

Pueblo Municipal Shooters, Inc.
Standard Operating Procedures –
Instructors Guidelines and Agreement
Revised and Approved February 2017



Pueblo Municipal Shooters, Inc.
P.O. Box 427
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[http://puebloshooters.org](http://pueblosshooters.org)

One of the goals of the Pueblo Municipal Shooters (PMS) is to educate citizens of the City of Pueblo and the surrounding areas in the County of Pueblo in the proper understanding, practice, and safe use of firearms. The Pueblo Municipal Shooters, in keeping with our mission statement and commitment to the community and members, will strive to help our local citizens and instructors develop a mutual working relationship to promote safe firearms use. The requirements for becoming and maintaining authorized instructor status at PMS are as follows:

1. Shall be a minimum of 21 years old.
2. Shall be a member in good standing of PMS.
3. Agree to abide by the guidelines presented here and indicate so by signing this document.
4. Shall have a face-to-face meeting with the Board of Directors to be considered for an instructor slot.
5. Provide the following current documentation to the Board of Directors:

NRA Certification card.

Firearm instructor Insurance.

Any other pertinent credentials.

Sign the Instructor Agreement.

PMS has up to 30 days after presentation of credentials for notification of acceptance/denial for instructor privileges.

There is a maximum number of 15 authorized instructors at the PMS range. An instructor who is a Pueblo County resident will receive preference in the appointment as instructor. Applicants will be placed on a waiting list if all instructor slots are filled. Applications will be kept for two years provided the candidates' credentials are kept current. There will be a limit of 3 prospective instructors on the waiting list.

The PMS Board of Directors has the authority to regulate the number of classes per instructor per month.

An instructor will have a grace period of 5 days past expiration of their credentials or insurance to provide proof of renewal.

1. If proof of renewal is not presented before the end of the grace period, the instructor will no longer be eligible to hold an instructor slot at PMS and shall be removed from that list.
2. The instructor will not be able to instruct as a certified PMS instructor or utilize the range for instruction during the renewal grace period.
3. Instructors who have not provided proof of renewal by the end of the grace period will be treated as new instructor. Upon resubmission to the Instructor Coordinator and approval of their credentials, an applicant will be placed back on the instructor waiting list until slots become available.

Other Guidelines:

- A. Reservations for classroom space will be on a first-come, first-serve basis. However, all instructors shall use the courtesy of checking with other instructors (currently done by email) to make sure the classroom /range is open and they are not scheduling a class when there are

- club-sponsored events already scheduled (Public Nights, Jr. Marksmen, Free Gun Safety, etc.). The designated classroom training calendar needs to be utilized by providing the instructor name and times required on the specific date of the training when scheduling a class, so individuals wanting to use the classroom, who are not instructors, will be able to schedule the room.
- B. An instructor may use only 5 lanes for range time. If an instructor is using more than 5 lanes and a member(s) come in to shoot, the extra lanes must be relinquished.
 - C. Instructors will pay to the range:
 - D. \$10 for each participant of any class who is not a member of Pueblo Municipal Shooters Inc.
 - E. \$2.00 for each participant of the class who is a member of Pueblo Municipal Shooters Inc.
 - F. These prices could change at the direction of the Board of Directors. Each instructor will be notified of any changes to these prices.
 - G. Instructors will make payment either by cash or check and place it in the instructor envelopes located on the sign-in counter
 - H. Check (Please include class name and date on the memo line).
 - I. Fill out the envelope indicating the instructor's name, name of class, and date of class and drop in the red box.
 - J. Instructors will be included on an instructor list with contact information provided in the following locations:
 - 1. On the web site www.puebloshooters.org
 - 2. Posted on flyers at the range
 - 3. An instructor may opt out of the listing by doing so in writing
 - 4. Advertisement postings anywhere in the range are not allowed unless approved by the board of directors. Approved PMS instructors' business cards shall be placed only in the card holder located on the sign-in counter. (See General SOP.)
 - K. An instructor who is a guest instructor or an instructor who donates all profits from that class to Pueblo Municipal Shooters Range will be covered under PMS insurance for that particular class (due to NRA Policy exclusions, any classes on reloading will not be covered).
 - L. The Instructor Coordinator shall have two instructor meetings each year. If an instructor fails to attend at least one instructor meeting per year, the instructor shall be suspended from both classroom and range instruction, until such time as the instructor and Instructor Coordinator meet. An e-mail shall be sent to the instructor as notification of any suspension containing the reasons for the suspension, remedy and receipt confirmation reply request. If no confirmation request is received within one week, a letter via registered mail shall be sent to the instructor.

If the instructor violates the suspension and conducts a class or training within the range his/her PMS instructor privileges will be immediately terminated. If the instructor continues to instruct after privileges are terminated, it shall be sufficient grounds for termination of range membership. If additional violations are proven, his/her range membership shall be terminated. If the instructor fails to meet with the Instructor Coordinator within 3 months of the suspension, the Instructor Coordinator shall have the option to recommend to the Board of Directors the instructor be permanently removed from the authorized instructor list and have all instructor range privileges revoked.