

# OpSpec Training Host Guide

Thank you for expressing an interest in hosting an Operation Specific Training class. We look forward to working with you on this endeavor and are here to help in any way possible. This document outlines our requirements, as well as the responsibilities of you, the local host.

Your primary point of contact during the promotion of the class is our training coordinator.

Steve McGough

<https://opspectraining.com/contact-us/>

(860) 251-9324

If you have any questions about hosting the class or the *guidelines*, ensure you contact the training coordinator.

***We want to teach, and we do have the ability to be flexible.***

## Host Requirements

As the local host for our program, you are the primary liaison between OpSpec Training and the local range. Our primary concern is the range facilities, layout, rules, regulations, requirements and amenities.

For the efforts you make to promote and fill the class, your tuition for the class is waived. We do ask you to [register for the course online](#) so we have all of your contact information, but payment is not required.

Ensuring the class gets the minimum number of students is always our largest challenge. OpSpec Training will promote the class on the OpSpec Training websites, through our email distribution lists, via our social media pages, and via SIG Forum (<http://sigforum.com/eve/>).

OpSpec Training can provide you with an electronic PDF flyer you can print and distribute in person or via your postal distribution list. We strongly encourage you to:

- Request the class be promoted in local gun club newsletters and on their websites.
- Visit local gun stores to see if they are willing to promote training classes.
- Post the class opportunity online in local firearms forums and websites.
- Send out flyers to your postal and email distribution lists. (Not as effective or cost-efficient as email or forums.)
- Have students who have enrolled in the class promote the class themselves. Word-of-mouth is very important.

Costs you incur to promote the class are *generally* not reimbursable since your class tuition is waived. *Funding for promotion may be available, but must be approved by OpSpec Training in advance.*

OpSpec Training will coordinate and handle all communications with students to ensure messages are consistent. The training coordinator will work with you to create these communications.

**After Action Report** - We do ask the host to write up a course review that you share online with other prospective students and hosts.

As mentioned, our primary concern is range management communications. The following questions should be directed to the range representative who has the authority to answer and approve the class and dates. *Yes, some questions may seem somewhat strange or absurd, but you'd be surprised by some of the range rules we run into.*

1. Do you allow guest instructors?
2. What are the insurance requirements for the instructors teaching the class?
3. Does the range permit multiple shooters to be on the firing line, drawing from a holster and shooting at targets at the same time?
4. Is the range exclusively "cold" or do they permit a "hot" range? *For some of our advanced classes, we need facilities that permit a "hot" range.*
5. Does the range have any minimum student-to-instructor ratio requirements?
6. Does the range have any other rules or requirements related to instructors, assistant instructors or "range safety officers?"
7. What is the *width and depth* of the bay or bays we have access to? *See our Range Requirements below.*
8. Is there an onsite classroom we have access to? *Generally, we only need access to the classroom the first morning.*
9. Is there an additional fee to use the classroom?
10. Does the classroom have air conditioning and heat?
11. Does the classroom have chairs and tables?
12. Does the classroom have a projector and screen? TV Monitor? *Not necessarily required, but if they have it we'd like to know.*
13. Does the classroom have a whiteboard or chalkboard? Markers and or chalk? Easel with pad? *We really do need something to draw on.*
14. What time does the facility open and close?
15. What time can we start shooting and what time must we stop shooting?
16. Are bathrooms and/or porta-potties available at the range? Are the bathrooms and/or porta-potties regularly maintained and clean? Where are the restroom facilities in relation to the range?
17. Are there any limitations to shooting times on specific days? *As an example, some local ordinances or range rules do not allow live fire prior to noon on Sundays or holidays.*
18. What are the range fees per day or per student? Generally range fees are between \$10 and \$20 per student per day. \$25 per day is very high, and the amenities should be very good to charge that much.
19. Is there convenient cover at the range for shade and the student's gear? *If not, we'll need to ask students to bring chairs, tables and pop-up tents.*
20. Can students and instructors park in a location close to the range? What is the distance between parking and the range? Can vehicles be parked on the range?

21. Does the range have enough target stands? We will need one target stand per student, plus two target stands. For a class of 12, we would need 14 target stands. A class of 18 would require 20 stands.
22. Are cardboard targets included in the range fees? *Generally, IDPA or USPSA Metric targets are fine, but some classes have specific requirements for steel.*  
(Paper targets with a cardboard backer are perfectly acceptable. We would just need spray adhesive so we can easily put up new targets.)
23. If cardboard (or paper) targets are not included, can they be provided? If so, what is the cost per target or box of targets?
24. Are staples, a stapler, clips, tape, spray adhesive and spray paint available at the range?
25. Do they have a waiver that needs to be signed by participants?
26. Does brass need to be picked up by the students? *Our classes are considered "lost brass" programs as we prefer students not be required to pick up brass after a long day of shooting.*  
We will sweep-up brass in indoor ranges as it's easy to do.
27. Does the range have an emergency operation plan? If so, we'd like a copy of the plan so our staff members can become familiar with it.
28. Does the range have a first aid trauma kit on-site and available to students, instructors and staff? Do they have an AED?
29. What are the range conditions if it rains or snows? Specifically we are concerned about water drainage and mud.

## Range Fees

Range fees (if applicable) are **not included** in the class tuition, but are listed in the class announcement. Range fees are always collected in CASH by the host or range representative on the first morning of class.

If the range has a "per day" fee, we will divide the fee by the number of students to determine the payment. Students will be informed of the final range fee due one week prior to the start of class.

## Insurance

OpSpec Training is a fully-insured firearms training company and all of our instructors also have instructor liability insurance. Proof of coverage can be provided. OpSpec Training may request proof of coverage from the range facility.

## Student Enrollment

A **minimum of 12 students** is required for each class. (Eleven paid, plus the complimentary host.) Depending on the specific class being taught and the range facilities, the maximum student count will be between 16 and 24 students. *Accommodations can be made for smaller classes, but they may result in tuition fee adjustments.*

OpSpec Training will have at least two instructors on-site to ensure a live-fire student to instructor ratio appropriate for the student and class level.

## Range Requirements

The range must meet general best practices as a safe place to shoot with an appropriate backstop. OpSpec Training will not teach classes on open land where shooting happens “occasionally.” We only teach at facilities specifically for, and traditionally offering, firearms training.

The training coordinator will work with the host to clearly identify the location of the range and directions to the range. *If your range does not meet the requirements - but comes close - please inform us of the variation and we will see if we can make adjustments to our program. We want to teach!*

**Range Width** - The range width will determine the number of students we can have in the class. We need a *minimum of 3 feet per student*. As an example, if there are 12 students in the class, we need a *minimum width* of about 40 feet. If there are 24 students in the class, we need a minimum of about 80 feet.

All of our programs have a “dry” component where - as an example - students are practicing dry-fire, pistol draws and press outs. During these exercises, all students are on the line at the same time. In general, when we go to live fire, half of the line steps back to reload, hydrate and act as a coach for the student shooting live.

**Range Depth** - Range depth requirements vary depending on the class being offered.

- Practical Fundamentals (pistol) - Minimum 25 yards.
- MOAC (pistol) - Minimum 100 yards.
- Rifle Classes - Minimum 100 yards.

**Targets and Target Stands** - We do need a target stand for each student. Stands should be in good condition and be configured to hold a standard USPSA Metric, IDPA, or other cardboard/paper target.

Clips and/or staples should be available to mount the target to the stand. Wood strips should be available and in good condition at the start of the class. If no clips are available, we will need to have a stapler and proper length staples. A few rolls of tape should be available to tape targets.

In general, the *consumables* (targets, wood, spray adhesive, spray paint, tape, staples...) *are included* in the range fees paid. If this is not the case, we need to know in advance so we can order and ship the needed consumables to you before the class. If we have the opportunity to buy the materials from the range, we are open to that option.

If we are sending targets to the host or range in advance, we will need to know what type of target backers you have. We will send either cardboard or paper targets, depending on the type of stand and backing.

The number of targets needed per student varies depending on the class. For Practical Fundamentals and most of our other classes, we generally need two to three targets per student, per day.

**Safety Areas/Safe Table** - For each class, we require a **designated safe area** appropriate for the size of the class. The safe area should be conveniently placed and easily identified with a sign. The safe area should include a table with the safe direction and boundaries clearly shown. **No live ammunition will be permitted in the safe area.** Students will use the area for the following activities:

- Casing, uncasing, and holstering unloaded firearms.
- Practice the mounting, drawing, “dry-firing” and re-holstering of unloaded firearms.
- Practice the insertion and removal of empty magazines and/or to cycle the action of a firearm.
- Conduct inspections, stripping, cleaning, repairs and maintenance of firearms, component parts and other accessories.

**Competition Classes** - For our competition-related classes, we must have access to shooting bays allowing shooters to shoot up to the 180-degree line.

**Multi-Day Classes** - We prefer to stay on the same range for the entire duration of the class.

**Specific Requirements for MOAC** - OpSpec Training’s premiere MOAC class does have *specific* range requirements.

- For each student, we need one (1) three-quarter size USPSA/IPSC steel target (or equivalent) with appropriate heavy duty steel base. The target is commonly referred to as a standard USPSA Metric target without the D zone. If the stand includes a 2x4 between the steel target and heavy duty base, additional 2x4s should be available during the class. (No cardboard targets are used during this class.)
- MOAC can only be taught at an outdoor range.
- The range facility must allow a “*hot range*” during the class.
- We need a 50 yard range for four days, and access to a 100 yard range on one day. We prefer to teach the class on the same range, all five days. Therefore, we prefer a 100 yard range for the entire class.
- We need a minimum range width of 3 feet per student. (12 students requires a width of about 40 feet.)
- We need decent spray paint available for the steel targets.

**Indoor Ranges** - At an indoor range, we need a minimum of 12 lanes and a depth of 25 yards. The range should offer an open floor plan and allow for students to be on a firing line in front of any permanent shooting stalls. If the facility does not meet these requirements and you have no other option for the class, *contact the training coordinator to see if a class can be adjusted to fit your range.*

## Local Accommodations

For every class, we frequently have students flying or driving in from outside the area. The range facility should be convenient to decent food and lodging choices. Ideally, the host hotel or hotels should be no more than 20 to 25 minutes from the range.

We ask the local host to suggest reasonably-priced, clean and appropriate accommodations in the area. A hotel with free hot breakfast in the morning is always appreciated by students.

In some cases, hotels may be willing to offer a discount rate *if you ask them*. Let the hotel know you have a class scheduled in the area, with guests coming in from out-of-town. They frequently will set up a discount code if you promote the hotel as the “host hotel” for the specific event. We will certainly promote the hotel as the “host hotel” and indicate there is a discount code available. When appropriate, the instructors will stay at the host hotel.

## Lunch Breaks During Class

Each class will have a one hour lunch break. Fast food options - including more healthy options like Subway - should be located no more than 10 minutes away.

If the range is more remote and there is an option for a catered lunch (sandwiches, pizza, salads, drinks, snacks...) we are certainly open to that opportunity. We can coordinate with students in the class and let them know about the costs in advance. Payments for a catered lunch will be collected by the host from the students in cash.

The host will coordinate the catered lunch, but we will communicate with the students concerning special dietary requirements or requests and we will provide that information to the host in advance.

## Class Payments

A deposit is required from all students to hold their spot in the class. Deposits vary depending on the specific class, but for the two and three day classes, a deposit approximately equal to one-day of training is required.

Balances are due no later than 30 days prior to the class.

Our four and five day programs will have an option to make payments over time.

*If a class does not meet the minimum number of registered students - with deposits paid - within 30 days from the program or if there is another issue at that time, the class may be canceled. A full refund of all payments made to OpSpec Training will be issued to the students within 10 business days.*

*Registering for the class online is required. During the registration process, students are asked specific questions and they indicate they have read and understand OpSpec Training’s cancellation policy.*

## Ammunition

We frequently have students fly in or drive into classes. We occasionally have students ask if they can ship ammunition or firearms to the range or to the host. If you have the capability to handle this, students would appreciate it. *It is not a requirement for the host.*

We do have an arrangement with an ammunition manufacturer to drop-ship ammunition to the host, range or safe location. Students would purchase ammunition - at a discount - from Operation Specific Training and the ammunition will be sent in one order to the location. If you have the capability to handle this, students would appreciate it. *It is not a requirement for the host.*

If the ammunition is shipped, we will need the host to provide a safe and secure location for the order to be stored prior to the class, and the host will need to have the ability to bring the ammunition to the range on the first day of class. We would arrange for the ammunition order to be shipped so it is received about one week prior to the start of class.

## Overview

Although this document is comprehensive, it may not include all the information you need. If you have any questions, contact the training coordinator.

If your range or range officials have any questions concerning the programs we offer, we are happy to answer any questions. Have the questions emailed to the training coordinator or call the training coordinator directly.

Thank you!