

CHERRY CREEK GUN CLUB. Inc.



Policies

(Section 2)

(Approved: 05/08/2026)

(This edition supersedes all previous editions)

05/08/2026

Table of Contents

I.	Dues and Fees Schedule	3
II.	Board of Directors Discretionary Spending Limits.	4
III.	Schedule of Club Organizational Activities	4
IV.	Card and Key/Door access code:.....	4
V.	New Members:	4
VI.	Member Contact Information:	5
VII.	Application for Membership:	5
VIII.	Membership Applicant with Non-attendance Meeting Representative	5
IX.	Membership Renewal:.....	6
X.	Compliance Committee Policy.....	6
XI.	Meetings:.....	7
XII.	Membership and Board Meeting Attendance Policy	7
XIII.	Newsletter:	8
XIV.	Activities:	8
XV.	Member Responsibilities:	8
XVI.	Firearm and Ammunition Safety at Cherry Creek Gun Club	8
XVII.	Limitations:	8
XVIII.	Vault Access:.....	8
XIX.	Storage Lockers:.....	9
XX.	Junior Assistance:.....	9
XXI.	Lead and Brass:	9
XXII.	Smoking:	9
XXIII.	Alcohol/Marijuana or other substances:	10
XXIV.	Appearance:.....	10
XXV.	Guests:.....	10
XXVI.	Guest Passes (Shooting Guests)	11
XXVII.	General Instructions for Access to the Club Facilities.	12
XXVIII.	Work Party Dues Refund Policy	13
XXIX.	Personal Liability, Property and Vehicle Risk Management Policy.....	13
XXX.	Whistle Blower Policy.....	14
XXXI.	Photo & Video Copyright and Ownership Release Policy	14
XXXII.	Record and Document Retention and Destruction Policy	14
XXXIII.	Privacy Policy	15
XXXIV.	Approved Firearms Training Policy	17
XXXV.	Scheduled, Sponsored and Sanctioned Programs	17
XXXVI.	Emergency Response	19
XXXVII.	The following sections are under development.	19
XXXVIII.	Attachments:.....	20

I. Dues and Fees Schedule

- i. Application Fees are non-refundable
- ii. (First annual dues fees for new members are prorated from the date of membership to the end of the year)
- iii. Membership Dues and fees are not refundable once a person has been accepted as a club member, has completed their New Member and Safety Orientation, and have received their access card
- i.iv. Credit card fees (amounts over the cash and check amounts) are not refundable.
- ii.v. All fees and charges must be paid in U.S. Dollars only.
- vi. All Checks for refunds or other fees or purchases will expire 90 days from date of issue.

(The first annual dues payment for new members, is prorated from the Month of membership to the end of the year)

Application Fee for Regular Membership	\$100.00 (one-time payment) (All payment methods)
Application Fee for Regular Membership Spouse/Significant-other	\$50.00 (one-time payment) (All payment methods)
Dues for: Regular Membership	\$360.00 per year. (Cash and Check Payments) \$375.00 per year. (Credit Card or Electronic Payments)
Dues for: Spouse / Significant-other	\$75.00 per year. (Cash and Check Payments) \$78.00 per year. (Credit Card or Electronic Payments)
Renewal Dues for: 70 Years Plus	\$300.00 per year. (Cash and Check Payments) (no new 70 Years plus memberships) \$312.00 per year. (Credit Card or Electronic Payments)
Renewal Dues for: Emeritus Status:	\$150.00 per year. (Cash and Check Payments) (no new Emeritus Status memberships) \$156.00 per year. (Credit Card or Electronic Payments)
Guest Fee:	\$15.00 Per guest, Per day. (Shooters Only) (Cash and Check Payments) \$16.00 Per guest, Per day. (Shooters Only) (Credit Card or Electronic Payments)
Annual Guest Fee For: Spouse / Significant-other, Accompanied Shooter	\$75.00 per year. (Accompanied Shooters Only) (Cash and Check Payments) \$78.00 per year. (Accompanied Shooters Only) (Credit Card or Electronic Payments)
Storage Locker Fee: (Not Prorated)	\$35.00 per year. (Cash and Check Payments) \$37.00 per year. (Credit Card or Electronic Payments)
Dues refund for work: Regular:	\$60.00 for first work event performed. \$50.00 for each subsequent work event until maximum refund amount is achieved, not to exceed annual membership fees paid.
Dues refund for work: 70 years plus or Emeritus Status: members	\$50.00 for each work event until maximum refund amount is achieved, not to exceed Emeritus annual membership fees paid.
Returned Dues Check:	\$100.00, plus all bank fees, per occurrence.
Convenience Fees:	The Club reserves the right to charge a convenience fee for any other fees or payments to the club using Credit Card or Electronic Payments in lieu of cash or check.

II. Board of Directors Discretionary Spending Limits.

Each individual Executive Member of the Board of Directors, shall have a discretionary spending limit of \$600.00 per month, without prior approval of the board, for items related to club business. All monies spent on Club business activities must be verified as Club business and backed up with receipts. The Maintenance Manager Position shall have a limit of up to \$2500.00 and all expenditures must be verified as Club business and backed up with receipts.

II.III. Schedule of Club Organizational Activities

Annual dues & locker renewal process:	1 November through 31 December
Annual dues & locker renewal due:	31 December
Locker loss for non-payment of dues/fees:	31 December
Outside door access code change:	1 February
General Club Meeting:	2 nd Friday of the Month, 7 pm
Board of Directors Meeting:	2 nd Friday of the Month, After the General Meeting ends.
Annual General Club Meeting and Board of Directors Election	At the last scheduled General Meeting of the year.
General Work party	Saturday after the General Meeting: 9:00 am to 1:00 pm
Newsletter	Monthly following membership meeting.
Bylaws, Policies & Rules	Send Current Copies of the Bylaw, Policies &, Rules to Members after any significant changes and no less than once Annually after the December meetings via electronic means or hard copy via USPS to members without email access.

III.IV. Card and Key/Door access code:

1. The door key/access code and card are for use only by the member. Loaning is prohibited and will result in the immediate termination of the Member's Club Privileges and expulsion from the club.
 - a. Each member must scan his/her card to enter the facility. Allowing anyone to enter "Tailgating" on your card is a violation of Cherry Creek Gun Club, Inc. policy.
 - b. Members are required to visibly display their membership identification on the front of their body between the shoulder and waistline while using the facilities.
 - c. The Door access code will be changed annually per Schedule of Club Organizational Activities, (First Section, Item "II" above) and members shall be notified in advance the week prior to implementation, electronically or via phone call.

IV.V. New Members:

1. The New Member Application process consists of three steps that must be completed.
 - a. Completion of the application and payment of the non-refundable application fee. Once this is complete and the background check comes back with no issues, the applicant must complete the next two steps in any order. But both must be done.
 - b. Attending (or being represented at) a Monthly club meeting to be accepted as a member along with

- payment of all remaining dues.
- c. Attending and completing the New Member and Safety Orientation. Each new member will be required to attend and shoot a handgun during the Cherry Creek Gun Club New Member Safety and Club Orientation conducted by an approved Cherry Creek Gun Club, Inc. Range Safety Officer
- 2. Each new member will be given a door key/entry code and magnetic door entry card after both being accepted as a member at the general meeting and completion of the Cherry Creek Gun Club New Member Safety and Club Orientation.
- 3. Rifle Tube Qualification is not included in the Club New Member Safety and Club Orientation and must be scheduled afterward.

V.VI. Member Contact Information:

It is the responsibility of each member to promptly notify the Cherry Creek Gun Club, Inc. Membership Coordinator of changes to member address, phone number and e-mail address changes promptly.

VI.VII. Application for Membership:

1. Prospective member's applications will be accepted prior to the start of the monthly general membership meeting held per the Schedule of Club Organizational Activities . (First Section, Item "II" above)
2. Applications will be accepted electronically on the Club Website (<https://cherrycreekgunclub.org>) at any time or on a paper (hardcopy) application which may be sent by mail, may be dropped off at the club, be delivered to the Membership Coordinator at the club prior to the start of the Monthly meeting.
3. Paper (hardcopy) Applications must be completed and include a legibly filled out application with all current application fees, and signatures on the form for the Background Check Authorization form and Release and Waiver of Liability Form portions of the application.
4. Electronic applicants must complete all the blocks and questions on the electronic form, including for the Background Check Authorization form and Release and Waiver of Liability Form portions of the application. and sign it electronically. The form will not be processed without electronic application fee payment.
5. Both paper (hardcopy) applicants and electronic applicants must present a government photo ID to the Membership Coordinator prior to be photocopied. This must be done prior to the General Meeting the applicant attends to be voted in as a club member.
6. Incomplete applications will not be processed.
7. Application fees are non-refundable.

VIII. Membership Applicant with Non-attendance Meeting Representative

A Membership Applicant to the Cherry Creek Gun Club who is unable to attend a meeting to be voted in may use the following process. First, the reason they cannot attend must be deemed acceptable by the board (e.g., work requirements, religious reasons, or health reasons such as not being able to drive after sunset). Second, in order to be voted in as a member may request, in writing, a known club member representative to present them for membership at a club meeting. If there is not a club member known to the applicant, then the applicant must have met and discussed their membership with at least two Board of Directors members and select one of them, in writing, to be their representative.

The Membership Applicant to the Cherry Creek Gun Club via a Representative, must also comply with the following prior to being voted in as a Club member.

1. The membership application process must be completed including paying the application fee and completion of the background check.
2. The prospective member must have paid all dues in full for the membership year prior to the meeting where they will be represented and voted in as a member as well as providing a government photo ID to be copied or provide two color copies. These two steps may be completed at the meeting with the representative.
3. The prospective member must provide a brief document (1-5 lines on each subject) to be read in their absence at a club meeting by a representative to inform the club members of:
 - a. Why the prospective member cannot attend the meeting in person.
 - b. Their previous shooting experience.

- c. Why they feel that the club is the place for them.
- d. Why do they feel that they will be a good club member.
- e. How they found out about the club.

The selected representative shall insure the membership fees and photo ID's are provided to the Membership Coordinator prior to the meeting where they will read the applicants statement for the vote for membership.

Note: The New Member and Safety Orientation for the Cherry Creek Gun Club may be completed after item 1 is completed and either before or after the prospective member is voted in as a member of the club.

VII.IX. Membership Renewal:

1. Per the Cherry Creek Gun Club, Inc. Bylaws: All membership renewals are due to be paid in full by December 31st of each year.
2. The Membership Coordinator will mail each member's/family's individualized renewal form by the first week of November along with that year's instruction sheet using conventional mail with "Return Service Requested." Reasonable efforts will be made to assure all members receive a renewal form.
3. All renewal notices will contain complete instructions for payment and returning the completed form.
4. Renewal notices will require updated contact information.
5. Updated and signed Individualized Renewal forms and proper fees not returned by December 31 will result in denial of access to the facility beginning January 1. Plan accordingly to allow time for the mail service and Cherry Creek Gun Club, Inc. processing of the payment. MAIL EARLY! The members will also be in default of their locker rental payment and may lose their locker.
6. Renewal forms that are received after December 31 but during the current year will be accepted. The complete fee shown on the renewal form is required no matter when it is received during the year. Once the information and payment are processed access to the facility will be re-instated.
7. Dues and locker fees not fully paid by January 31st will also result in the loss of the member's locker rental and the Locker Coordinator will be notified. The locker padlock will be cut off and the items inside will be removed on February 1st if the renewal is not complete by that time. Items removed will be held for up to 90 days awaiting pickup by the default member and then disposed of by the club. If the member subsequently pays the dues after January 31st, he/she will not get their locker back. He/she may request a locker again and will be placed at the bottom of the locker wait list.
8. Members who issue a check with insufficient funds will be charged per the Cherry Creek Gun Club, Inc. Fees Schedule. (First Section, Item "I" above)
9. The entire individualized renewal form and the check for the member's and Spouse/Significant-other's dues and locker fee shall either be sent back together to the club via U.S. Mail or placed in a sealed envelope marked "20xx renewal" and placed in the slot in the vault door for the lock box at the club by the member.
10. All renewal forms and checks picked up from the U.S Mail boxes or from the vault door lock box will be placed in the Membership Coordinator's Mail tray for processing by the Membership Coordinator.
11. After the Membership Coordinator has processed the forms and recorded the check data for each membership renewal, the checks will be given to the Treasurer for processing and deposit.
12. The signed individualized renewal form and the check for the member's/Family's dues and locker fee are required to be at the club by December 31st. Dues not received by that date will result in the member's key card door access being turned off on January 1st. The members will also be in default of their locker payment and lose the locker assignment..
13. The Membership Coordinator will provide a list of all members who have resigned or have lost their membership due to non-renewals to the board at the February Club meeting.

VIII.X. Compliance Committee Policy

The purpose of the Compliance Committee is to provide an expedited system for corrective or punitive actions for violations of Cherry Creek Gun Club Bylaws, Policies, Rules and Regulations or for damage caused by negligence by members and guests in a timely manner.

The Compliance Committee shall consist of at least three members of the Board of Directors appointed annually by the Board of Directors. The Compliance Committee shall select a Committee chairperson at the first meeting of each year. The Compliance Committee shall have the authority to review incident reports and to meet in person or via electronic communications.

The Compliance Committee will review reported incidents, determine if a violation has occurred, the level of severity of the violation, and determine whether the violation may be handled by the committee (within the limits imposed on the committee) or if the violation is determined to require action by the whole Board of Directors. If the Committee determines that the full Board needs to address the issue, then the Committee has the authority to suspend the member until the next Board of Directors meeting. The member that is subject to these actions may appeal such decisions to the Board of Directors.

These actions may include the immediate revocation of all Club privileges. The member will be notified of the initial determination by electronic means (Email, Telephone or Text Message). If the member has no electronic communication devices, they shall be notified by US mail. The date of confirmed electronic contact will be recorded.

The Compliance Committee shall have the authority to issue corrections and/or punitive actions, including but not limited to the following.

1. **Verbal Reprimand:** The member is given directions to the appropriate rules and regulations by a Committee member. This will be noted in a record as a first offence.
2. **Suspended:** The Committee elects to suspend all the privileges of the member (including club access as a guest) for an amount of time determined by the Committee following which privileges will be returned to the charged member.
3. **Remuneration:** The Committee elects to require the member to reimburse costs of damage to the club including material and labor costs or loss of club operations.
4. **Retraining:** The Committee elects to require the member to attend a training session of club procedures up to and including attending a full New Member and Safety Orientation.
5. **Work Party Requirement:** The Committee elects to require the member to attend one or more work parties without dues refund.

All corrective or punitive actions issued, shall also be reported to the Board of Directors via electronic means or in an Executive Session of the Board of Directors. The Board of Directors reserves the authority to select other disciplinary actions as deemed appropriate, in addition to those listed above and, those outlined in the Cherry Creek Gun Club Bylaws.

IX.XI. Meetings:

1. General membership meetings are held per the Schedule of Club Organizational Activities . (First Section, Item “II” above)
2. Board of Directors meetings are held per the Schedule of Club Organizational Activities. (First Section, Item “II” above)
3. The Board of Directors may find it necessary to call additional meetings if needed to complete club business. Members will be notified of such meetings electronically prior to the meeting.

X.XII. Membership and Board Meeting Attendance Policy

1. All club members are encouraged to attend the General Membership Meetings and Board Meetings. It is, after all, your club.
2. Club members should be familiar with who their Board Members are. Board members shall be introduced at the start of each Membership Meeting, and they shall wear a name tag identifying them as Board Members.
3. Guests may be invited to attend General Membership and/or Board Meetings for a specific purpose that benefits the club and its membership. Guests must be preapproved by a majority of Board Members for the stated purpose of their attendance.
4. To maintain the integrity of the Membership and Board Meetings, the inner east door will remain locked, and club members must scan in with their card. The outer door may be unlocked during the meeting allowing applicants and approved guests to knock on the inner door and be granted access.
5. Guests must complete a Guest Release and Waiver of Liability Form upon arrival.
6. Guests may be removed if sensitive issues arise, as determined by board members.
7. A board member or member in good standing shall be assigned to vet persons without current club credentials.

XI.XIII. Newsletter:

The club produces a monthly newsletter, "The Firing Line." It is sent electronically to each member with a valid recorded e-mail address, and via USPS to those members without email access, following the Board Meeting. A reference copy will be available at the Club for members who cannot receive it electronically and for reference.

1. The newsletter contains announcements, club news items, calendar of events, directory of officers and BOD, minutes from the General and Board meetings, and other items of interest to members. The newsletter is the primary means of communication to members and should be read. Failure to read the newsletter, not being aware of a policy, rule, or other change, is not an excuse.
2. The Club also operates a website (<https://cherrycreekgunclub.org>) and uses other means of communications to members from time to time, as necessary.

xii.XIV. Activities:

Club policy and liability insurance provisions require that any activities other than recreational shooting by members and their guests be approved by the Board of Directors.

XIII.XV. Member Responsibilities:

1. A member is responsible for his/her actions and those of his/her guests. Members must remain with their guest(s) and Junior shooters at all times on the ranges. Should the Member need to leave the range, the Member and Guests must make all firearms safe and all must leave the range together.
2. Any member observing a violation shall attempt to correct the situation. If unsuccessful, an officer of the club should be contacted. A list of the Board Members is listed by the telephone.
3. Any damage, problems or maintenance items noted by a member should be reported to a Board of Directors member and should be noted on the appropriate white boards provided in the club room, pistol ranges and rifle tube.
4. Abusive or unsafe member behavior is totally prohibited and must be reported as soon as possible to a member of the Board of Directors.

XIV.XVI. Firearm and Ammunition Safety at Cherry Creek Gun Club

1. All firearms are to be handled safely at all times in accordance with club rules and regulations.
2. Only approved ammunition is allowed to be used in the handgun ranges with armor piercing, tracer, incendiary, shotshells and steel projectiles or bullets with steel jackets are prohibited. The allowable ammunition list for the Handgun/Pistol ranges will be published and posted at the club.
3. Ammunition allowed to be used in the rifle range/tube must be under 6000 ft/lb. of energy. Armor piercing, tracer, incendiary and shotshells are prohibited.
4. Dud (loaded ammunition that will not fire or has been damaged or suspect) will be placed in the dud round bucket. Only members who have the skill sets to safely handle and dispose of dud rounds may take or handle this ammunition.

XV.XVII. Limitations:

No member or committee, by word or deed, may commit to any course of action related to functions of the club, any use or occupancy of the club property or financial obligation except upon specific authorization of the Board of Directors.

XVI.XVIII. Vault Access:

The Cherry Creek Gun Club vault is used to secure and maintain Club information, record, equipment and valuables.

Vault access shall be limited to the Board of Directors and other Club members requiring access to perform Club duties as deemed necessary and approved by the board. Vault access shall be granted when needed and rescinded when no longer required.

Storage of personal items in the vault is generally prohibited. Exceptions may be permitted when appropriate, such as between work party sessions for the convenience of members performing Club maintenance duties, But Cherry Creek Gun Club assumes no liability for any personal items stored in the vault.

XVII.XIX. Storage Lockers:

1. Members may rent a locker for a fee per the Cherry Creek Gun Club, Inc. Fees Schedule. (First Section, Item "I" above) as they become available. The locker fee will be included with the membership yearly renewal fee.
2. Each member assigned a locker must understand that the club assumes no Liability for their property in their locker. Loss or damage is their sole responsibility.
3. Each member must provide their own lock.
4. The Locker list will be maintained by the Locker Coordinator and a current copy kept by the Membership Coordinator.
5. The Locker Coordinator's contact information and name will be posted in each locker room and on the Board of Directors bulletin board and in the newsletter.
6. A Member must send an email or written request with their full name, date of the request and their badge number and phone and email address to the Locker Coordinator in order to be on the list to get a locker. Verbal requests will not be accepted.
7. The list will be kept in order of the request dates. Lockers will be issued to the member who has the oldest request date on the list as they become available.
8. A refusal to accept the next available locker due to location will cause the member's request to be moved to the bottom of the locker list.

XVIII.XX. Junior Assistance:

Upon ad hoc request, and upon Board of Directors approval; the club will fund, as needed, equipment purchases and match expenses for the Juniors program.

XIX.XXI. Lead and Brass:

Is the property of the Club. The brass in the barrels/buckets and the lead in the water troughs located in the handgun ranges is not to be hauled out by members, with the exception of enough for personal reloading only. Members caught stealing this brass or lead could face disciplinary action by the Board of Directors.

XX.XXII. Smoking:

Smoking in the building is not permitted by the Colorado Clean Indoor Air Act.

XXI.XXIII. Alcohol/Marijuana or other substances:

1. No alcohol, marijuana or other mind-altering drugs will be permitted in the club facility or on the club grounds.
2. No persons will be allowed on or in the Cherry Creek Gun Club premises or buildings while under the influence or impaired by any substance.

XXII.XXIV. Appearance:

It is the Club's intent to be a good neighbor. When members come to the Club, all firearms carried into the club facility must be fully-cased. To control noise as much as possible, all outside doors, the door to the tube, and the doors to the pistol ranges must be closed when members are shooting.

XXIII.XXV. Guests:**1. Policy for the Different types of non-member Guests allowed in the Cherry Creek Gun Club.**

1. Casual one-day Guest: An individual Cherry Creek Gun Club, Inc. Guest Release and Waiver of Liability Form must be legibly completed UPON entering the facility for EVERY Casual one-day Guest upon each visit, whether they are a SHOOTING-GUEST or are a NON-SHOOTING- GUEST of any age. This must be done immediately upon entering the club and prior to entering any range or remaining in the Club room. Guest Release and Waiver of Liability Form and Guest Fee (if any, placed in an envelope with the Guest Release and Liability Form) must be placed in the slot in the vault door prior to any other activities or entering any Range. Fees and forms will be administered by the Treasurer or his designee.
2. Annual Guest Release and Waiver of Liability Form -on-File Guests: These Guests will have a signed CCGC Guest Release and Waiver of Liability Form effective for the full current membership year on file. These annual Guest Release and Waiver of Liability Form guests will have differently marked Guest Badges indicating their guest status that must be worn for entry into and participating in activities in the club when accompanied by the full "Membership paid family member". There are three types.
 - a. Family Members Annual Guest Release and Waiver of Liability Form for Guests under age 19. No Fee required:
 - b. Spouse Annual Guest Release and Waiver of Liability Form, non-shooting Guest. No Fee Required. However; The "Spouse Annual non-shooting Guest" must additionally fill-out a normal Guest Release and Waiver of Liability Form and pay normal Guest fees for any shooting done, with the exception of Special or Free Days.
 - c. Spouse Annual Guest Release and Waiver of Liability Form & Fee Paid shooting Guest. The "Annual Spouse Shooting Guest" Fee will be paid each year with the members fees. Shooting may only be done in the presence of the Member. See the Dues and Fee's chart for the Fees.
 - d. Administration of the Guest Release and Waiver of Liability Form-on-File Guest Program will be done by one or more individuals selected by the Board of Directors.
3. Recurring Sanctioned Event Guests. (Bullseye Shooting, Bowling Pins and etc.) The organizers must provide Guest Control for each event. Guests without badges are not allowed free access inside the club or non-supervised shooting. Fees will be set by each organization. Either an annual Guest Release and Waiver of Liability Form or a one-time Guest Release and Waiver of Liability Form must be completed and retained for all non -members of the events.
4. Guests that are under 18 years of age must have a parent or guardian sign their Guest Release and Waiver of Liability Form.
5. Guests that are at or over 18 years of age may sign their own Guest Release and Waiver of Liability Form.

2. Guest Procedures

1. A Cherry Creek Gun Club, Inc. Guest Release and Waiver of Liability Form (found at the west of the main door) must be legibly completed UPON entering the facility for EVERY GUEST whether they are a SHOOTING GUEST or are a NON-SHOOTING GUEST of any age immediately upon entering the club and prior to entering any range. The Guest Release and Waiver of Liability Forms and Guest Fees (if any) must be placed in the slot in the vault door.
2. A Guest Tag (located to the west of the main door) must be worn visibly above the waist by each guest at all times when in the club. Badge Clips and lanyards are available & located to the west of the main door.
3. Annual Guest Pass holders are exempt from filling out a Guest Release and Waiver of Liability Form or paying fees on each visit but must wear the Annual Guest Pass Badge visibly above the waist by each guest at all times when in the club.
4. Annual Guest Pass Badges and Guest Release and Waiver of Liability Forms expire December 31 of each year and must be renewed.
5. The shooting fees must be paid per the Cherry Creek Gun Club, Inc. Fees Schedule. (First Section, Item "I" above) for any individual age Nineteen (19) and above. Guest Fee applies only to guests who shoot.
6. Member is responsible for Member's Guest(s) at all times, and Members will supervise guest shooters at all times.
7. The wearing of eye and ear protection is mandatory in all ranges when shooting activities are or about to be in progress.
8. Member must always remain in the shooting range with guests.

XXIV.XXVI. Guest Passes (Shooting Guests)

1. Gratis Guest Passes

1. Gratis Guest Passes will be issued to all board members to distribute as needed as a stimulus to enhance possible future membership applications and as a recognition to those members who have provided a service to the club.
2. Guest passes will expire one year from date of issue.
3. The issuing board member shall legibly fill out the date of issue and his/her name and signature on each Guest Pass issued,
4. The member using the Guest Pass or Prepaid Guest Pass Coupon shall legibly fill out his and his guest's information on the Guest Pass or Prepaid Guest Pass Coupon and ensure that the Member signs the Guest Pass or Prepaid Guest Pass Coupon
5. The Guest and Member must complete the Guest Release and Waiver of Liability Form in addition to the Guest pass.
6. The completed Guest Pass with payment, Guest Pass or Prepaid Guest Pass Coupon, shall be standard letter triple folded and placed in an envelope with the completed Guest Release and Waiver of Liability Form /s in an envelope in the slot in the vault door.
7. The Club Treasurer shall keep a count of the number of guest passes used to report to the board.

2. Prepaid Guest Pass

1. Prepaid Guest Pass Coupons will be available to be sold to all members to eliminate the need for cash payment for a member's shooting guests.
2. The issuing Board of Directors member shall fill out the date of issue and his/her name and signature on each Prepaid Guest Pass Coupons
3. The member using the Prepaid Guest Pass Coupons shall legibly fill out his and his guest's information on the Prepaid Guest Pass Coupon and ensure that the member signs the Prepaid Guest Pass Coupon.
4. The Guest and Member must complete the Guest Liability Form in addition to the Guest pass.
5. The completed Prepaid Guest Pass Coupons shall be placed with the completed, standard letter triple folded Guest Waiver/s in an envelope in the slot in the vault door.
6. Prepaid Guest Pass Coupons will expire 24 Months from date of issue.
7. Prepaid Guest Pass Coupons are non-refundable and will not be replaced if lost.
8. Prepaid Guest Pass Coupons will be sold in a minimum quantity of four at the Guest Fee for each as listed in the Fee schedule of the Policies by the Treasurer or other appointed Members of the Board of Directors.

9. Prepaid Guest Pass Coupons may be paid for by cash or check or credit card. Credit cards will only be accepted in person prior to the monthly club meetings, during a work party, if an authorized Board of Director member is available, or any other time an authorized Board of Director member is on site and available.
10. The Club Treasurer shall keep a count of the number of Prepaid Guest Pass Coupons sold and used to report to the board.

3. Hand gun range Guests

1. Prior to entering the Handgun Range with guests for shooting, the member must ensure that all guests are familiar with the general safety rules of handgun shooting, the firearm that they will be shooting and the Cherry Creek Gun Club policies and rules pertaining to the handgun ranges.
2. A Member may take no more than four (4) Guests at any one time into a Cherry Creek Gun Club, Inc. handgun shooting range when shooting is in progress. Exceptions may be made upon approval of the Board of Directors
3. No more than two (2) adjacent shooting lanes may be occupied by the Member and Guest(s) at any one time. No more than two guests may shoot at one time. Up to two additional guests may be in the Handgun range sitting down when the range is hot and shooting activities are in process.
4. When bringing two guests, at least one must be an experienced shooter if both guests are shooting at the same time. Otherwise, one guest can shoot and then the other can shoot under the guidance of the member.
5. Members having two guests will not shoot unless at least one guest is not shooting and/or handling firearms in any way.
6. When shooting activities are in process, everyone entering or passing through one of the ranges must have both eye and ear protection properly worn.

4. Rifle Range Guests:

1. Prior to entering the Rifle Range with guests for shooting, the member must ensure that all guests are familiar with the general safety rules of rifle shooting, the firearm that they will be shooting and the Cherry Creek Gun Club policies and rules pertaining to the rifle ranges.
2. A Member may take no more than four (4) Guests at any one time into a Cherry Creek Gun Club, Inc. rifle shooting range when shooting is in progress. Exceptions may be made upon approval of the Board of Directors
3. No more than one (1) shooting bench may be occupied by the Member and Guest(s) at any one time if other members wish to shoot in the rifle range. No more than one guest may shoot at one time. Up to two additional guests may be in the Rifle range Standing on the stairs or entrance foyer when the range is hot and shooting activities are in process.
4. When bringing two guests, at least one must be an experienced shooter.
5. Members having guests will not shoot unless their guest is not shooting and/or handling firearms in any way.
6. On the first visit to the club and prior to shooting from the bench, all guests are required to do at least two test shots at the 25-yard Crutch location. This is to ensure that they and their rifle will be safe and accurate enough to use at 100 yards in the rifle range. This test must be repeated if the Guest brings a different rifle to the club at a later date or has made optic changes.
7. When shooting activities are in process, everyone entering or watching shooting in the rifle ranges must have both eye and ear protection properly worn. Anyone who is shooting downrange in the actual Rifle Tube, must have eye protection and ear protection consisting of both ear plugs and muffs properly worn. An exception is that shooters shooting either an Airgun, .22LR caliber or a suppressed firearm down range must have eye protection and ear protection consisting of either ear plugs or muffs along.

XXV.XXVII. General Instructions for Access to the Club Facilities.

1. Access to the Club is a key/access code to the East outside door, then by electronic lock entry card for doors inside the facility. Each member must scan his/her magnetic card to enter the facility. Any member allowing anyone to "Tailgate" on their card will be in violation of Cherry Creek Gun Club, Inc. policy. If the door controlled by the magnetic card is already open, the member should still pass their card by the Card Reader to "Log-in" to the facility.
2. All members and associate members will have the combination code/key to the East Entrance Outside door and the electronic lock for the inside doors of both the East and West entrances.
3. West outside door key access is limited to those who need the west range ramp to enter the hand-gun ranges, or as

- determined by the Board of Directors for special activities.
4. Rifle Range/Tube door electronic lock access is limited to those members who have completed the Rifle Range/Tube orientation and qualification process.
 5. Vault door access is limited to Board of Directors members and those with special access granted by the Board of Directors per "Vault Access:" (item XVI above)
 6. All members are responsible to help ensure that access to the club is for members and their guests only, and to also ensure all members and guests legibly fill out a Guest Release and Waiver of Liability Form before entering any range. Guests must wear a Guest Tag /Badge displayed above the waist while in the club.

XXVI.XXVIII. Work Party Dues Refund Policy

The Board of Directors shall set the work party dues refunds and policies.

1. No credit may be given for prior work performed or for favors rendered outside of the current calendar year.
2. Members will receive work party dues refunds per the Cherry Creek Gun Club, Inc. Fees Schedule. (First Section, Item "I" above) after completing 4 hours of approved work, total refund not to exceed the total amount of dues paid by that member. Member may receive 4 guest passes after completing each additional 4 hours of approved work at the club once they have reached their maximum refund.
3. Life, Honorary, Special, and Associate members are not eligible for dues refunds for work. Life and Associate members may receive 4 guest passes for use by their Sponsoring member after completing each 4 hours of approved work at the club.
4. Juniors and dependents under age 18 years are not eligible to work due to the hazards of the club, and are not eligible for dues refunds or guest passes for work done.

Work party dues refund approval will be:

1. Recorded by the eligible member on the Work Party Log Sheet. The sheet must then be approved by the Work Party Manager or Board member.
2. The approved list will then be forwarded to the Membership Coordinator to ensure that the member is eligible and has not received more work party dues refund, than they are eligible for during the year. The Membership Coordinator will then return the approved list both to the Board Member responsible for tracking work party activities and to the treasurer/accountant to have a check issued and mailed to the member. Once the check is written and mailed to the member by the treasurer/accountant, the list will be updated with the check number and date written and a copy will then be returned to both the Membership Coordinator and the Board Member responsible for tracking work party activities.
3. Projects and activities are not limited to maintenance tasks only; any activity approved by a Board Member for the benefit of the club may result in a dues refund for each 4-hour activity occurrence. The normal dues refund policy as in item 2 above will be followed.
4. The final approved list or approval letter will be retained by the Membership Coordinator or in the membership database.

XXVII.XXIX. Personal Liability, Property and Vehicle Risk Management Policy

1. Use of the Cherry Creek Gun Club, Inc. club premises, parking lots or member lockers in the club is at your own risk.
2. The Cherry Creek Gun Club, Inc. is not responsible for any injuries to persons on or in the club premises.
3. The Cherry Creek Gun Club, Inc. is not responsible for any loss, damage, or theft to vehicles or property contained in vehicles and for any loss, damage, or theft of any personal property on or in the club premises, parking lots or member lockers in the club.

XXVIII.XXX. Whistle Blower Policy

Effective immediately, any Officer, Director, Committee Member or Member of the Cherry Creek Gun Club, Inc. who becomes aware of:

1. Any past, present, or planned action on the part of any other Officer, Director, Committee Member, or Member of the Cherry Creek Gun Club, Inc. whose actions and/or behavior would cause the Cherry Creek Gun Club Inc. to be placed in an "at risk position," either financially or to its operations as a member-based gun club, is encouraged/expected to immediately contact the President, Vice President or Treasurer of the Cherry Creek Gun Club, Inc. and to fully disclose their concerns or information.
2. Any action or behavior on the part of any Officer, Director, Committee Member or Member of the Cherry Creek Gun Club, Inc. whose actions and/or behavior may be interpreted as "sexual harassment" is encouraged/expected to immediately contact the President, Vice President or Treasurer of the Cherry Creek Gun Club, Inc. and to fully disclose their concerns or information.
3. Any Individual who has knowledge that the actions or behavior on the part of any Officer, Director, Committee Member or Member has resulted in the Officer, Director, Committee Member of the Cherry Creek Gun Club, Inc. to have committed the Cherry Creek Gun Club, Inc. in such a way or manner in which the Officer, Director, Committee Member or Member has directly or financially benefitted is encouraged/expected to immediately contact the President, Vice President or Treasurer of the Cherry Creek Gun Club, Inc. and to fully disclose their concerns or information.
4. Any Officer, Director, Committee Member or Member of the Cherry Creek Gun Club, Inc. who discloses his concerns or information may do so without fear of reprisal in any form and their position as Officer, Director, Committee Member or Member of the Cherry Creek Gun Club, Inc. will not be affected, nor will their relations with the Cherry Creek Gun Club, Inc. be affected.

XXIX.XXXI. Photo & Video Copyright and Ownership Release Policy

due to The purpose of the Photo & Video Copyright and Ownership Release Policy is to protect the club's interests from claims the use of images of people taken at/in/on the Cherry Creek Gun Club, Inc. property and facilities.

1. A Photo & Video Copyright and Ownership Release Form shall be generated for use by the club and be attachment "D" of this policy.
2. Any time there is a photography or videography session at the club that may be used for outside distribution where the identity of the individual can be determined, the Photo & Video Copyright and Ownership Release Form will be signed by all those who will be photographed or videoed unless there already is a form on file for that individual.
3. The Secretary shall maintain all signed forms in a file indefinitely. All names and dates shall be entered into a spread sheet with the name and date of signature to allow easy verification of a form on file.

XXX.XXXII. Record and Document Retention and Destruction Policy

1. Membership Applications, past and present, for active and inactive Members of the Cherry Creek Gun Club, Inc. will be retained by the Cherry Creek Gun Club, Inc. in the Membership Filing Cabinets located in the vault of the Cherry Creek Gun Club, Inc. The Membership Filing Cabinets will remain locked with keys accessible and available only to those Officers, Directors or Committee Members of the Cherry Creek Gun Club, Inc. who have been approved to have such access by the President of the Cherry Creek Gun Club, Inc. The President of the Cherry Creek Gun Club, Inc. may also

provide access or availability to other individuals on a “need to know” basis.

2. All financial records for the Cherry Creek Gun Club, Inc. will be maintained in the vault under the supervision and direction of the Treasurer for the Cherry Creek Gun Club, Inc.
3. Other records relating to the operations of the Cherry Creek Gun Club, Inc. will be stored in lockers located within the Cherry Creek Gun Club, Inc., or at the home/offices of the President, Vice President, Secretary, Treasurer, Membership Coordinator, or Committee Chairs as directed by the President of the Cherry Creek Gun Club, Inc. Any record not located at the Cherry Creek Gun Club, Inc. will be transferred to the vault area of the Cherry Creek Gun Club, Inc. at the end of the term of office for any Officer, Board Member, Membership Coordinator, Committee Chairs, or Committee Member.
4. All records will be maintained for the minimum time required by Federal or State Statutes, Regulations or codes including those of the Internal Revenue Service.
5. Records deemed 'old' or 'outdated' will be destroyed by a method making the information included there-in: illegible, non-serviceable, or inaccessible.

XXXI.XXXIII. Privacy Policy

Privacy

Cherry Creek Gun Club, Inc. realizes how important privacy is to our membership. Therefore, we have adopted the following policy to advise you of your choices regarding the use of your personal information. This policy describes what types of information we gather about you, how we use it, under what circumstances we disclose it to third parties, and how you can update it.

Electronic Financial Data

Cherry Creek Gun Club, Inc. does process credit card transactions through a third-party secure credit card vendor. There is no member personal financial data stored on line. Data will only be stored online using sites that maintain a detailed data security policy documenting the data at rest and transmission is encrypted.

Information Collection and Personal Information

Information about you and your family is provided by you on your written membership application and renewal forms. You will be asked to provide different types of personal information, including your name, date of birth, email address, mailing address, and telephone number. There are also optional opportunities for you to share your preferences and interests.

Editing Your Personal Information

You may update this information at any time by contacting the Cherry Creek Gun Club, Inc., Membership Coordinator. Three ways you can edit or update your personal information: (1) email to: Membership@cherrycreekgunclub.org
(2) Attending the monthly general meeting in person; or (3) writing to us at :
Cherry Creek Gun Club, Inc.
1310 S Clinton St.
Denver, CO 80247

Data Security

We protect your personal information by using physical security and other measures. Only those persons authorized by the Officers of the Board of Directors of the Cherry Creek Gun Club, Inc. with a legitimate business purpose are allowed to access members' personal information.

The Cherry Creek Gun Club, Inc. Board understands and implements our privacy and confidentiality policies.

Cherry Creek Gun Club will not sell members' personal information under any circumstances.

Cherry Creek Gun Club will not share members' personal information under any circumstances except as required for background checks or to comply with lawful court orders.

Data will only be stored online using sites that maintain a detailed data security policy documenting the data at rest and transmission is encrypted.

CCGC will not store or maintain financial information including but not limited to social security numbers, credit card numbers, bank routing numbers, bank account numbers online.

Complying With the Legal System

Though Cherry Creek Gun Club, Inc. makes every effort to preserve Member and Member family's privacy, we may need to disclose personal information when we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on our organization.

Distribution of your information

Cherry Creek Gun Club, Inc. does not release any member data to a third-party, including club members, without written or emailed permission, and only if and as required by a current judicial proceeding, a court order, or legal process served on our organization.

How We Use Your Information

1. If you are a member or family member of the Cherry Creek Gun Club, Inc., our use of your data will be described in the Special Provisions below. In addition to such uses, we may use the information we collect in accordance with this Privacy Policy for the following purposes:
2. To send you notices or publications.
3. For any other purposes disclosed at the time the information is collected and to which you consent; and as otherwise specifically described in this Privacy Policy.
4. To provide the services that you request and to communicate with you regarding such services as necessary for club administration and management.

Changes to This Policy

The Cherry Creek Gun Club may occasionally update this Privacy Policy. The Cherry Creek Gun Club encourages you to review this Policy periodically to be informed of how we are protecting your information.

Contacting the Cherry Creek Gun Club

If you have questions about this Privacy Policy, or believe that we have not adhered to it, please contact us via the email, attending a monthly general club meeting or mail to the address shown below.

Email: secretary@cherrycreekgunclub.org

Cherry Creek Gun Club, Inc
1310 S. Clinton St
Denver, CO 80247-2330

XXXII.XXXIV. Approved Training Policy

General Objectives of Training at Cherry Creek Gun Club, Inc.

Training may be done to further the usage and enjoyment by members of the Cherry Creek Gun Club, Inc., and in pursuit of the Objectives of the Club set forth in the Bylaws, Article 1, Section 2.

General Procedures of Training at Cherry Creek Gun Club, Inc.

No training of any kind, where the Instructor/Trainer receives any compensation, may be conducted at the Cherry Creek Gun Club without prior approval of the Board of Directors.

Since the facility is primarily intended for the use of members, it is club policy that anyone who would join the club with the intent to conduct paid firearm or other instructions using club facilities will not be allowed to do so. Additionally, approval to conduct a training session for profit will not be allowed unless the club members will benefit from this training and it is approved by the Board of Directors via the Training Committee.

Additionally, since it is also an objective of the club to promote understanding of firearms and firearms safety and to enhance the skill level of shooters in general, a limited number of firearms and other instructional courses by both member and non-members will be allowed, but closely controlled by the Board of Directors via the Training Committee.

Groups of Cherry Creek Gun Club, Inc. members meeting to discuss special interest topics, e.g., ammo reloading, black powder rifles and pistols and etc. will be exempt from the above requirements, except they will not conflict with nor prevent any Board-approved program from operating and no one involved receives any compensation for holding such meeting.

A committee will be appointed to manage all Approved Training with The Board of Directors Approval.

Procedures for approval, conducting and completion of the training programs and necessary forms and reports will be formalized in Appendix "B".

XXXIII.XXXV. Scheduled, Sponsored and Sanctioned Programs

Section 1 - Definitions

This document presents Cherry Creek Gun Club, Inc. (hereinafter referred to as Cherry Creek Gun Club, Cherry Creek Gun Club, Inc., or Club) Rules and Policies governing all Scheduled Programs at the Club. To aid in a common understanding and to ensure consistency, the following definitions apply:

Scheduled Programs – are activities which occur on a regular, repetitive and scheduled basis that are granted specific use of Club facilities by the Board of Directors. All Scheduled Programs fall into one of the two categories set forth below.

Sanctioned Programs – are Scheduled Programs which are granted certain rights to exclusive use of specified Club facilities by the Board of Directors on a regular scheduled annual basis, and which enter into an agreement negotiated annually with the Board as the program's representative. This agreement sets forth various terms regarding fees for such facility use as well as acknowledgement and acceptance of the Rules and Policies that have been established for Scheduled Programs.

Sponsored Programs – are Scheduled Programs granted certain rights to exclusive use of specified Club facilities on a regular scheduled annual basis, and are also granted specific additional aid and assistance from the Club. Examples of such aid could include partial or complete release from any fees pursuant to use of Club facilities, as well as other support and assistance agreed to by representatives of the Sponsored Program and the Cherry Creek Gun Club, Inc. Board.

Section 2 - Club Responsibilities

Article I - The Guest Fee will be defined by the Board of Directors and included in the Sanctioned Program Application.

Article II - Club Facilities may be dedicated for exclusive use by Sponsored or Sanctioned Programs within the constraints of the Board of Director's approved schedule and duration. Programs will commence at the time agreed upon by the Board and the Program Director at the annual awarding of Sanctioned Program status. Saturday and Sunday Programs may require the entire day. Check the calendar for latest information; dates and times may be subject to change without notice.

The Board reserves the right to create additional time slot allocations after prudent review of the impact(s) on the general membership.

Article III - The Club will provide all Scheduled Programs the Club's facilities in normal operational condition, including target turning capabilities for those Programs that require it. Contact information for an on-call member who will respond to calls for assistance with operational problems will be made available to each Scheduled Program and will be posted in the Club.

Article IV - The Juniors Program is granted unique status as a Sponsored Program. As such, it is entitled to the following:

- a. No fees levied for use of Club facilities
- b. Collected brass and lead are to be donated to the Juniors Program (subject to existing or future formal policies granting Club members the right to small quantities for personal use).
- c. Option to request additional Club support by petition of the Board of Directors

Article V - An entity called Sanctioned Program is hereby created for all other Scheduled Programs. Any group of Club members who wish to request exclusive access to Club facilities on a regular basis must apply for and be granted the status of Sanctioned Program at the Board meeting in July. This includes current Sanctioned Programs requesting renewal of their status as well as new groups wishing to compete for a time slot. All requests will be considered based on the limits described above.

Article VI - Application or Sanctioned Program status by new or renewing groups will be made at the Board meeting in July and will use the form presented in Appendix "A". This form establishes specific requirements for the application process - the requested schedule of the group's activities, Club facilities requested, detailed specification of the payment of fees, etc.

Article VII - The currently existing Scheduled Programs are automatically granted the status of Sanctioned Program forthwith, providing that each meets all the requirements for such status as described herein and agrees to abide by the Rules and Policies governing such entities.

Section 3 - Requirements: All Sanctioned Programs Must:

1. **Article I** - Maintain a director who is currently a member in good standing of the Club per Club By-Laws (Club Policies Regarding Activities):
2. **Article II** - Ensure all scheduled shooting activities have the presence of a certified Range Safety Officer (RSO)
3. **Article III** - Apply annually for renewal of Sanctioned Program status, presenting range usage schedule and the Director's name and contact information at the July Board of Directors meeting. Any deviation from the prior year's range usage schedule will be considered on a case-by-case basis.
4. **Article IV** - Agree to exercise due diligence in monitoring the conduct and firearm handling skills of all attendees, holding them to the same standard demanded of Club members. Such due diligence includes the assumption that there is no reason to question the right of all attendees to own and use a firearm.
5. **Article V** - Ensure the Club's security by maintaining a Monitor on any unlocked door that is normally locked per Club policy. The Monitor must be approved by the Program Director and must be made aware of the due diligence requirement specified in Article III.

6. **Article VI** - Maintain a roster of all attendees for each meeting of the Program. Rosters must be retained throughout the season and turned over to the Club at season's end.
7. **Article VII** - Provide their own materials, targets and other equipment and expendables, as necessary, to properly and safely conduct the activity.
8. **Article VIII** - Require that all Scheduled Program attendees who are not current members of Cherry Creek Gun Club, Inc. sign the Club's current Release and Waiver Form, which must be kept on file throughout the duration of the season's activity, and surrendered to the Club at season's end.
9. **Article IX** - Notify a club Board Member of any problem(s) with the facility.
10. **Article X** - Maintain financial records to enable the Club to file accurate tax statements per the guidelines in Appendix A.
11. **Article XI** - Submit to the Board a financial statement by February 15 each year summarizing income and expenses through the prior calendar year per the guidelines in Appendix A.
12. **Article XII** - Turn over any excess funds that exist at season's end (after allocation of appropriate seed money for the following year) to the Club Treasurer.
13. **Article XIII** - Agree that no funds will be contributed to any other entity, corporation, or individual.
14. **Article XIV** - Pay a range usage fee to be set by the Board under advisement of the Club Treasurer of the estimated costs of operation on an hourly basis. This fee will be paid weekly, monthly, or at the end of the season or fiscal year in accordance with specific terms set forth in the Scheduled Program's application for Sanctioned Program status.
15. **Article XV** - Restore the range to its original condition and pay for repairs for any damage deemed by the BOD to be other than fair wear and tear.
16. **Article XVI** - Clean up and properly dispose of all brass and target chaff.
17. **Article XVII** - Replace chairs and any other equipment back to original location in an orderly fashion.

XXXIV.XXXVI. Emergency Response

Members are not Authorized to Communicate with news outlets or to give permissions or club documents to other organizations or persons for activities involving the club.

See Appendix "C" for the emergency response plan.

XXXV.XXXVII. The following sections are under development.

Safety, Orientation management and Range Safety officer requirements

Club New Member Pistol, Safety and Club Orientation.

Rifle Tube Qualification

Work Party

Club maintenance

Insurance,

Corporate Registration

Taxes

Mail

Electronic Communications

Utilities, annual inspections
Fire and first aid equipment & Inspections
Accident and Incident Reporting and Actions
Strategic Plan
Advertising and Signs

XXXVI.XXXVIII.

Attachments:

Appendix “A”: Sanctioned Program Application and reports.

(in work)

Appendix “B”: Sponsored Firearms Training Policy.

(in work)

Appendix “C”: CCGC Emergency Response Plan.

Appendix “D”: Photo & Video Copyright & Ownership Release.

Appendix C:

CCGC Emergency Response Plan

(2/23/2018)

It is important to understand that safety is the most important concern and it is every member’s responsibility.

In the event of an injury or emergency:

- Take Charge of the Situation.
- Call a Cease Fire immediately using the command:
• “Cease Fire, Cease Fire, Unload and Stay in Place”
- *Note: The cease fire is to be called on the range until the emergency is deemed under control and the activities on the range will not impact emergency procedures, emergency response vehicles and personnel, and evacuation of the injured person(s) on the range.*
- If possible, assign someone to monitor and confirm the cease fire condition.

- Move to the scene of the injury and assess.
- Identify yourself to the injured person.
- Inform the injured person of any medical or emergency training (First Aid/CPR.)
- Ask the person (or their parent/legal guardian if they are a child) if they would like to receive assistance.
- If the person (or parent/legal guardian) objects, avoid rendering assistance and document this in the Injury Report form.
- If the person is unconscious, (or the parent/legal guardian is not present) assume implied consent to render assistance.
- Do Not Move the injured person unless it is life threatening.
- Is it a major injury (heart attack, gunshot wound, etc.)?
- Call or task someone to call for emergency help (911) (if you task someone, have them report back to confirm). If possible, stay on the call with the 911 Operator until emergency services arrives at the scene. **Emphasize that this is not an active shooter event. Just a training incident or just a regular accident (falls, cuts, medical emergency & etc.)**
- **If using the Club landline, do not hang up until emergency services arrive as the operator cannot call back on this line. The Club landline does have location notification when you call but all incoming calls are routed to a voice mail box.**
- Range Address:
*Cherry Creek Gun Club
1310 S. Clinton Street
Denver, CO 80247*
- Render assistance appropriate to your level of training.
- Task someone to unlock the doors and direct emergency vehicle to the incident.
- This may require assigning someone to be positioned outside on the street to direct emergency services.
- Task someone to record time and actions taken during the emergency.
- Task all witnesses to write down what they saw.
- Continue to provide aid until EMS arrives.
- If the injury involves a gunshot wound, designate someone to contact police and preserve the scene of the incident as it appeared at the time of the incident.
- Complete injury report for the record. (Next page) Copies of the report are available adjacent to the First Aid kits
- Is it a minor injury (cut finger, scraped knee, etc.)?
- Render assistance appropriate to your level of training.
- Direct person to seek appropriate medical attention.

- Commence firing when range is safe.
- Complete injury report for the record. (Next Page)
- Contact a member of the BOD and notify them of the injury or Contact a member of the BOD and notify them of the emergency.

Injury Report Form (2/23/2018)

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:

Time of Injury:

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

Describe how the injury occurred:

Describe first aid given:

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

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

Persons notified (relatives, Range Chairman, Chief Range Officer):

Location of incident:

Conditions prevalent at the time of the incident:

Witness statements: Interview witnesses separately.

Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

Witness (Name, Address, and Telephone Number):

Statement Attached: ☐ Yes ☐ No

Witness (Name, Address, and Telephone Number):

Statement Attached: Yes ☐ No ☐

Notes and Comments:

Injury report completed by: Name:

Title Date:

Signature:

Witness

Statement

Prepared By:

Address:

Telephone Number:

Date: Time

Statement:

:



---End of Attachment "C"---

Appendix D:

Photography and Videography Release Form

(11/05/2021)

Cherry Creek Gun Club, Inc.
1310 S. Clinton St.
Denver, CO 80247

- I, _____ hereby acknowledge that this Photography and Videography Release Form becomes effective on this date: _____.
- I hereby authorize photographers or videographers of **CCGC** to edit, change copy and make any use of all photographs and videos of me or my wards taken on **CCGC** property or in any of its facilities to be used in print or electronic form for, but not limited to, publication on the

internet, magazines, journals, books, articles, etc., provided that it is done for lawful purposes.

- I hereby acknowledge that I will not be entitled to any royalty, payment or any other such compensation for photographs or videos of me or my wards taken on **CCGC** property or in any of its facilities.

(Signature of Adult, or Guardian of Children under age 18)

Sign here: _____

Name _____ (Print legibly please) Child's name _____ (If for a child under 18 years, print legibly please)

Address _____

Phone (day) _____

Email Address (optional) _____

Cherry Creek Gun Club, Inc. Photographer or Videographer

Name: _____ Signature _____

End of Appendix "D".