HOSTING INFORMATION

Thank you Inquiring about hosting a Lane Shooting and Training Class

LSAT classes are geared toward people who already shoot competitively, and have a good

understanding of USPSA/IDPA safety rules. The class curriculum that you select can be modified from existing formats and adapted by request. Typically it is a 2 day class from 8 AM to 5 PM, but this varies based on class flow and range rules

HOST RESPONSIBILITIES

I. Secure a venue

A. The host needs to locate a range with the appropriate bays.

1. Two bays are preferred for each day, but one bay can work if

absolutely necessary.

2. One bay will have a stage built and left up for the two days, and the other

is used for static drills/firing-line work.

B. The host needs to secure appropriate props for the class.

1. Paper targets, pasters, and steel targets.

2. Standard USPSA props like walls and fault lines.

II. Handle Student Registration

A. The host will handle registration for the class and maintain a list of students in the

class.

B. The host will collect payment for the class from the students.

1. The host will collect half of the money as a deposit at the time of

registration, and then 45 days before the class date collect the other half.

2. This money should be collected by the organizer, not sent to Me directly

(there are too many classes going on for that to be really practical).

III. Communicate details of the class to the students

A. The host serves as the primary point of contact for the students.

1. It is best practice to send an e-mail out to every student in the class upon

registration explaining details of the itinerary, dates, location, etc.

2. A mass e-mail a week or so before the class serves as a good reminder

for the hours of the class, lunch plans, etc.

B. The host will be the one to maintain contact with Mason regarding the class to

ensure everyone is on the same page.

IV. Refund Policy

A. Cancellations must be made prior to 45 days before the class, or they will be non

refundable.

B. Cancellations made within 45 days of the class may only be refunded if the slot is

filled by another student.

C. The refund policy is necessary to ensure a set amount of travel pay that brings

the instructor to the class.

V. Range Fees

A. Range fees should be set up by the organizer.

B. The student's tuition price may be increased by the organizer to cover the cost of

the range fees, or obtain the range fee from the students directly.

C. Many ranges offer discounts for class settings, and the organizer should set that

up if possible.

VI. Lunch Options

A. Students cover the cost of their own meals.

B. Leave the range to go to a close restaurant for a quick lunch.

C. Have the students pack a lunch.

D. The host may organize catering to the range.

E. All of these options are fine by me, but the host can help determine the best

option for that range based on food availability in the area.

MASON’S RESPONSIBILITIES

I. Arrange Travel

A. Mason handles all the details of his own travel.

1. Airline tickets

2. Rental cars and fuel

3. Hotel rooms

4. Food, etc.

B. Of course, having the host give some pointers is appreciated, but it is

not necessary.

II. Set-up

A. Mason arrives on the range the afternoon before the start of the first day of class

to set-up.

B. It is critical that a keyholder for the range/props is on site to give access to the

materials needed for set-up.

C. Assistance with set-up/tear down is appreciated, but not necessary.

III. Insurance

A. LSAT carries an instructor insurance policy.

B. Proof of insurance can provided upon request.