



INSTRUCTOR RANGE USE PROCESS

Thank you for offering training at Pima Pistol Club. The following is a quick reference list of steps to follow so that your class day goes smooth and you can get to training!

1. Once you receive the course day instructor packet and student roster/waiver packet, your day of instruction has been confirmed with PPC. Please check the dates and times and follow up immediately if there are any errors.
2. Print the student roster/waiver packet and have it with you on the day of the class for your students to complete. Because there may be additions or adjustments to your student roster, *PPC does not want these packets provided in advance*. They should be filled out by your students on the day of the class before any instruction begins to ensure an accurate roster count with accurate emergency contact information for each student on the day of class.
3. It is the responsibility of the user group to ensure that the student roster and waivers are fully completed and turned in to the on duty RSO before any instruction begins. This is required so that the on duty RSOs are aware of all individuals on the range property who are participating in the class.
4. Please have the student roster/waiver packets printed as part of your course prep and do not rely on the club staff to provide them the day of your class. This is your responsibility as a course instructor.
5. After the course rosters are completed on the day of the class, outline your Emergency Action Plan for the course. You should have your own first aid kits and emergency kits as well as familiarity on addressing potential range issues. The course instructors are responsible as the first emergency aid contacts for class participants for any range issues that may occur during the class.
6. When the class is complete, the user group should be the last parties off the range bay ensuring that the range is clean and orderly.
7. The user group will let the on duty RSO know that the range is clean and clear before leaving the property.
8. The user group will follow up with the on duty RSO or Administrator regarding the student roster/waiver packets before leaving the property. At this time, the user group will be directed on the settling of any range fees. Administration is not always on site, so the settling of fees may require a follow up as directed by the RSO - typically on the morning of the next business day after the class.

WE HOPE THAT YOU HAVE A GREAT DAY OF TRAINING AT PIMA PISTOL CLUB!