<u>Telephone # (Night):</u>
<u>Email Address:</u>	

Describe the nature and extent of injury (specify parts of body):

Describe how the injury occurred:

Describe first aid given:

First aid was provided by (include names and phone numbers):

Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

Notification of next of kin (specify time, person contacted, and method):

Location of incident and conditions of area:

Was protective equipment worn (if applicable):

Continued on Reverse



Northern Colorado Rod & Gun Club

Injury Report Form (page 2)

Describe steps taken to preserve the scene (equipment, photographs, etc.):

--

Witness Statements (interview witnesses separately) Use attachments if needed.

<u>Witness 1 Name:</u>	Statement Attached? Yes _____ No _____
<u>Witness 1 Address:</u>	<u>Witness 1 Telephone # and email address:</u>

<u>Witness 2 Name:</u>	Statement Attached? Yes _____ No _____
<u>Witness 2 Address:</u>	<u>Witness 2 Telephone # and email address:</u>

Notes and Comments. Use attachments if needed.

--

Injury Report Completed by:

<u>Name:</u>	<u>Date:</u>
<u>Address:</u>	<u>Telephone #:</u>
<u>email address:</u>	

Signature: _____

CHAPTER 5

RANGE SAFETY OFFICER TRAINING

REQUIREMENTS AND REPORTS

Range Safety Officer training courses from the National Rifle Association and the Colorado Division of Wildlife Hunter Education Program are programs that are recognized by the Club.

This Safety SOP is based upon the suggested format by the NRA Range Safety Officer training course and The NRA Range Source Book.

Range Safety Officer Requirements of other Clubs as posted on the Internet have been reviewed for specific directions and comments on range safety procedures that those Clubs require for their operation.

Each Club is different and as a result, each SOP is different. This SOP applies to this Club only.

APPENDIX 1

WAIVERS



Northern Colorado Rod & Gun Club

RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF THE RISK AGREEMENT

I, _____ in return for instruction in the use of firearms, use of the premises, membership in, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, intending to be bound hereby, agree to the following:

1. I agree to indemnify, hold harmless and defend the Northern Colorado Rod & Gun Club, the Weaver Ranch, and any of their employees, directors, officers or agents (hereinafter collectively the "NCRGC") from any and all fault, liability, costs, expenses, claims, demands, lawsuits or causes of action arising out of, related to or connected with the discharge of firearms, the course of instruction, the NCRGC's range, buildings, land and premises (hereinafter the "Premises") and my presence on or use of said Premises.. Should any such claim, demand, or lawsuit arise or be asserted in any way whatsoever, whether arising under the laws of the United States, the State of Colorado or under any theory of law or equity. I will indemnify, hold harmless and defend NCRGC. from any and all costs, expenses or liability including but not limited to, the cost of any settlement or judgment made or rendered against NCRGC, whether individually or jointly with me together with all costs of court and other costs or expenses. including attorneys' fees incurred in connection with any such claim demand or lawsuit.
2. I also waive for myself, my heirs, executors, administrators and personal representatives any and all rights and claims for damages, losses, demands and any other actions whatsoever which I may have or which may arise against NCRGC, including, but not limited to, any and all injuries, damages or illnesses suffered by me or to my property, which may, in any way whatsoever, arise out of, be related to or be connected with any course of instruction, the Premises, my presence on or use of said Premises. my property (whether or not entrusted to NCRGC) and the discharge of firearms. I recognize that the use of firearms carries inherent risks of personal injury or death and my participation in any activity described above may subject me to such risk. It is my intention to waive and release NCRGC from any such claims
3. I further expressly assume the risk of entering the Premises and of taking part in activities on the Premises which include, but are not limited to, the discharge of firearms and the firing of live ammunition.
4. I have read and understand this agreement and no representation has been made to me which in any way contravenes any portion of this agreement. No modification of this Agreement may be made unless in writing signed by the parties.
5. I agree to abide by all NCRGC Range Safety Rules and procedures.
6. I agree that whenever possible each provision of this instrument shall be interpreted in such manner as to be effective and valid under applicable law but if any provision shall be prohibited by or deemed invalid under law, such provision shall be ineffective to the extent of such prohibition of invalidity without invalidating the remainder of such provision or the remaining provisions or this instrument. I agree that this instrument shall be construed under the law of the State of Colorado.

Date	Print Name	Signature
------	------------	-----------

If under 18:	Print Name	Signature
--------------	------------	-----------

NORTHERN COLORADO ROD & GUN CLUB

Date	Print Name	Signature
------	------------	-----------



Northern Colorado Rod & Gun Club

PERMISSION TO USE PHOTOGRAPHS

I agree to allow the Northern Colorado Rod & Gun Club (herein after referred to as NCRGC) to use a photo (or photos) of my child in their publications including such things as their newsletters, flyers, and related publications, all of which are made public via their print publications or website.

I understand that use of my child's photo will be anonymous. My name or my child's name will NOT be used.

I further grant the NCRGC permission to use my likeness in any and all of its publications, without payment or any other consideration.

I hereby irrevocably authorize the NCRGC to edit, alter, copy, exhibit, publish, distribute or assign this photo for purposes of publicizing its programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears.

I hereby hold harmless and release and forever discharge the NCRGC from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

Printed Name: _____

Signature: _____

Date: _____

APPENDIX 2
OUTDOOR RANGE
INSPECTION CHECKLIST



Northern Colorado Rod & Gun Club

OUTDOOR RANGE INSPECTION CHECKLIST

Inspected by: _____

Date: _____

	Yes	No
Controlled Access/Fencing/Gates Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Steel Painted and Visible	_____	_____
Target Frames/Mounts in Good Repair	_____	_____
Firing Line Marked	_____	_____
Firing Points Numbered/Clean	_____	_____
Shooting Benches/Tables Inspected	_____	_____
Sandbags/Gun Rests on Hand	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Brass/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____

Comments

APPENDIX 3
ARCHERY RANGE
INSPECTION CHECKLIST



Northern Colorado Rod & Gun Club

ARCHERY RANGE INSPECTION CHECKLIST

Inspected by: _____

Date: _____

	Yes	No	Comments
Controlled Access Door Closed	<input type="checkbox"/>	<input type="checkbox"/>	
Backstop/Impact Area Inspected	<input type="checkbox"/>	<input type="checkbox"/>	
Number Boards Painted and Visible	<input type="checkbox"/>	<input type="checkbox"/>	
Target Frames/Mounts in Good Repair	<input type="checkbox"/>	<input type="checkbox"/>	
Firing Line Marked	<input type="checkbox"/>	<input type="checkbox"/>	
Firing Points Numbered/Clean	<input type="checkbox"/>	<input type="checkbox"/>	
Shooting Benches/Tables Inspected	<input type="checkbox"/>	<input type="checkbox"/>	
Sandbags/Gun Rests on Hand	<input type="checkbox"/>	<input type="checkbox"/>	
Ready Line/Area Marked	<input type="checkbox"/>	<input type="checkbox"/>	
Spectator Area Designated	<input type="checkbox"/>	<input type="checkbox"/>	
Scoring Area Established	<input type="checkbox"/>	<input type="checkbox"/>	
Supplies Available	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation System Working	<input type="checkbox"/>	<input type="checkbox"/>	
RSO Control Area Centralized	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Communications Working	<input type="checkbox"/>	<input type="checkbox"/>	
First-Aid Kit Filled/Accessible	<input type="checkbox"/>	<input type="checkbox"/>	
PA System/Bullhorn Working	<input type="checkbox"/>	<input type="checkbox"/>	
Range Rules Posted	<input type="checkbox"/>	<input type="checkbox"/>	
Bulletin Board Hung	<input type="checkbox"/>	<input type="checkbox"/>	
Gun Racks Available	<input type="checkbox"/>	<input type="checkbox"/>	
Brass/Dud Buckets Labeled	<input type="checkbox"/>	<input type="checkbox"/>	
Wash Area Identified	<input type="checkbox"/>	<input type="checkbox"/>	
Lockable Storage	<input type="checkbox"/>	<input type="checkbox"/>	
Lights	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments

APPENDIX 4
SHOTGUN RANGE
INSPECTION CHECKLIST



Northern Colorado Rod & Gun Club

SHOTGUN RANGE

INSPECTION CHECKLIST

Inspected by: _____ Date: _____

	Yes	No
Controlled Access Door Closed	_____	_____
Flags or Signs Displayed	_____	_____
Left and Right Range Limits Displayed	_____	_____
Backstop/Impact Area Inspected	_____	_____
Machine Filled/Inspected	_____	_____
Cable Connected/Inspected	_____	_____
Firing Stations Marked /Clean	_____	_____
Ready Line/Area Marked	_____	_____
Spectator Area Designated	_____	_____
Scoring Area Established	_____	_____
Supplies Available	_____	_____
RSO Control Area Centralized	_____	_____
Emergency Communications Working	_____	_____
First-Aid Kit Filled/Accessible	_____	_____
PA System/Bullhorn Working	_____	_____
Range Rules Posted	_____	_____
Bulletin Board Hung	_____	_____
Gun Racks Available	_____	_____
Empty Trash Receptacles Available	_____	_____
Hull/Dud Buckets Labeled	_____	_____
Wash Area Identified	_____	_____
Lockable Storage	_____	_____
Lights	_____	_____

Comments

APPENDIX 5

EMERGENCY CONTACT INFORMATION

Effective Date: _____

EMERGENCY COMMUNICATIONS			
Contact	Primary Phone Number	Non Emergency Number	Secondary Frequency
EMS	911		
Larimer County Sheriffl	970-498-5100		
Poudre Fire Authority	970-416-2891		
Poison Control	1-800-222-1222		
Range	970-282-1648		
Cellular Phone			

APPENDIX 6

CLUB INFORMATION

NCRGC BYLAWS

www.ncrgc.org/documents/

CONSTITUTION

The Northern Colorado Rod and Gun Club has established Bylaws and a Constitution both of which are available from the Club Secretary.

ORGANIZATIONAL CHART