

Standard Operating Procedure for Firearms Training  
At Poulsbo Sportsman Club

MISSION: The Training Program at Poulsbo Sportsman Club's mission is to promote the safe, ethical, and appropriate use of firearms by developing the knowledge, skill and positive mental attitude necessary for shooters at every level including novices to safely participate in their chosen shooting activities. This training will include but not be limited to:

NRA Firearms Training  
Hunter Safety Training  
Range Safety Officer Certification and Training  
New Member Introductory Training

GENERAL: A Training Coordinator will be appointed by the Club president to serve for 2 years.

SPECIFIC RESONSIBILITIES:

1. Coordination and scheduling of all training activities that use facilities or ranges at Poulsbo Sportsman Club.
2. Recruit volunteers from the membership who are or are willing to become National Rifle Association (NRA) certified as firearms instructors for the Pistol, Rifle, Shotgun, Muzzle Loader and other classes available from the NRA.
3. Include classes that support club activities involving Hunter's Education, Range Safety Officer (RSO) certification and other such courses that may be useful to the membership or the community.
4. Keep records of the hours served by the training volunteers as well as a record of all persons trained at club classrooms and ranges.
5. Submit a training summary report to the president and board of directors (BoD) at the end of each year.
6. Establish an annual training schedule with the advice of an ad hoc committee consisting of interested members but especially from club shooting groups, instructors and Range Officers.
7. Coordinate all training events with shooting groups and Range Operations to maintain maximum availability of range time for unstructured shooting.
8. To ascertain that all Instructors have adequate insurance to protect themselves and the club

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**BUDGET:** The club expects the training program to be financially self-supporting in its operations. The coordinator will prepare an annual budget estimate of expenses and income from scheduled training activities and will be responsible for the collection and timely submission of those revenues and expense receipts to the club treasurer. As part of that budget the club will distribute Training Points to qualified and assigned instructors for program presentation. Training points will be paid on the same basis as Range Points and will be charged to Training Revenues.

**TRAINING:**

**NRA training:** The club may offer all NRA certified courses for which there is a vested member who holds the NRA Certified Firearms Instructor (CFI) designation for that discipline. CFI's that want to teach a class will present a Training Proposal and if stated criteria are met it will be approved for presentation. Each NRA class must have at least one CFI, and may have a certified or non-certified assistant for the classroom portion of the class. For any live fire portion, there shall be one coach for each three firing students in addition to the primary instructor. Coaches may be certified or non-certified. At least one of the shooting coaches must be an NRA Certified Range Safety Officer. All NRA certified classes will be open to members and non-members on an equal basis.

1. Recognizing the personal expense and effort for this program the club will distribute Training Points at a rate comparable to Range Officer duty for instructors and assistants. This benefit is limited to the two identified instructors for the entire period and for range coaches for the period actually present during live fire. The lead instructor will also qualify for or delegate 4 hours of Training points for preparation and completion time. All Training Points will be distributed when final class paperwork is submitted to the club and to the NRA.
2. The above paragraph does not limit the number of assistants that may serve in an apprentice capacity but they will not receive Training points.
3. Instructors will place their orders for materials with the club treasurer, providing their Instructor Number for securing the order. This will reduce or eliminate the need for instructors to advance funds for the program.
4. PSC expects all NRA training to be presented in accordance with the strict standards of presentation, time, and materials set by the NRA.

**HUNTER SAFETY TRAINING:** Poulsbo Sportsman Club has a long tradition of offering services to outdoorsmen and hunters including annual Hunter's Education programs. The training program will support that function by range scheduling; offering training for 'sight-in' helpers or other requested assistance but will not replace that function.

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**RANGE OFFICER CERTIFICATION AND TRAINING:** The club will offer at least annually the NRA Certified Range Safety Course to members. Any member who agrees to act as a Range Officer for a minimum of five 'range duty' periods will have his course fee reimbursed. Additionally, at the request of the club or Range Operations other training will be presented.

**NEW MEMBER INITIATION TRAINING:** In order to enhance the experience of new members, the club will provide a new member introduction to range policies and procedures. The training will include demonstration on the range as well as a lecture in the form of an extended range briefing. This briefing will also cover the use of the range in after hours shooting and the expectations of all members to be safe, courteous shooters. This briefing is not mandatory but must be attended by any new member before an after hours card is issued. Those members who do not attend the briefing should expect to continue to have RSO's brief them on entering the club during public access hours. This class will be offered on a rotating, voluntary basis by serving RSO's. Because the range is open access after hours all members receiving range cards will be required to attend regardless of their preferred discipline. The new member initiation fee will cover all expenses associated with this training.

**OTHER TRAINING:** The club recognizes that there is other valuable training that is not certified by the NRA or listed above. In the case where a qualified vested member wants to sponsor or present training at the club that member will complete a Training Proposal including Class, expected benefit, associated costs, and target student body to the Training Coordinator. The TC may clarify or comment but shall not approve or disapprove the class. Following TC review and comment the vested member will propose to the BOD that the class be held. The BOD has complete discretion on the approval of any such proposal.

**RANGE USE POLICIES:** Any offered training at Poulsbo Sportsman Club will utilize the Range Standard Operating Procedure as currently in effect at the time of the scheduled training event and will provide at least one NRA Certified Range Safety Officer for the event.

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Attachment 1: Application for proposed training at PSC/ To be completed for each proposed course.

Date:

From:

To: Training Coordinator

Name or Major subject area of the class:

Is the proposed class NRA Certified?

If yes, continue to #6 below and submit.

If No, continue to end of form and submit:

1. Certified Firearms Instructor leading the class
2. Preferred Dates
3. Required Range Time and Dates:
4. Have you read and do you understand the SOP for training?
5. Do you agree to follow the Range Rules and procedures and the Training SOP especially as those SOPs and procedures pertain to safety and RSO requirements?
6. Do you have NRA "plus" level insurance? If yes please provide a copy.
  
7. What is the substance or major content of the course?
8. Is this class sponsored by another organization?
9. Is there an NRA certified class that could be offered instead of this class?
10. Who are the target attendees for this class, i.e., youth, women?
11. What is your proposed fee schedule for this class?
12. Do you have a syllabus for this class?
13. Please describe the class sufficiently for the training Coordinator and the BoD to make an informed decision about the class.

**Download or copy the form and add space as necessary. Do not eliminate or change questions.**