***4CRP Club Instructor Vetting Process***

Executive Committee Approved 6-28-22

***GOAL:***

The goal of establishing the 4CRP Instructor Vetting Process is to open up the 4CRP Club to certified, qualified firearm and personal safety instructors for club members and non-members alike.  The vetting process will verify an instructor’s current qualifications and certifications and ensure that those meet an industry standard.

***4CRP CLUB VETTED INSTRUCTORS***  will be experienced, competent and active members in their discipline. They will have made a commitment to plan, organize, promote and conduct qualified training courses on a regular basis.

They will:

\*Maintain the 4CRP Club standard for quality firearm and instructor training

\*Further the purposes and objectives of the 4CRP Club, especially with regard to the objective to train people of good repute in marksmanship and in the safe handling and efficient use of firearms.

\*Provide quality firearm training to all interested law-abiding persons.

\*Promote firearm training which is valuable to all members of the community.

\*Promote the shooting sports as safe, enjoyable, challenging, wholesome activities in which people of all ages, backgrounds and abilities can successfully participate.

\*Foster the development of responsibility, confidence, self-reliance, respect for others, self-discipline / restraint, concentration and overall fitness and health through participation in the shooting sports.

***ETHICS:***

\* Courses will always emphasize **SAFETY** first, second, third and last !

\* Instructors will work to develop students and make sure certifications received reflect their knowledge, skills and attitude.

\* Instructors will be a model representative of the firearms community

\* Instructors must adhere to current state and county regulations for legal firearms and targets

\*Instructors must adhere to current state and county fire restrictions when related to firearms.

\* Instructors will read, sign and follow the attached ***4CRP Club Instructor Code of Conduct***

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**\*\*INSTRUCTOR VETTING PROCESS PACKET \*\***

\*\* Must be at least 21 years old

\*\* Must be able to legally possess firearms under both Federal and State laws.

***The following items should be turned in to the 4CRP Training Director. Submissions will be vetted and reviewed by the 4CRP Club Executive Committee on a case by case basis for approval.***

Current 4CRP Club Training Director: Brandi Gutknecht Wally 231-944-2211

Highmark44@gmail.com

\* Must be a U.S. Citizen or Legal Permanent Resident with a valid immigration card (ITAR) A*ttach copy of ITAR card*

\*Must be a current 4CRP Club Member -- A*ttach copy of membership card*

*\* Attach copy of a current U.S. Concealed Carry License (provided it has a Background Check requirement) and be listed on the Montezuma County CCW approved Instructor Listing*

***OR*** *submit an FBI Background Check completed by identogo (Cortez Office) appmts thru uenroll.identogo.com*

\* Copy of Current certifications

- Contact information for entity which granted the certification

- Copy of courses / qualifications / requirements to obtain the certifications

- Firearm education & training Resume’

\* Copy of all previous trainings, certifications and licenses.

\* References (personal, professional & previous ranges where you have instructed)

\* Copy of your instructor’s insurance with no less than $1,000,000 liability which lists 4CRP Club Ranges and 4CRP Club Executive Committee Members as “additional insured” in “certificate holder” area.

\* Copy of course curriculum that you intend to teach at 4CRP Club.

\* Contact information: phone, email, website, social media for your business.

\*Advertisement locations you use: social media, brick and mortar, website, etc.

\* List of any planned Assistant Instructors, their qualifications and roles in your courses.

\* First Aid, CPR and AED Certification you have (National or State recognized organization)

\* Emergency Procedures protocol during your courses.

\* Read and sign attached ***4CRP CLUB INSTRUCTOR CODE OF CONDUCT*** (please keep a copy for your reference)

\* Read and follow the 4CRP Club SOP’s – Indoor or Outdoor as appropriate (found on 4CRP website)

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**4CRPC Instructor Code of Conduct**

(submit with Instructor Vetting Process Packet)

Violating the 4CRPC Instructor Code of Conduct will result in suspension or termination of your 4CRPC status of vetted instructor as well as potential legal consequences. You should not simply strive to achieve these as your goal; rather, these should be viewed as the minimum requirements to maintain your standing with the 4CRPC.

\_\_\_\_\_ I agree to meet or exceed all state-mandated requirements as well as requirements of organization issuing your certificate(s), including, but not limited to, course content, duration, instructor-to student ratio and course of fire. I understand that failure to do so will result in the immediate termination from the 4CPRC vetted instructors list and possible legal action.

\_\_\_\_\_ I agree that I will maintain a professional, comfortable and welcoming classroom environment. I will not engage in and or accept in my classroom: sexual harassment, demeaning behaviors or discrimination of any kind.

\_\_\_\_\_ I agree to always conduct myself in a respectful, ethical and moral manner.

\_\_\_\_\_ I will always represent myself and background, experience, credentials and skills in an honest manner and will not make any statements (written or otherwise) that is false, deceptive, misleading or fraudulent.

\_\_\_\_\_ I will be publicly supportive of the 4CRPC (including, but not limited to the staff, training curriculums and or membership benefits), and I will refrain from publicly criticizing or slighting the 4CRPC programs, methods, or content.

\_\_\_\_\_ I will refrain from insulting or slandering (via social media, verbal or written communication, etc.) other instructors’ teaching styles, methods or content. If given a choice, I will privately assist another instructor if I believe that he or she has incorrect or outdated information instead of tearing him or her down. I believe that my own public standing will be elevated by the ethical way in which I conduct myself in business and through my teach/training methods, content and professionalism.

\_\_\_\_\_ If I witness any questionable behavior or actions of others using the range I will present factual findings to the Executive Committee and encourage others reporting issues to me to contact the President of the Executive Committee with their facts for investigation.

***Instructor Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_***

***Instructors Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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***REVOCATION of Range Use for INSTRUCTORS previously Vetted and Approved***

After review by the 4CRPClub Executive Committee, any and all Instructor Range Use Privileges may be revoked for, but not limited to:

\* Unsafe acts in the classroom or range as determined by the Director of Training and the 4CRP Club Executive Committee.

\* Ethics violations as determined by the Director of Training and the 4CRP Club Executive Committee.

\* Improper behavior resulting in charges or reports to this organization.

\* Improper use of 4CRP Club logos, images, names or property.

\*Improper training practices as determined by the Director of Training and the 4CRP Club Executive Committee.

\*Criminal convictions

\* Actions which bring discredit to the 4CRP Club, its members or its programs.

\* Courses being taught are outside the scope of Instructor’s training.

\*Falsification of any certification or documentation presented for vetting.

***IF your credentials are suspended or revoked by your certifying organization, you MUST contact the Director of Training in writing within 72 hours. You MUST keep the Director of Training updated with any information regarding any appeal or final judgment. The Executive Committee will request a copy of the final judgment and will make a determination regarding range use for instructional purposes.***

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**Release, Waiver of Liability and Assumption of the Risk Agreement**

**Non-shooting activity**

I hereby expressly waive and release any claim that I, my heirs or agents may possess or hereafter possess against Four Corners Rifle & Pistol Club, Cortez, CO, its officers, members or agents, their heirs or agents, which may presently or in the future arise out of, or in connection with, the use of the grounds, facilities or equipment of Four Corners Rifle & Pistol Club.

**Shooting activity and classes**

Undersigned hereby expressly assumes the risk of taking part in the course of instruction in firearm use and/or taking part in the activities on the premises, which include, but are not limited to, instruction in the use of firearms, competition and discharge of firearms and use of live ammunition. Firearms training involves the use of dangerous devices; neither the Four Corners Rifle & Pistol Club, nor the instructors or coordinators can guarantee your safety. There are no medically trained personnel present. If you are not willing to accept these risks – do not enroll in this class or activity.

**By signing – I agree:**

I expressly declare that the nature, extent and result of any risk or injury are not all known or anticipated, but nevertheless fully waive any claim arising therefrom and release any and all above mentioned parties from any liability arising therefrom. I acknowledge that this release and application contains the entire agreement between the parties to this agreement, and the terms of this release are contractual and not a mere recital.

I hereby acknowledge and agree that I have read this instrument and understand its terms and am executing this instrument voluntarily. If this is for an organization, I am authorized to represent the organization using the facility. I further agree that I have read, understand and will at all times abide by the Range Rules, procedures and constraints sited in this instrument.

If any provision of this agreement is held invalid, it is agreed that the balance thereof shall continue in full force and effect.

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**In case of accident, contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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