



Pueblo Municipal Shooters (PMS) provides a program which authorizes NRA certified instructors to use the range facilities to conduct classes and live fire exercises.

Requirements for becoming and maintaining authorized instructor status at PMS are as follows:

- A. Shall be a member in good standing of PMS.
- B. Agree to abide by the guidelines presented here and indicate so by signing the signature page and the end of this document. Annually, instructors must read and sign indicating they have reviewed and understand the current PMS SOPs and instructor guidelines and provide any updated credentials.
- C. Shall have a face-to-face meeting with the Board of Directors to be considered for an instructor slot. PMS has up to 30 days after presentation of credentials for notification of acceptance/denial for instructor privileges.
- D. Provide the following current documentation to the Board of Directors:
 - a. NRA Certification card
 - b. Firearm instructor insurance naming PMS as an additional insured
 - c. Any other pertinent credentials

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 an 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.

The Board of Directors shall appoint an Instructor Coordinator to oversee the instructor program. The Instructor coordinator shall use email, phone calls and meetings as needed to update instructors with new information. Instructors are expected to acknowledge receipt and understanding of any communications. If an instructor fails to acknowledge such communications, or fails to provide updated insurance and credentials, the instructor will be suspended from both classroom and range instruction until such time as the instructor and Instructor Coordinator meet. An email shall be sent to the instructor as notification of any suspension containing the reason for the suspension, remedy and receipt confirmation reply request. If no confirmation is received within one week, a letter via registered mail shall be sent to the instructor. An instructor will have a grace period of 5 days past expiration of their credentials or insurance to provide proof of renewal.

- A. 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.
- B. The instructor will not be able to instruct as an authorized PMS instructor or utilize the range for instruction during the renewal grace period.
- C. 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.

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.

In addition, the status of an authorized instructor within PMS may be suspended, revoked, or terminated at the sole discretion of the Board by a majority vote of the Board.

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's 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 any shooting lanes not in use, however, must relinquish any lanes in excess of 5 to accommodate member(s) should they be needed. At no time shall an instructor request a member to relinquish their lane already in use. An instructor is not guaranteed any lanes.
- C. PMS shall be paid a range fee for each class participant or shooter:
 - a. \$10 for each non-PMS member
 - b. \$2 for each PMS member
 - c. Prices could change at the direction of the Board of Directors. Each instructor will be notified of any changes to these prices.
- D. Instructors shall fill out the instructor envelope indicating the instructor's name, and date of class along with payment of cash or check and drop it in the red box.
- E. Instructors will be included on an instructor list with contact information provided in the following locations:
 - a. On the web site www.puebloshooters.org
 - b. Posted on flyers at the range
 - c. An instructor may opt out of the listing by doing so in writing
 - d. 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.)
- F. An instructor who is a guest instructor or an instructor who donates all profits from that class to PMS will be covered under PMS insurance for that class (due to NRA Policy exclusions, any classes on reloading will not be covered).

- G. Instructors, in a formal training class situation, are allowed to have uncased firearms in the classroom area for instructional purposes. When such firearms are 'benched,' they shall be pointed in a safe direction. PMS recognizes the north office wall and east fireplace as safe directions within the classroom space. Firearms shall be unloaded and action open. Such firearms shall be verified unloaded by two persons.
- Instructors, during formal instruction, are allowed to demonstrate and have students exercise drawing from positions other than strong-side holster. Drawing can be a dangerous exercise and an instructor must use best judgement whether the exercise should take place based on the student's abilities and whether there are other individuals in the range. Extreme care must be taken if there are other individuals in the range. When in doubt postpone the exercise until the range is empty. If disregard for safety is observed, the instructor may be suspended pending formal review. When not in an instructional session, all parties must adhere to range rules regarding drawing as outlined in the Firing Range SOP.
- H. Instructors, during formal instruction, may request permission to conduct exercises beyond the firing line and down range. The instructor must coordinate with and receive approval from the Instructor Coordinator, Chief RSO and the Board prior to the event. The Board reserves the right to deny a down range exercise or impose restrictions/conditions. If approved, sufficient lead time is required to notify the members of a range closure. Prior to a down range activity, the range floors must be cleared of debris and cleaned with D-Lead. Any equipment or materials used in the exercise must be removed at the end of the session. The range shall be closed to general use for the duration of the class. There shall be at least one PMS RSO present in addition the instructor for the duration of the class.
- I. Instructors, during formal instruction, may demonstrate firearm cleaning procedures on uncased firearms in the classroom area. Students may not engage in cleaning procedures unless prior authorization is secured from the Instructor Coordinator and proper safety and facility protection measures are taken.
- J. Instructors, during formal instruction, are required to provide a range safety briefing and review of range rules with their students before every range use. This includes, but not limited to, eye and ear protection, permitted location of uncased firearms, safe muzzle direction, trigger finger discipline, safe/unloaded position on the bench, moving of firearms, policing of brass and other trash, general equipment use, emergency equipment, first aid and exit locations. Range rules cards are available at the counter and large versions are located at the red shooting area entrance doors.
- K. Instructors are expected to correct unsafe behavior of their students and other individuals within the shooting area, if noticed. If unsafe behavior exists and the instructor is uncomfortable confronting an individual, the instructor should report the issue to the Instructor Coordinator or Chief RSO or write up an incident report form providing sufficient information that the incident would be found on camera recordings.

Pueblo Municipal Shooters, Inc.
Standard Operating Procedures
Instructors Guidelines and Agreement - 22
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Pueblo Municipal Shooters, Inc.

P.O. Box 427

Pueblo, CO 81003

[http://puebloshooters.org](http://pueblosshooters.org)

I have read, understand, and agree to comply with the PMS Instructor's Guidelines and Agreement for calendar year _____. I understand my Instructor privileges at PMS may be suspended or revoked for non-compliance.

Printed Name

Date

Signature