

CAPITOL CITY RIFLE & PISTOL CLUB

- STANDING RULES -

TABLE OF CONTENTS:

I. Introduction Page 1	VIII. Appendices:
II. Club Member Information File Page 1	A. Event Application Page 14
III. Club Operations Page 1	B. New Member Application Page 18
IV. Range Operations Page 2	B. New Member Application Page 19
V. Match Operations Page 3	C. Hold Harmless Agreement Page 20
VI. Club Property Page 4	D. Accident/Incident Report Page 21
VII. Legislative Affairs Page 5	E. Event Revenue Report Page 22
VIII. Club Officer Job Descriptions Page 6	

I. INTRODUCTION:

Revised June 2005

The purpose of the Standing Rules of the Capitol City Rifle & Pistol Club (CCRP) is to provide guidelines for the day-to-day operation of the Club and to familiarize new members with how the Club "works." A copy of these Standing Rules is included with new member orientation materials and also is available by contacting the Club Secretary.

II. Club Member Information File:

Revised June 2008

A file on the Club PC contains club member information including interests, skills and qualifications. This information is for Club use only and is secure from general access. Information lists will be provided, on request, to an officer of the Club or to Match Directors."

III. CLUB OPERATIONS:

Revised June 2005

1. CCRP is a non-profit corporation pursuant to the laws of the State of Washington. There is no paid staff. Members are responsible for repairs or maintenance of Club property.
2. Club operations are under the direction of the Board of Directors (BOD). Club funds are allocated by vote of the Board of Directors.
3. To the greatest extent possible, all funds are to be received and disbursed by the Club Treasurer.
4. No Officer, Director or member shall hold any Club funds longer than 30 days.
5. Whenever possible all disbursements shall be made by check. All checks over \$500.00 shall require the signature of both the Treasurer and the President.
6. Emergency purchases by cash by any Officer, Director or member must be fully

documented and presented to the Executive Committee for approval and reimbursement.

7. The balance of the Club Checking Accounts shall not exceed \$5,000.00. Funds in excess of that amount shall be deposited in a Club Savings Account that requires the signature of both the Treasurer and the President for withdrawal.

8. The Treasurer shall be Bonded in the amount of \$5,000.00.

9. To the greatest extent possible all invoices shall be paid on time to take advantage of any cash discounts.

10. No Club Officer, Director or member shall use their position or membership to promote personal financial gain without the approval of the Board of Directors.

11. Purchase of goods or services exceeding \$2,500.00 annually requires a written estimate from three suppliers or contractors. This requirement can be waived by a vote of the Board of Directors.

IV. RANGE OPERATIONS:

Revised May 2005

1. Range Director: Each range shall have a designated responsible Range Director who shall be a current member of the Board of Directors. In the absence of a current Board member the President and/or Safety Officer may designate an individual to be responsible as Range Director, subject of acceptance by the individual and concurrence of the Board of Directors.

2. Scope of Responsibility: Each Range Director shall be responsible for 1) establishing and/or maintaining specific safety and operating rules for her/his range as approved by the Safety Officer, and 2) prominently posting range rules on her/his range. Some ranges may require certification of members for unsupervised use. Match Directors shall be directly responsible to the Range Director.

3. General Use: General Range operations shall consist of the unsupervised use by members in conformance with established and posted rules for such use. All ranges not in use for organized operations shall be available for General Use.

4. Organized Use: Organized Operations shall consist of the use of a range or facilities for conduct of an event or activity under an Event Application submitted and approved in advance. Organized operations involving the firing of firearms require the presence of a qualified Range Safety Officer.

5. Eye and Ear Protection: All persons on a range, whether participants or spectators, must wear eye and ear protection when firearms are in use.

6. Impact Area: Firearms must be discharged in such a way that bullets strike the berm or bullet trap on any range.

7. Informal Firing: During informal (general use) firing, a range user wishing to go down range to examine or adjust targets assumes the responsibility of a Range Officer as follows:

a.) Determine that all users have ceased firing, and

b.) Declare that the range is "cold" before advancing to examine targets.

On return to the firing line:

c.) Determine that all users have returned behind the firing line, and

b.) Declare that the range is "hot."

8. Guests: Each member may have two guests at any one time. A guest is permitted only two visits annually. The sponsoring member is responsible for her/his guest's actions while on club property. Attendance at an event open to the public is not a visit. Family members living at home are not subject to the guest limits.

9. Shotguns: With the consent of the Range Director and when these conditions are posted on the particular range, shotguns may be used to engage aerial targets (clay pigeons). This rule will permit some casual, hand-thrown, shooting in the interests of providing reasonable accommodation for member interest. The following conditions apply:

a) Shotgun shooting shall be the only shooting activity conducted at that time;

b) Shot size shall be no larger (numerically smaller) than #7½;

c) Shooter shall be no than more 5 yards in front of the established firing line on the range (front of range shelter);

d) Direction of fire shall be parallel to the long axis of the range, lateral limits are the range width at the extreme end of the range;

e) All shell debris shall be removed from the range. Unbroken targets shall also be retrieved; and

f.) Shotgun shooting is a secondary activity. Other shooting shall have priority for range use.

10. Prohibited Ammunition: The use of ammunition having incendiary, steel cored, tracer and/or explosive bullets is banned on all ranges.

V. MATCH OPERATIONS:

Revised June 2005

1. There is an established process for applying to conduct an event on CCRP property. This process entails the applicant contacting the director of the range the event is to be held on and completing a formal Event Application (Appendix A).

2. Fees.

For all organized activities, a range fee of \$5.00 per participant shall be charged. This fee shall be deposited with the Club Treasurer within 30 days after the event.

3. Match Directors may assess an additional fee which may be used for prizes trophies, targets or range maintenance providing that all funds in excess of these expenses be deposited with the Club Treasurer within 30 days after the event. On approval of the BOD these funds may be set up in a special account for that specific event.

4. Match Directors shall not establish separate accounts under their personal control.

5. First Aid Kit.

All match directors must have a first aid kit at any match.

6. Emergencies.

In the event of any emergency due to sickness or injury a telephone is available at the Club House entrance to call 911. Match Directors are encouraged to have a cell phone available at each event. If at all possible after 911 is called, a person should be detailed to go the main gate to guide emergency responders to the site of the emergency.

7. The Match Director shall make a full report to the Club President of any incident that required an emergency response.

VI. CLUB PROPERTY:

Revised May 2005

1. Prohibited items or actions on CCRP property include the following: Firing .50 caliber BMG cartridges, cannons, thunder mugs, petards, anvil cannons, fireworks, exploding targets, and tracer/incendiary, except with written permission through the Event Application process. No full automatic firearms, except with written permission of the Executive Committee for training by law enforcement agencies.

2. No hunting on club property.

3. Speed limit is 15 mph on club property. It's recommended that you drive with your lights on! Watch for pedestrians (some may be hearing impaired)! No shooting across roads and designated trails.

4. Park only in designated areas. At least one space in each area shall be designated for disabled parking.

5. Members shall not cut, pick or otherwise remove any trees, plants or flowers without approval of the Executive Committee.

6. Members may remove overhanging limbs and brush from existing roads and trails.

7. Members may pull, dig or otherwise remove Tansy, Scotch Broom and other State classified "noxious" weeds.

8. Members shall not plant any non-native trees, shrubbery or flowers without the approval of the Executive Committee.

9. Members shall not burn any trash without approval of the Grounds Director who must insure that any burning is in compliance with State and local regulations.

10. Alcoholic Beverages. The Club shall not furnish any alcoholic beverages to anyone. Consumption of alcoholic beverages must be limited to the Club House, Club House area and designated camping areas only, by persons of legal age, and who are not participating in any shooting activities while ranges are in operation. No alcohol consumption is permitted on "live" ranges. Failure to comply is grounds for immediate expulsion and suspension of membership.

11. Camping. Camping during events approved by the Executive Committee is permitted in designated areas only. The Club will not furnish hook-ups except by prior approval for

handicapped persons.

12. Absolutely no loaded firearms in camps. Archers must secure their bows.

13. Campfires are permitted subject to State and local burn bans. The Club will furnish firewood if possible. Campers shall not gather firewood on their own.

14. Camping fees will be subject to the approval of the Board of Directors.

15. Firewood Cutting Policy (Approved by Board on January 14, 2005):

Firewood is an asset of the Club. Firewood is to be cut from dead, diseased, or fallen trees by crews of no less than two club members, and after written approved proposal by Club President.

Purpose: To raise money for the general treasury of the Club, or for special projects relating to the activities of the Club. The firewood can be sold to Club members at a reduced market price, or to the public at market price, which firewood shall be picked up by buyer on the Club premises.

Procedure:

Anyone who takes the initiative to cut firewood becomes the lead person and is responsible to do the following:

1) Submit a written proposal to the Club President for approval that identifies the number of trees and their location to be cut, the location of the firewood storage area, sale prices for the firewood, state whether firewood will be sold to members or the public and when, and the completion date of the firewood cutting project.

2) Sign the assessment cards for members who participated in the project.

3) Submit a short written final report along with money to the Club President that includes the names of those involved in the project, within 30 days after the completion of the project.

The Club President shall submit the money to the Club Treasurer, and the final report to the Club Secretary, at the following Club meeting.

VII. LEGISLATIVE AFFAIRS

Approved January 2003

1. The Executive Committee may endorse any candidate for local, state or national office that supports the Second Amendment and the State Constitution guarantee of the Right to Keep and Bear Arms.

2. The Executive Committee may invite any pro-gun candidate of any party to use Club facilities for fund raising activities.

3. The Executive Committee may invite any candidate of any party to speak on firearms and hunting related issues only to the Club membership at any regular meeting. Comments will be limited to two minutes.

4. The Executive Committee may post yard signs for any pro-gun candidate on Club property.

5. The Executive Committee and Board of Directors shall not take any money or pay any money, gifts or anything of value to/from any candidate or political party.
6. All members must be invited to meetings of any type involving any candidate or political party .
7. The Executive Committee and Board of Directors shall not furnish any membership lists to any candidate or party or any other organization.
8. The Executive Committee and Board of Directors may organize and promote a Legislative Day for all local, state and national office holders, both partisan and non-partisan. The purpose of this event will be to promote shooting and hunting activities.
9. The Executive Committee may endorse or oppose any legislation that affects gun ownership.

VIII. CLUB OFFICER JOB DESCRIPTIONS:

Revised April 2005

(* = Executive Committee Officer)

A. President*

1. To preside at all meetings of the Board of Directors and of the Executive Committee.
2. To be an ex officio member of all regular and special committees, except the nominating committee.
3. To carry out the provisions of By-Laws.
4. To respond to the concerns and needs of the general membership.
5. To submit an annual Director's operating budget.

B. Vice President*

1. To attend Executive Committee meetings.
2. To act in the President's absence.
3. Establishes a standard information format for directors responsible for ranges, buildings and/or grounds to submit work requests for maintenance or new construction. This format should provide for information such as a brief description of the work requested, the scope of work requested, estimate of the urgency of meeting the request, names and phone numbers of those who can furnish details or standards, if any, that must be met, etc.
4. Receives work requests where maintenance or new construction is desired.
5. Verifies the information provided on the work request.
6. Makes recommendations to the Executive Board as to the priorities to be assigned to the

work requests received including estimates of staffing, tooling and cost required for accomplishing approved requests.

7. With the Executive Board's approval, coordinates with the Director of Work Scheduling for accomplishing the requested work including purchase of tools and materials.

8. To submit an annual Director's operating budget.

C. Secretary*

1. To attend Executive Committee meetings.

2. To conduct, prepare, and forward all official correspondence pertaining to all reports required of the Club.

3. To notify members of the Executive Committee and Board of Directors of all meetings and shall notify all members of special and annual meetings as required by Article V.

4. To keep a true record of all meetings of the Executive Committee, Board of Directors, regular business meetings, and special meetings, and submit them at the following meeting.

5. To maintain file copies of all incoming and outgoing CCRP correspondence and/or reports.

6. To have custody of all Club books, papers and archives except for the Treasurer's books of account.

7. To re-affiliate the Club with the NRA each year and maintain the Club's legal status with the Secretary of State.

8. To supervise the development of Club documents including standing rules, forms, applications, etc., and maintain the master copies on file.

9. To maintain and make available to the membership copies for the Articles of Incorporation, the By-Laws, any Special Rules, and current Standing Rules.

10. To submit an annual Director's operating budget.

D. Treasurer*

1. To attend Executive Committee meetings.

2. To submit a monthly financial report at each regular business meeting.

3. To have charge of all funds of the Club, placing such funds in a bank or banks as directed by the Executive Committee and keep all accounts balanced.

4. To pickup mail and distribute to proper parties

5. To pay all invoices, property/liability insurance premiums property taxes, business licenses and fees, and reimburse members for approved club related expenses before due date as approved by the Executive Committee.

6. To collect and deposit moneys due to CCRP including, but not limited to, membership dues, all match and range fees.
7. To ensure income tax reports are completed on a yearly basis and filed in a timely manner.
8. To ensure post office has funds for bulk mailer and paying of yearly bulk mailer fee.
9. To oversee the accountant, whose responsibilities are as follows:
 - a) To update membership register with new members, change of addresses, current NRA numbers, prepare mailing labels for monthly newsletter and deliver labels to the mailing service;
 - b) To bill current months membership dues and receive moneys from members;
 - c) To post payments and receipts for monthly reporting to the Board of Directors;
 - d) To prepare and present a year-end report to the Board of Directors;
 - e) To prepare and present a year-end report for the annual IRS tax return in a timely manner;
 - f) To submit an annual operating budget.
10. To present to the Board of Directors financial records for purpose of audit:
 - a) Upon election of a new Treasurer;
 - b) At the order of the Executive Committee; and
 - c) At least once every three years.
11. To submit an annual Director's operating budget.

E. Safety Officer*

1. To attend Executive Committee meetings.
2. To supervise CCRP ranges to ensure safe operation and compliance with established procedure.
3. To tabulate, investigate, enforce, and report to the Board of Directors and Executive Committee anytime reported range safety violations occur, and to develop or revise procedures to enhance overall range safety.
4. To supervise and develop the Event Application and Standard Operating Procedures (SOP).
5. To assist applicants in preparing appropriate SOP for events.
6. To review, to revise where necessary and to approve Event Application SOP.
7. To keep a list of currently certified Range Safety Officers (RSO's).
8. To confer with the Board of Directors and seek concurrence for range rules adoption or changes.
9. To contract no bills or debts without Executive Committee authorization.

10. To submit an annual Director's operating budget.

F. Training Officer*

1. To attend Executive Committee meetings.

2. To supervise training activities of CCRP, as directed by the Board of Directors.

3. To supervise the mandatory instruction class for new Club members, which provides By-Laws, rules and range safety procedure, and limited basic firearms safety skills.

4. To confer with the Board of Directors and seek concurrence for training activities, adoption or changes.

5. To submit an annual Director's operating budget.

G. Director of Public Relations and Communications:

1. To coordinate all communications and press releases with TV, radio, newspaper and any other external news source.

2. To coordinate communications with CCRP newsletter to general membership (ex. The Plinker).

3. To coordinate acknowledgment of participation and volunteer contributions of CCRP members.

4. To advance the Club's image through promotional materials (ex. shirts, hats, lapel pins).

5. To submit an annual Director's operating budget.

H. Director of Hunter Education:

1. To provide liaison between the Chief instructor(s) of the Hunter Education team(s) and the CCRP Board.

2. To be current in all required Hunter Education certifications.

3. To provide liaison between Hunter Education events and the appropriate range directors to coordinate facility use and implement Club policy.

4. To ensure that all Hunter Education reports required by the CCRP Club and the N.R.A are completed and forwarded to the Club Secretary.

5. To submit financial accounting reports after each Hunter's Education. event to the Treasurer, including the post-event application report.

6. To complete and submit any grant documents, or requests for equipment or supplies to the National Rifle Association, Department of Fish and Wildlife or other organizations that support Hunter Education.

7. To report to the Board on the activities and status of the Hunter Education events held at CCRP.

8. To promote the Hunter Education program whenever and wherever possible

9. To submit an annual Director's operating budget.

I. Director of Membership:

1. To maintain the membership list.

2. To collect application fees from new members and process their applications with the Club.

3. To be responsible for issuance of key cards.

4. To be responsible for the use of the Club security computer, including the entering and deleting of information it contains.

6. To change the combinations of the locks.

7. To request the return of Club keys and other equipment from former or soon to be former members.

8. To coordinate with the Director of Training the orientation training for new members.

9. To respond to phone calls from members, potential members and others, to answer their questions or direct them to the appropriate parties.

10. To interact with Public Relations and Communications Director to coordinate the promotion of CCRP in respect to membership.

11. To submit an annual Director's operating budget.

J. The Director of Budget and Finance:

1. To prepare and submit to the Board of Directors by the November meeting in every year an annual budget for general operations.

2. To prepare and submit to the Board of Directors a balance sheet and income statement at the conclusion of each fiscal year.

3. To monitor the annual operations budget, develop budgetary plans for projects that have been submitted to the Board of Directors for approval, and develop any other budgetary plans as directed by the CCRP President.

4. To receive from all Board of Directors their annual operating budgets, and from all Committees their project information, so as to develop a budgetary plan that provides estimates of costs and revenue sources required.

5. To be prepared to provide financial information at the Board of Directors meetings, as

necessary.

6. When requested by the Club President to comment on, and vote on when appropriate, issues that are presented to the Board of Directors via electronic means, including email and telephone conference calls, and to maintain communication with the President throughout the year as necessary.

7. To submit an annual Director's operating budget.

K. Director: General Member Representative

1. To answer questions from members or to direct them to an appropriate member for clarification

2. To respond to the concerns and needs of the general membership.

3. To act as liaison between, and look out for the interests of, the general members at the Board of Directors meetings.

4. To submit an annual Director's operating budget.

L. Director: Women's Activities

1. To be a resource for women CCRP members to club activities, as well as women's shooting events and training events outside of CCRP.

2. To help facilitate the development of new women's events at CCRP.

3. To promote women to join CCRP.

4. To submit an annual Director's operating budget.

M. Range Directors:

(Action Pistol, Archery, Black Powder, Hi-Power, Indoor, and Multipurpose Ranges.)

1. To receive requests and coordinate use of range and/or facilities in accordance with established policy.

2. To monitor general condition of range and/or facility.

3. To schedule range and/or facility "clean up" sessions.

4. To request maintenance when repairs are needed.

5. To coordinate repair of range and/or facility ancillary equipment when necessary (ex. Target stands, picnic tables).

6. To intermediate between the range and/or facility events and the Board of Directors.

7. To submit an annual Director's operating budget.

N. Director of Grounds Maintenance:

1. To be responsible for keeping CCRP grounds neat, clean and in sanitary condition.
2. To be responsible for portable toilet cleaning and maintenance, garbage disposal, road maintenance, and lawns mowed, in a timely manner.
3. To purchase all tools & supplies as needed in accordance with approved budget.
4. To be responsible for maintenance of all CCRP equipment used in performing grounds maintenance duties.
5. To respond to requests made by Range Directors for the coordination of grounds maintenance, in the capacity as described above.
6. To submit an annual Director's operating budget.

O. Director of Building Maintenance:

1. To be responsible for keeping CCPR Clubhouse, and all other buildings, repaired and in good operating condition.
2. To be responsible for gas deliveries and firewood supplied to Club House.
3. To be responsible for the repairs and maintenance of, but not limited to, interior and exterior walls, roofs and ceilings, foundations, all electrical, gas, heating, plumbing, fixtures, appliances and other mechanical equipment, as well as to protect water, heating, gas and other pipes from freezing or clogging.
4. To be responsible for the coordination and supervision of janitorial tasks, and lists of those tasks, for the purpose of cleaning the Clubhouse on a regular basis.
5. To establish a list of supplies necessary for the operation of the Clubhouse, as well as purchasing supplies and establishing an effective and sanitary means to store those supplies.
6. To respond to requests made by other Directors for the coordination of any of the CCRP buildings for maintenance or repairs.
7. To submit an annual Director's operating budget.

P. Director of Security:

1. Maintains a list of all locks on CCRP premises, both keyed and combination, with their locations, and a list of the authorized holders. A copy of these lists will be distributed to the President, Vice President, and Secretary.
2. Retains the master copy of all keys for CCRP keyed locks.
3. Retains the combinations of CCRP combination locks
4. Makes recommendations to the Executive Board as to the frequency of changing keyed locks and altering combinations. With Executive Board approval, obtains professional

assistance to make these changes.

5. Announces, via the "Plinker", when changes are made, makes these available to those with a need to know and maintains a record of who has been issued keys or combinations.

6. Submits an annual Director's operating budget.

Q. Director of Work Scheduling:

1. With the Vice President determine staffing and timing required to accomplish approved work requests.

2. Makes suitable announcements via the "Plinker", recorded telephone message and/or bulletin board of upcoming work projects.

3. Identifies a project leader for each project and provides him/her with the information needed to carry out the project. Also, notifies the Director of the area where work will be done of the upcoming project schedule.

4. Coordinate with the Vice President reporting of work performed and reports progress made to the Executive Board.

R. Director of Calendar Scheduling:

1. In cooperation with the other Directors, the Director of Calendar Scheduling develops a monthly schedule to show those events scheduled for each of the CCRP's six ranges and the clubhouse and provides solutions to scheduling conflicts where they develop.

2. Submits an annual Director's operating budget.

Capitol City Rifle and Pistol Club
4 Dec 2008
Event Application

Event Name _____

Contact Person _____ Phone# _____

Prepared By _____ Date _____

Approval Range Director _____ Date _____

Approval Safety Officer _____ Date _____

Approval for Schedule _____ Date _____

Range/Facilities Required _____

General Date of Event _____

Times _____

Sanctioning Body _____

Designated NRA RSO/S _____

Remarks _____

Note if this event has an Event Application on file for 2007,2008 or 2009 this sheet is all that is necessary for renewal. The next full Event Application will be required in 2010. This Application includes all events including New Member Training and Hunters Education and meetings in the club house. A copy of RSO's current Card to be included.

Purpose:

This Event Application is to assist the applicant through the development on the event and or match. Also it will establish scheduling in accordance with club activities. This will minimize conflicts and maximize club property use.

1. Applicant submits Event Application to Range Director for approval.
2. **Applicant** forwards copy of application to Safety Officer for approval.
3. Safety Officer forwards approved application to Scheduler for verification of club activities surrounding the event.
4. Scheduler verifies that the Event does not conflict with club activities and file Application **and advises Applicant of approval.**
5. Any Event problems accruing with the Safety Officer or Scheduler will require the applicant to correct and resubmit.
6. The applicant shall conduct the event. All monies shall be forwarded the the Club Treasurer AS soon as possible not later than the following club meeting.
7. The applicant shall then be required to submit the Event Application, the list of Participants, the applicable scores and/or shooting records, and related paper work to the Club Secretary for the Archives. The applicant will forward this information as soon as possible not later than the following club meeting.

Events other than Matches:

This Event Application is also needed for other event other than Matches. The use of the kitchen and indoor range **is** important for activities and does cause scheduling conflicts. If the event is a non shooting event only the lead page is necessary to forward for approval.

Event Description:

Event Purpose:

Facilities:

Facilities Restricted for Event:

Standard Operation Procedure:

An SOP shall be submitted with the first Event Application in the 2006-2009 year period. Only variations will be noted on subsequent applications. All matches will be preceded by a safety meeting.

Liability:

Generally speaking a match or event conducted under an approved CCR&P SOP and our standard range rules is covered by our club liability policy. The CCR&P and the NRA cover a match conducted under an approved CCR&P SOP and NRA shooting discipline rules.

Participants who are not current CCR&P members will complete a liability release.

Match Procedure

This statement is the basic schedule of activities of the shoot and event. It shall include the course of fire for the match and fees. This may be done in a variety of ways. It can be outline after the Safety meeting. It maybe posted. If this course of fire is an accepted course with very limited changes this will be sufficient. The course of maybe walked through prior to the match.

Capitol City Rifle & Pistol Club-- New Member Application

Revised February 20thth, 2008

<p>Personal Information (please print)</p> <p>Name: _____</p> <p>Address: _____ _____</p> <p>City: _____ ZIP: _____</p> <p>Date of Birth (m/d/y): _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> <p>Cell Phone: _____</p> <p>E-Mail: _____</p>	<p>Learned of CCRP By: _____ _____</p> <p>Referred by: _____</p> <p>Fees:</p> <p>\$70.00 Membership Fee _____</p> <p>\$80.00 Initiation Fee _____</p> <p>\$10.00 Gate Card Fee (refundable) _____</p> <p>\$35.00 NRA membership fee _____</p> <p>(OR: \$10.00 NRA Liberty w/o magazine) _____</p> <p style="text-align: right;">Total: _____ <input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Check (# _____)</p> <p>NRA# _____ Exp. Date _____</p> <p>___ Annual ___ Life ___ Endowment ___ Associate Patron</p> <p>CCRP Use: SITE # _____</p> <p style="text-align: center;">CARD # _____</p>
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- Annual renewal requires \$80 assessment fee or alternate 8 hour work commitment

My signature below signifies my agreement and acceptance of the terms on the back of this application.

Signature: _____ **Date:** _____

<p style="text-align: center;">Skills</p> <p>Name (print): _____</p> <p>Day phone: _____ Eve. Phone: _____</p> <p>Occupation: _____</p> <p>Areas you're interested in for volunteering:</p> <p><input type="checkbox"/> Instruction (class or shooting)</p> <p><input type="checkbox"/> Construction / Maintenance</p> <p><input type="checkbox"/> Administration / Organization</p> <p><input type="checkbox"/> Janitorial</p> <p><input type="checkbox"/> Meal preparations (events, meetings etc.)</p> <p>Personal skills that may benefit the Club: _____</p> <p>_____</p>	<p style="text-align: center;">Shooting Interests</p> <p>Indicate your individual interest areas</p> <p><input type="checkbox"/> Action Pistol</p> <p><input type="checkbox"/> Archery</p> <p><input type="checkbox"/> Black Powder (muzzle loading)</p> <p><input type="checkbox"/> High Power</p> <p><input type="checkbox"/> Indoor Small Bore</p> <p><input type="checkbox"/> Multi-Purpose Pistol</p> <p><input type="checkbox"/> Sight-In / Practice</p> <p>This information may be provided to the appropriate discipline for follow-up.</p>
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Pledge, Hold Harmless Agreement - Release, and Assumption of Risk Agreement

- Please read the pledge and Release portion carefully.
 - This is a legal document, if you do not understand it, do not sign it
 - Sign with your legal name and date it with your orientation and safety class date
-

Pledge:

- I certify that I am not a member of any organization which has as part of its program any attempt to overthrow the government of the United States or any its political subdivisions by force or any illegal means. I pledge, if granted membership, to faithfully fulfill the obligations of good sportsmanship and citizenship. I am not legally prohibited from handling or possessing firearms by any county, state, or federal law.

Hold Harmless Agreement - Release, and Assumption of Risk Agreement

In return for permission to enter upon Capitol City Rifle and Pistol Club property for any reason, including use of firearms and other weapons, with full knowledge that firearms and other weapons are used and discharged on the premises, **Undersigned agrees to the following:**

- **Undersigned** agrees to hold harmless and defend Club from any liabilities, claims or lawsuits in any way connected with any actual or alleged acts or omissions of **Undersigned** in the course of **Undersigned's** presence on or use of the premises including but not limited to use of firearms or other weapons.
- **Undersigned** further waives for their self and for their heirs, next of kin, assignees, representatives, administrators, and executors any and all rights and claims which may arise against **Club** which may in any way whatsoever arise out of, be related to, or be connected with use of firearms and/or other weapons on **Club Premises** by **Undersigned** and/or another.
- **Club** shall not be liable for, and **Undersigned**, on behalf of their self and on behalf of their heirs, next of kin, assignees, representatives, administrators, and executors, expressly releases **Club** and **Clubs** members, employees, and/or agents from any and all such claims and liabilities claims of actual or alleged negligence on the part of **Club**, its members, employees, and/or agents.
- **Undersigned** acknowledges and agrees that use of firearms and/or other weapons is an inherently dangerous activity. **Undersigned** expressly assumes the risk of being on **Club Premises** where firearms and/or other weapons are used; and **Undersigned** further expressly assumes the risk of discharging firearms and/or use of any weapons by whomever and the firing of live ammunition and/or use of weapons by their self and/or another.
- **Undersigned** expressly agrees that this agreement by their self is intended to be as broad and inclusive as permitted by law and that if any provision of this agreement is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired. No remedy conferred by any of the specific provisions of this agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by **Club** shall not constitute any waiver of **Club's** right to pursue other available remedies. This agreement binds **Undersigned** and their heirs, next of kin, assignees, representatives, administrators, and executors.
- **Undersigned** acknowledges and agrees that **Undersigned** has read this agreement and they understand its terms and is executing this agreement voluntarily. **Undersigned** also acknowledges and agrees that they have read, understand, and will at all times abide by all range rules and procedures and any other rules and procedures stated by **Club**.

Signature: _____ **Date:** _____

Capitol City Rifle and Pistol Club

Event Name:	Date:
Name:	1st Time Shooter at CCRP? Yes ___ No ___
Street:	If 'Yes', how did you learn about this event?
City:	If 'No', what other events have you attended?
Phone:	Age:

Hold Harmless Agreement - Release, and Assumption of Risk Agreement

In return for permission to enter upon Capitol City Rifle and Pistol Club property for any reason, including use of firearms and other weapons, with full knowledge that firearms and other weapons are used and discharged on the premises, **Undersigned agrees to the following:**

- **Undersigned** agrees to hold harmless and defend Club from any liabilities, claims or lawsuits in any way connected with any actual or alleged acts or omissions of **Undersigned** in the course of **Undersigned's** presence on or use of the premises including but not limited to use of firearms or other weapons.

- **Undersigned** further waives for their self and for their heirs, next of kin, assignees, representatives, administrators, and executors any and all rights and claims which may arise against **Club** which may in any way whatsoever arise out of, be related to, or be connected with use of firearms and/or other weapons on **Club Premises** by **Undersigned** and/or another.

- **Club** shall not be liable for, and **Undersigned**, on behalf of their self and on behalf of their heirs, next of kin, assignees, representatives, administrators, and executors, expressly releases **Club** and **Clubs** members, employees, and/or agents from any and all such claims and liabilities claims of actual or alleged negligence on the part of **Club**, its members, employees, and/or agents.

- **Undersigned** acknowledges and agrees that use of firearms and/or other weapons is an inherently dangerous activity. **Undersigned** expressly assumes the risk of being on **Club Premises** where firearms and/or other weapons are used; and **Undersigned** further expressly assumes the risk of discharging firearms and/or use of any weapons by whomever and the firing of live ammunition and/or use of weapons by their self and/or another.

- **Undersigned** expressly agrees that this agreement by their self is intended to be as broad and inclusive as permitted by law and that if any provision of this agreement is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired. No remedy conferred by any of the specific provisions of this agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedy hereunder by **Club** shall not constitute any waiver of **Club's** right to pursue other available remedies. This agreement binds **Undersigned** and their heirs, next of kin, assignees, representatives, administrators, and executors.

- **Undersigned** acknowledges and agrees that **Undersigned** has read this agreement and they understand its terms and is executing this agreement voluntarily. **Undersigned** also acknowledges and agrees that they have read, understand, and will at all times abide by all range rules and procedures and any other rules and procedures stated by **Club**.

Signature: _____ **Date:** _____

Parent or Guardian Signature if shooter is a minor (younger than 18 years old):

Signature: _____ **Age of the shooter:** _____ **Date:** _____

Accident and Incident Report

Approved September 2005

When there is an incident on CCRP this form should be filled out

Incident/Accident _____

Range _____ Event _____
Date _____ Time of Incident _____
RANGE OFFICER (print name) _____
Signature of Range Officer _____
Action Taken: _____

Witness's Name	_____	Date	_____	Time	_____
Witness's Name	_____	Date	_____	Time	_____
Witness's Name	_____	Date	_____	Time	_____
Witness's Name	_____	Date	_____	Time	_____

CCRP Event Revenue Report

Event Name: _____

Range: _____

Date & Time: _____

Submitted by: _____

Title/Position: _____

Event Fee Income

	Amount Charged		No. Participants	=	Total
Entry Fee (if used)	_____	X	_____	=	_____
Match Fee	_____	X	_____	=	_____
Match Fee	_____	X	_____	=	_____
			Total Fees	=	_____

Other Event Income

Item	Price each		Number	=	Total
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
			Total Other Income	=	_____
			Total Fees + Other Income	=	_____

Event Expenses

Item	Cost each		Number	=	Total
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
_____	_____	X	_____	=	_____
			Total Expenses	=	_____
			Total Revenue (Income minus Expenses)	=	_____

Submit this form, with checks and receipts, to CCRP Club Treasurer by first business meeting following event.