



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 and the responsibilities of you, the local host.

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

Steve McGough

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

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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 ask you to [register for the course online](#) so we have all 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, social media pages, and SIG Forum (<http://sigforum.com/eve/>).

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

- Request the class be promoted in local gun club newsletters and websites.
- Visit local gun stores to see if they can 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 promote the class themselves. Word-of-mouth is critical.

Costs you incur to promote the class are *generally* not reimbursable since your 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 consistent messages. 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 can answer and approve the class and dates. *Yes, some questions may seem strange or absurd, but you'd be surprised by some 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 simultaneously?
4. Is the range exclusively "cold," or do they permit a "hot" range? *We need facilities that permit a "hot" range for some of our advanced classes.*
5. Does the range have any minimum student-to-instructor ratio requirements?
6. Does the range have any other rules or requirements for instructors, assistant instructors or "range safety officers?"
7. What is the *width and depth* of the bay or bays? *See our Range Requirements below.*
8. Is there an onsite classroom? *Generally, we only need access to the classroom on 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 we'd like to know if they have it.*
13. Does the classroom have a whiteboard or chalkboard? Markers and or chalk? Easel with a pad? *We 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?
16. Are bathrooms or porta-potties available at the range? Are the bathrooms 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? *For example, some local ordinances or range rules do not allow live fire before noon on Sundays or holidays.*
18. What are the range fees per day or student? Generally, range fees are between \$15 and \$25 per student daily. \$30 per day is very high, and the amenities should be outstanding 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 need to spray adhesive to set new targets.)
23. Can cardboard (or paper) targets be provided if they are not included? 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 to be required to pick up brass after a long day of shooting.*
We will sweep up brass in indoor ranges as it's easy.
27. Does the range have an emergency operation plan? If so, we'd like a copy of the plan so our staff members can familiarize themselves.
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 before the start of class.

Insurance

OpSpec Training is a fully-insured firearms training company, and 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 paid 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 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 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 adjust our program. We want to teach!*

Range Width - The range width will determine the number of students in the class. We need *4 to 6 feet per student*. For example, if there are 12 students in the class, we need a *minimum width* of about 50 feet. If there are 24 students in the class, we’d prefer about 100 feet of width.

We will almost certainly break the class into two groups for larger classes. So with a class size of 24, we’d break it up into two groups of 12. Only 12 students would be shooting on the line at any given time.

All of our programs have a “dry” component where – for example – students practice dry-fire, pistol draws and press-outs. During these exercises, all students are on the line simultaneously. 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 prefer having a target stand for each student. Stands should be in good condition and configured to hold a standard USPSA Metric, IDPA, or other cardboard/paper target.

Clips 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. We will need a stapler and proper-length staples if no clips are available. 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 range fees paid. If this is not the case, we need to know beforehand to order and ship the consumables to you before the class. If we can buy the materials from the range, we are open to that option.

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

The number of targets needed per student varies depending on the class. For Practical Fundamentals and most 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 class size. The safe area should be convenient and easily identified with a sign. The safe area should include a table with a clear safe direction and boundaries. **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 inserting and removing empty magazines or cycling the action of a firearm.
- Conduct inspections, stripping, cleaning, repairs and maintenance of firearms, 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 class duration.

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

- Each student needs one (1) three-quarter size USPSA/IPSC steel target (or equivalent) with an appropriate heavy-duty steel base. The target is commonly called 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 for one day. However, 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 width of 5 to 6 feet per student. (12 students require a width of about 60 feet.)
- We need decent spray paint for the steel targets.

Indoor Ranges - We need a minimum of 12 lanes and a depth of 25 yards at an indoor range. In addition, the range should offer an open floor plan and allow 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

Every class frequently has students flying or driving in from outside the area. Therefore, the range facility should be convenient for decent food and lodging choices. Ideally, the host hotel or hotels should be at most 20 to 25 minutes from the range.

We ask the local host to suggest reasonably-priced, clean and appropriate accommodations in the area. Students always appreciate a hotel with a complimentary hot breakfast in the morning.

Sometimes, hotels may 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 promote the hotel as the “host hotel” and indicate a discount code. 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 healthier options like Subway - should be at most 10 to 15 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. The host will collect cash payments for a catered lunch from the students.

The host will coordinate the catered lunch, but we will communicate with the students concerning special dietary requirements or requests and 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 course.

A deposit of approximately one day of training is required for the two and three-day classes. Our four- and five-day programs will have the option to make payments over time.

Balances are due by 30 days before the class.

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, 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. Students occasionally ask if they can ship ammunition or firearms to the range or the host. If you can handle this, students would appreciate it. *It is not a requirement for the host.*

We **may be able to arrange** 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. The ammunition would be sent in one order.. If you can 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 before 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 before the start of course.

Overview

Although this document is comprehensive, it may not include all the necessary information. 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!