

Range Master Instructor Policy & Procedures

Revised: 29 December 2021

General Regulations

Training

- RMI candidates, once selected, must attend, observe, and participate in at least three seminars at each level (RO and CRO), accompanied by an experienced instructor.
- Once the Instructor is satisfied that the RMI candidate is qualified to teach a given level, DNROI will add the instructor candidate to the seminar rotation.
- On occasion, the DNROI or ADNROI may attend a seminar to evaluate any Range Master Instructor's teaching skills and style, to provide guidance if necessary. This also applies to seminars instructed by the DNROI or ADNROI.

Travel and other expenses

- All RMI travel is to be booked by the individual RMI. There is no preference by the organization for specific airlines or modes of travel, (i.e. personal car, train, plane, bus, etc). Cost of travel is to be considered in all instances. All points earned in travel go to the RMI that made the trip.

USPSA Credit Card

- Range Master Instructors may obtain a USPSA Credit Card for use in booking travel and payment of other approved USPSA/NROI related expenses. A specific credit card agreement must be signed and returned to HQ prior to acquiring the card. USPSA owns this card and may rescind the use of this card at any time. At their individual discretion, the RMI may elect to utilize their own credit cards and be reimbursed by the organization upon submittal of appropriate receipts and any other necessary documentation. Reimbursement checks are generally sent out within two weeks of receipt of documentation. Personal charges that land on the USPSA card for whatever reason must be justified and reimbursed to USPSA. Check with HQ to get this done.

Instructional Equipment

- All classes are taught using digital equipment. It is expected that the RMI owns and maintains a suitable laptop or tablet capable of being used for this purpose. **This is not an organization expense.**
- A digital projector is also required. **This is an organization expense.** Approval for purchase must be obtained from DNROI prior to purchase. More lumens are better. The tiny micro-projectors will not generally be useful in all locales.
- Presentation remotes are useful but not necessary. It is recommended that a model with a green laser is used as this will generally be visible on large flat panel displays

and/or in brighter light whereas a red laser will not be adequately visible. **This is an organization expense.**

- Microsoft PowerPoint is the presentation software of choice and at present all seminar presentations are in MS PowerPoint. There is a “play only” version of MS PowerPoint but most instructors find that they want to customize their presentations to some extent, so it is generally recommended that a license for MS Office be obtained. MS Office 365 is very reasonable if MS Office did not come pre-packaged with your laptop. USPSA may be able to provide licensing.

USPSA National Championships

- Range Master Instructors are invited to staff but are not required to staff **all** USPSA Nationals Matches. At least one National Championship match per year must be worked unless there are extenuating circumstances preventing the instructor from attending. While on staff at Nationals, instructors are expected to help mentor the other staff in addition to normal staff duties. Often, but not always, a seminar may be scheduled in conjunction with a National Championship match. Generally, multiple instructors team-teach these seminars. Because we normally place additional requirements on the RMI corps at National Championships, (e.g., mentoring, RM candidate testing and approval, supervision of turnaround for back-to-back matches), instructors will receive a single occupancy room at no additional cost, normal per diem, and travel expenses (mileage/airfare) will be fully reimbursed. Car rentals must be approved in advance by DNROI, in order to minimize additional travel expenses. Instructors are encouraged to coordinate flights and rentals to minimize expenses when possible.

Seminars

- Seminars are generally of two types: travel-to, where the instructor must drive or fly a significant distance to conduct the seminar, or local, where the instructor agrees to travel a small distance without reimbursement for travel to conduct the seminar. Local seminars are generally considered any that are conducted near where an instructor might normally shoot level one matches on a regular basis. **All NROI-coordinated seminars, e.g., NROI Academy, or Nationals-associated seminars, will be handled as an organizational expense, and the following items may not apply.**

Seminar Assignment

- Instructors receive notice of seminar requests through the USPSA system
- Responses indicating availability to teach the seminar are electronically submitted and must be submitted in a timely manner
- Instructors may add “black out” dates to the calendar to indicate prior commitments or restricted availability, e.g., conflicts with Nationals, Area matches, work requirements, etc.

- Seminars are assigned based on seniority and required number of seminars scheduled or completed (See separate seniority list) (private)
- Each instructor is required to teach at least 3 seminars per year.
- This number may be adjusted due to demand in any given year
- Instructors will earn a \$50 bonus per seminar for each seminar taught over the 3-seminar minimum.
 - For example, if an instructor teaches 9 seminars in a calendar year, the instructor will earn a \$300 bonus.
- Seminar hosts may request an instructor. Instructors are limited to two (2) requests per year, subject to seminar availability and the distribution of seminars per the policy stated above. Once every instructor has achieved the 3-seminar minimum, requests for instructors may be honored on a case-by-case basis. Local seminars are excluded from this parameter.

Travel

- As noted earlier, each RMI is responsible for booking their own travel for seminars. Generally, once the class has been assigned and contact has been made between the class coordinator and the RMI the travel can be booked. If the class coordinator indicates they are not certain the class will “make” the RMI may hold off on booking travel until it seems reasonably certain the class will occur.
- Rental Cars – Some class coordinators prefer that the RMI rent a car and take care of their own ground transportation. **The host club bears the cost of this rental car and will be responsible for reimbursing the RMI or USPSA for this cost.** If this cost is charged to the USPSA credit card please inform HQ ASAP and send along receipts.
- Meals – Meals are paid for by the host club from the point that the instructor arrives at the seminar location, until the seminar is concluded. Instructors should note that some clubs will not reimburse for alcohol purchased during travel. This expense then falls to the RMI, not USPSA/NROI. Any meals purchased during travel before arrival or after the seminar is concluded will be an organizational expense.
- ***Note: on occasion, travel arrangements must be changed due to weather, airline issues, or timing of flights in and out of a given locale. These will generally be reimbursed with an explanation for the extra costs, within reason. Documentation must be provided to DNROI, stating the reason for any additional travel costs.***

Accommodations

- Instructors generally stay in a hotel that will be paid for by the class coordinator. The RMI may elect, at their discretion, to book their own lodging with guidance as to location and cost from the class coordinator or just allow the class coordinator to book the hotel. All hotel bookings must either be paid for directly by the class coordinator, or reimbursed to USPSA or the Instructor, whichever is appropriate.

- Inadequate hotel accommodations happen, rarely, and the RMI should deal with the class coordinator to get these changed as necessary.
- RMIs are not allowed to stay in private residences except for cases of staying with close friends or family.

Local vs. Travel-to Classes

- Local classes should not incur significant travel costs and thus travel costs are not reimbursed to the instructor. The class size minimum for a Local Class is ten (10) students for all types of classes. Smaller class sizes generally work out poorly and are a misuse of the instructor's personal time. Instructors may not negotiate travel reimbursement or cost of seminars with prospective hosts. All requests for seminars must go through the NROI Seminar request system, with notation from the requesting party that the seminar is local to a given instructor.
- All travel-to seminars do incur travel costs and other expenses.

Types of classes and expected formats

- Level 1 (RO)
 - The most basic RO class offered by NROI. This class is a prerequisite for all other NROI courses. The minimum age to attend the Level 1 seminar and become certified is 13, with adult endorsement via the NROI system. A USPSA or SCSA classification is required to attend, but may be waived by DNROI or the instructor under special circumstances.
 - See the [How to Obtain and Maintain Certification](#) document at USPSA.org. Persons under the age of 18 must attain [this endorsement](#). Persons under the age of 13 may audit the seminar, at no cost, but will not gain certification. This is not retroactive, i.e, if a student under 13 attends, they may not test or attain certification once they turn 13. Another seminar is required. **It is left to the RMIs discretion whether to certify any student regardless of age in a class.** Students that will not be certified must be notified and notice made to DNROI via the appropriate form. Minimum class size is quoted as 20 students, max class size without a second instructor is 35. Current cost for the seminar is \$40 per student. Thus, the minimum cost to a club to host a normal seminar is \$800. Some clubs will prefer to hold a seminar with fewer students and just pay the \$800. **This is allowed.** Instructors are cautioned to be aware of very small classes due to critical mass considerations. Less than ten students is not an effective class.
- Level 2 (Bootcamp)
 - Minimum class size is 20, max class size is 30 with instructor discretion. Due to the nature of the range exercise, larger classes may not work well. Because a range facility and equipment are required the available bays and equipment may be the limiting factor for class size. Instructors should coordinate this with any requesting party.
- Steel Challenge Endorsement

- Available through the NROI Learning Management System, this online-only, Steel Challenge specific training will provide a SCSA endorsement to any certified range official. Once NROI certified, a member may log in to the LMS system and complete the endorsement training.
- Multi-Gun Endorsement
 - Available through the NROI Learning Management System, this online- only, USPSA Multigun specific training will provide a MG endorsement to any certified range official. Once NROI certified, a member may log in to the LMS system and complete the endorsement training.

Fee Structure and Special Seminars

- Normal Classes
 - Class fee for L1 and L2 classes is \$40 per student with minimums as quoted above. SC and MG endorsement training is free of charge.
- Incentivized Classes
 - *Level III Associated*
 - Must be associated with a Level 3 match and be within six months of the match. Subject to NROI approval, this seminar is available for half-price up to 20 students.
 - *New Club Free Seminar*
 - Must be associated with a new club at a new physical location (range) not an additional club at an established range. Preferably, this is bringing the sport into an area that previously did not have the sport or which has not had it for some time. Subject to NROI approval. SCSA-only clubs are eligible for this incentive.

Payment for classes

- Traditionally, a check was presented to the instructor before the end of the class. The instructor then submitted the check along with the expense form via USPS. More and more clubs are moving to the use of Debit/Credit cards for payment. This is done, for now, by the club official calling NROI HQ to pay for the class. In the future, RMIs may be able to take electronic payments on-site.

Receipts, Reporting and Reimbursement

- Instructors must submit all receipts for items charged to USPSA or for which reimbursement is sought along with a properly completed expense form (fillable PDF available on Google Drive, paper copy usually sent with class materials). A map showing mileage is required if mileage reimbursement is requested. If payment is made by credit/debit card then the form and receipts may be submitted electronically to USPSA HQ. RMIs are encouraged to find a method for tracking receipts and expenses that works best for them. Mobile apps may be used.

Conduct etc.

- RMIs are the face of NROI to the membership throughout the country. As such, conduct must be always above reproach when representing NROI and/or USPSA. See the NROI Range Master Instructor Code of Conduct.
- There is no official NROI uniform for RMIs teaching classes. NROI-logoed Polos or NROI-logoed button down shirts should be worn while instructing. All clothing worn should be in reasonable repair, and instructors must present a professional appearance. T-shirts are not allowed.
- Instructors may request up to two NROI-logoed TechWear polos from TechWear USA each year. It is expected that as these jerseys become unserviceable they be replaced. Personalization of NROI RMI TechWear jerseys with other logos is not allowed.
- As with all RO Shirts; official NROI apparel should not be worn when shooting matches except where also serving simultaneously as a match official.

Continuing Education

- All instructors are expected to keep up with the current rules and any changes made to them, documentation will be provided
- An annual test, (format and content TBD), is required
- Understanding and adhering to the seminar content and teaching format is required; general information training with regard to seminars will be provided.