

# NROI RANGE MASTER INSTRUCTOR SELECTION POLICY

## Range Master Instructor is a Certification Level

### REQUIREMENTS FOR ADMISSION

(What does it take to get in?)

- RM certification for a minimum of 3 years
- Teaching or training experience
  - How long?
  - What and where?
- Work record on file and up to date, detailing all match experience at any level, RO, CRO, RM, Stats, MD
- Match Director Experience
  - What levels, how many competitors, problems?
- Ability to travel
  - at least 3 seminars/year; Nationals, Conference—may be more in first year while training
- Communication skills (demonstrative)
  - Can they write coherently
  - Can they speak in public
- Tech Savvy enough to use our systems
  - Guest setup in our LMS, file systems, PowerPoint, Google Meet, etc.
- Any Complaints/Discipline/"off the reservation" behavior?
- Good USPSA representative/ambassador?
  - At least 5 references
- Application Process
  - Application, including USPSA resume'
  - Essay covering why the candidate desires to become an instructor and their personal views on what that entails
  - Preparation and delivery of a presentation using a topic we choose
    - Virtual or in-person
  - Credentials and References check
  - Interview
    - Virtual or in-person
  - RMI corps input
  - Decision
    - Acceptance by unanimous vote of active RMI

## REQUIREMENTS FOR STAYING IN

(How to maintain RMI certification)

- Follow the code of conduct (separate document, included)
- Teach at least 3 seminars/year, with only one of the three being local, after being qualified to instruct by DNROI)
- Work at least one Nationals/year at any position
- Contribute at least one blog post/year, and/or one USPSA Magazine article
  - DNROI/ADNROI/USPSA Magazine Editor can edit
  - Magazine article will be paid by word, as usual
- Complete any continuing education assigned
- Complete exam if required
- RM at a level II or III match, at least one per year (this may depend on availability and may be replaced with an exam)
- Mentor at least one RM candidate/year (depending on number of applicants) once qualified to instruct by DNROI
- Support, teach, and not vary from the current accepted program of instruction, all levels
- Review of seminar evaluations by DNROI/ADNROI
- Team player (disagree in private, united front in public)
- No public (match, seminar, or otherwise) criticism of the other instructors, Match Directors, Board of Directors, or competitors (discuss any issues as a group if necessary)
- Adhere to the Range Master Instructor Policy

## HOW TO LEAVE THE PROGRAM

(How to get out whether you want to or not)

- Resign
- Retire (we do maintain one Emeritus instructor at present)
- Be removed/decertified
  - For cause
  - Majority vote of the current RMI group
  - DNROI implements decision
- For?
  - Egregiously bad behavior—loss of USPSA membership is automatic
  - Loss of RM certification
  - Continual bad evaluations after counselling
  - Continual (after counselling) public criticism of other instructors, organization, management, BOD, matches, vendors, etc. (This is not an all-inclusive list)
  - Failure to maintain requirements for retaining certification (without reason and approval by DNROI in consultation with RMI corps)
  - Incident report/Request for Discipline that warrants termination of membership by the BOD

- Who makes the decision?
    - DNROI+RMI Corps+BOD for NROI disciplinary issues
    - BOD if termination of membership is involved (automatic)
  - What's the process?
    - Written complaint required (not solely via email message, but can be attached document)
      - Incident report, investigated and confirmed through existing discipline policy
      - Other: written report from DNROI, ADNROI, other RMI, USPSA Admin (e.g, having to get our "HR" person involved)
      - Conviction of any criminal activity. Restraining orders, etc. to be evaluated individually for merit
    - Written Complaint
      - Originates from member, RMI, USPSA Admin, USPSA Employee, BOD
      - Evaluated by DNROI/ADNROI for merit, or investigatory team of other RMI formed
      - Opportunity to respond to complaint, but not to the complainant
      - Can be an incident report/request for discipline or another type of written document—email is not acceptable, except to deliver the document)
        - Requires witnesses, corroborating evidence (email, written notes, video, audio, photographs). "I observed..." with dates, times, location, etc.
- (The NROI Discipline policy can be found here: [Range Official Discipline Procedure](#))*
- Ultimately, removal from the RMI corps is a loss of certification
    - Removal results in recertification at RM level, unless a lower level or de-certification is warranted
    - If removed:
      - Certification level lowered or rescinded
      - Surrender RMI jerseys/other RMI identified materials
      - Lose LMS privileges, lose RM group privileges if new certification level is lower than RM or rescinded
      - Surrender any USPSA credit cards
      - Surrender any records (sent to DNROI)