

MANSFIELD FISH AND GAME PROTECTIVE ASSOCIATION

INSTRUCTOR POLICY

1. Instructors wishing to use the facilities of **Mansfield Fish and Game Protective Association** (the "Club") for the purpose of training must first be approved by the Board of Directors. Approval by the Board of Directors may be sought by any Instructor certified by a certifying organization upon presentation of credentials, or for instruction of other courses as approved by the Board of Directors.
2. In all circumstances, training at Club facilities shall be conducted safely and in a manner which reflects positively on the Club and its Membership.
3. Instructors will be required to sign an Instructor Agreement and abide by its provisions.
4. Instructors shall be required to provide and maintain liability insurance in the Instructor's name, for a minimum of **\$1,000,000 USD (one million dollars) per occurrence**. The policy shall name "Mansfield Fish and Game Protective Association" as additional insured. Under no circumstances will an Instructor conduct training at Club facilities without the required liability insurance in full force. There is no grace period for lapsed policies.
5. The Chair of the Training Committee shall be appointed by the Club President and act as liaison between Instructors and the Club, as well as point of contact for submitting required forms and credentials. The Chair of the Training Committee will maintain a roster of Instructors who are approved to use Club facilities.
6. It is the Instructor's responsibility to provide the Club with current credentials, including renewals, for any instruction to be conducted under a certifying organization.
7. If an Instructor is teaching a course under a certifying organization, it shall be their responsibility to conduct the class according to the approved curriculum.
8. Instructors shall not conduct classes unsupervised until a class has been audited by a member of the Training Committee or designated representative. Such audit will ensure that the Instructor conducts classes safely and in accordance with Club policies and rules.
9. All training conducted must be reported in a timely manner to the Board of Directors in the form of a Training Report containing the full names of all participants, the instructor's name, course title, and date training is conducted. An NRA or MSP report may be used for this purpose, or the Club Training Report form.
10. All students who are not current Club members shall fill out and sign a Liability Waiver no later than the beginning of class, and the form must be submitted with the Training Report.
11. A facilities use fee is due for each student who is not a current member of the Club. The fee is \$10 per student for classroom use, and \$10 per student for range use, as appropriate.

12. Requests for reservations of Club facilities will be submitted to the Chair of the Training Committee or designated representative and will be granted on a first come, first served basis. Notice of cancellation of classes must be made in a timely manner, so that the facilities may be open for use by others. Instructors who repeatedly fail to notify of class cancellations will be subject to disciplinary action.
13. Instructors should inform their students that they are eligible for a \$25 discount towards Club membership within 90 days of successful completion of any course at the Club.
14. In addition to the current Club Range Rules and policies, Instructors will abide by the following while utilizing Club facilities:
 - a. The 7-yard Instructor Range may be reserved for the exclusive use of a class scheduled on the Club calendar. If this range is in use by other Instructors, a scheduled class shall take priority.
 - b. Instructors have the option of using the 50-yard or 100-yard ranges, and will manage the number of students on the firing line at any time so as not to limit the enjoyment of those ranges by Club Members. At all times, Membership use of these facilities shall take priority, unless the range is reserved by approval of the Board of Directors.
 - c. The Indoor Range is not available for Instructor use and may not be reserved for training. Use for special events may be granted by the Club Board of Directors on a case-by-case basis.
 - d. Classroom use is subject to posted occupancy limits.
 - e. It is the Instructor's responsibility to ensure that the facilities are cleaned up after each class. This includes removing all trash from the classroom and range (including targets and shotgun wads) to the Club dumpster and all brass to the brass buckets provided or taken with you. Do not leave targets stapled to target stands.
 - f. It is the Instructor's responsibility to ensure that the classroom and ranges are reset to their normal configuration; all target bases and stands, tables, chairs, and other Club property will be properly put away and rearranged as normal, and the white board will be cleaned after each class. Upon leaving the classroom, set the thermostats to "Run Schedule", turn off the lights, and lock the door.
 - g. Instructors are expected to be considerate of Club Members. If a Member wishes to come into the classroom to get out of the weather or use the kitchen or facilities, they should be allowed to do so as long as they are not disrupting the class.
 - h. At no time will a class be in a situation to limit Member enjoyment of their Club.
15. Failure to follow the above policies shall make the Instructor subject to disciplinary action, up to and including revocation of Instructor privileges and further action as directed by Club bylaws. This policy supersedes all previous policies with respect to Instructor eligibility or use of Club facilities for training purposes.

Contact the Chair of the Training Committee or the Club Board of directors with any questions or concerns. bod@mansfieldfish.com