



Hosting Guide

Thanks for considering hosting us for a course! We really appreciate it and understand that organizing a class is quite an undertaking. To help you out, we've put together a list of the basics to use as a handy reference. If we didn't mention something, or if you have questions, email us! We'll be eager to help, and it helps us improve this guide for others in the future.

General Requirements

When we partner with a local host to offer a class, there are several things we need the local host to do. Here's a summary:

1. Advertise and market the class locally.
2. Arrange a classroom and range location, and ensure we have access to the necessary equipment.
3. Advise any interested students to register directly with Citizens Safety Academy via email, social media, or our website. CSA will collect tuition, issue refunds (if class is canceled), maintain the roster and waitlist, and answer student questions that you aren't comfortable answering.
4. Act as the students' local liaison for any questions or additional information.
5. Check in with students frequently to make sure there are no conflicts and ensure they have all the information they need (ie: the range location, any site-specific equipment needs or protocols, etc.).
6. Keep the communication lines open and responding to our phone calls, texts, and emails promptly.

If you have questions or special circumstances, or if you do not believe you'll be able to fulfill any of the requirements listed above, please contact us immediately. Together, we'll come up with a solution. The sooner we figure it out, the better.

Getting the Word Out

We'll need the local host to pull together a group of people for the course. This is best done by getting the word out to your friends and other defense-minded people, at local ranges and events, and on social media. We will promote on our website and social media, but you know your market better than we do. We will need your help to make it successful. We prefer to limit classes to 12 students. (16 students may be possible if the classroom and range can comfortably and safely accommodate that many students.)



Ranges

The local host is also responsible for securing a suitable range for the live fire portion of the course. We will need to have exclusive access to the bay where we will be shooting. The bay must meet ALL the following criteria:

1. Must have a safe downrange backstop of adequate height, width, and depth (thickness) to stop all fired rounds. Side berms are strongly preferred, but we can work with a bay with open sides if necessary.
2. Must be wide enough to comfortably fit at least 7 shooters on the firing line at a time. Fitting 10 shooters is preferable, but we can work with 7 at a minimum.
3. Must accommodate a maximum distance of at least 15 yards. 25 yards is preferable.
4. Must have reasonable clean, working, readily accessible restroom facilities.
5. Must have workable target hangers (or stands). If not, let us know and we may be able to bring our own.

Classrooms

The local host will need to secure a suitable classroom facility for the course. On site of the range is preferred, but we can work with offsite if it isn't too far from the range. We will need to have exclusive access to the room where we will be teaching. The classroom must meet ALL the following criteria:

1. Must be large enough to accommodate the maximum number of students allowed for the course.
2. Must include individual seating for the maximum number of students for the course, plus seating for at least two instructors.
3. Must include writing surfaces for every student and a spacious display table for the instructors
4. Must include a projector screen, white board, large screen TV with HDMI input, or clear white wall onto which we can project the PowerPoints for the course. Projection space must be large enough for students in the back of the room to easily see and read the slides.
5. The furniture must be movable, and you agree to secure permission for us to rearrange tables and chairs as needed to best facilitate instruction (we agree to return the room to its original state after the coursework concludes).
6. Must have reasonable clean, working, readily accessible restroom facilities.
7. Must have safe, reliable electric power sources, must be temperature controlled, and must have adequate lighting for students to see, read and write comfortably.



Before Registration Opens

There are several details we need to be sure to iron out as early as possible - but certainly *before* registration opens (because they could affect the scheduling and price of the class). Here's what we need the local host to do before we start accepting registration fees for the class:

1. Take the lead on communication with the range/classroom and reserve both the range space and the classroom facility before registration opens for the course, ensuring there are no scheduling conflicts, and the space is available for our exclusive use.
2. Arrange for us to have access to both the classroom and range for pre-course setup 3 hours before coursework begins. One day before is preferable, but we can work with a few hours.
3. Send us photos of the range and classroom unless we have already seen them both in person.
4. Inform us of any applicable fees for using the range/classroom so we can figure out how to pay them in advance. If additional fees must be passed on to the student, let us know as soon as possible. need your help to make it successful.

We hope this helps. If you have any questions or concerns about anything above, please email us at Info@CitizensSafety.com. We really appreciate your interest in hosting us and hope we can work together very soon.

All the best,

Aq & Tiff

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