

Itasca Gun Club
Instructor and Event Organizer
General Club Rules for
Ranges and Classroom Use

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Conley Janssen

All persons wishing to use Itasca Gun Club (IGC) facilities are responsible for consulting with the Chief Range Officer or the Chief Instructor for a range use briefing on IGC policy and range facilities. This will also be covered during the IGC annual instructor meeting.

All persons using IGC facilities are responsible for knowing and following IGC policy.

Any accidents (including unintended discharge) or injuries (no matter how small) will be referenced with IGC's incident report and handled appropriate to the incident.

All questions should be directed to the Chief Range Officer or the Chief Instructor.

All potential instructors:

Must be approved by executive board with possible background check.

Must maintain an IGC membership and NRA credentials in good standing.

Must submit in writing and present at a meeting all requests for training reimbursement.

May lose instructor status by open hearing of the executive board for grievous IGC rules violations.

All classes or events may be observed by IGC executive committee.

Minnesota Pistol Permit Classes

Itasca Gun Club Certified Instructors

This information is for use of the Itasca Gun Club (IGC) classroom and indoor range. Outdoor range use only is covered on page 5. IGC certified instructors are those that agree to teach Minnesota Pistol Permit classes in accordance with course material set forth by IGC using recommended formats. IGC certified instructors must also be current with annual instructor education trainings, be listed in IGC's current instructor listing and be a member in good standing. To become an IGC instructor contact the IGC Chief instructor.

Classroom and indoor range use:

- Contact IGC Chief Range officer and/or IT officer with prospective dates and times, at least 30 days advance notice is advised.
- As soon as the instructor has a class size determined they should contact club officers to obtain the proper number of certificates. This should be done as soon as possible to ensure the certificates get done.
- Reservation deposit is \$50 per date. A 7 day advance notice of cancellation is required for the deposit to roll to a new date, allowed one time only. This fee applies to the per/student fee.
- IGC set minimum per student fee is \$75.00, instructors may charge more but not less. This includes any material discounts.
- Per student fee is \$15. This fee should be factored into the per student cost by the instructor and paid to IGC treasurer after the class with a dated class description.

Example :

12 student class taught by John Doe on Feb 30, 2020

Date Reservation \$50

\$15 X 12 students = \$180 per student fee

\$180 - \$50 = \$130 due after class completed

- Prior to class date the instructor should contact Chief range officer for a combination for the classroom.
- Prior to class date the instructor is responsible for checking status of soft drinks(cost=.50), seating, indoor range condition and classroom environment. Instructor should contact IGC officer with discrepancies.
- Day of the class the instructor is responsible for classroom set up.
- Day of the class the instructor is responsible for signing into the green classroom log book with class information.
- Day of the class the instructor is responsible for maintaining the general safety and cleanliness of the classroom and indoor range.
- Day of the class the instructor is responsible for turning on indoor range vents, make-up air, and heat. Any broken or damaged indoor range equipment should be repaired or reported in the classroom sign out sheet and called into an IGC officer.
- Day of the class the instructor is responsible for making a class roster with student names and contact info. This will be filed in the office.
- Day of the class the instructor is responsible for having each person present complete an IGC liability form. These will be included with the class roster
- Day of the class the instructor is responsible for completing and checking all items on the classroom sign out sheet. This will left in the green classroom log book.
- Day of the class any items damaged during the class should be repaired or reported by the instructor. If questions or help is needed call the Chief Range officer or Chief Instructor. All repairs should be listed on the sign out sheet.
- Day of the class the instructor is responsible for making sure the classroom is locked and the gate closes.

Minnesota Pistol Permit Classes

Non IGC State Certified Instructors

Instructors that are Minnesota state certified but not teaching under the IGC certification are still *subject to all of the criteria for IGC instructors with the exception of the class certificates and student tests. Please read that section of this guide.* Instructors must also provide proof of liability insurance equal to IGC coverage. If the instructor has never taught at IGC before then they will need to contact the Chief instructor to verify certification and approve class prior to scheduling. As much advanced notice as possible is advised.

Government Agency Classes and Certification

Government agencies and certain other groups can qualify for group training rates and dates. These are addressed on an individual agency basis. If your agency has not taught at IGC before then they need to contact the Chief Instructor. All range use guidelines and rules will apply unless determined otherwise.

Non Profit or Regulated Classes

Non-profit classes are those classes that are regulated by the government and taught on a volunteer basis. These would typically be DNR hunter education and firearms safety classes, Boy Scout classes, Civil Air Patrol, 4H or any other type of youth event. These classes are not subject to the per-student fee or the range reservation fee. Any other questions or to verify that your class is non-profit should be addressed to the Chief Instructor. During the months of September and October these classes will take precedence for range scheduling. After the 1st of each month scheduling will open up on a first come first served basis. As much as advanced notice as possible is advised.

IGC Event Organizer

Any IGC member can propose and organize an individual event at IGC indoor range. All proposed events must be cleared by IGC executive Committee. All range use guidelines and rules will apply unless otherwise determined. Any event that includes firearms use will require an NRA range safety officer. Time and space is limited so advanced notice is advised. The event organizer will need to contact the Chief Range officer and the Chief Instructor to determine what other criteria should be considered.

Outdoors Range Use for Events or Classes

All proposed outdoor events must be cleared with IGC executive committee. Outdoor range for-profit use is subject to all range use fees and general range guidelines that apply. . Any event that includes firearms use will require an NRA range safety officer. Scheduling will need to be arranged with the Chief Range officer. If the Instructors are not IGC certified then the Chief Range Instructor will also be notified. Range use for such events is limited and advanced notice is advised.

All persons using Itasca Gun Club facilities are responsible for knowing and following Itasca gun Club policy.

Any injuries or accidents will be referenced with IGC's incident report and handled appropriately to the incident.

All questions should be directed to the Chief Range Officer or the Chief Instructor.

I have given a range briefing by IGC personnel and a copy of this policy.

I have read, understand and agree to this policy.

Instructor signature

date

ITASCA GUN CLUB Instructor agreement

- **I have been given an instructor handbook**
- **I have been given IGC bylaws**
- **I have been briefed on IGC policy in the handbook**
- **I have been given a IGC familiarization tour**
- **I agree to abide by all IGC policies as stated in the handbook and bylaws**

Instructor name and signature:

Date: _____

IGC Executive
