

DETAILS FOR PUTTING ON A HIGH POWER RIFLE MATCH

At the Eastern Nebraska Gun Club

RANGE AND EQUIPMENT PREP (to be accomplished no later than Thurs. eve. before match date)

- Work party-Mowing and weed cutting at firing points and berms, weed removal in front of number boards. Also around stat trailer and parking areas, if possible.
- Empty trash barrels in the pits and at the 600 yard line.
- Inventory and restock pit boxes-spotters, pasters, chalk, towels. Clean rapid-fire scoreboards.
- Inspect and repair as needed all targets and carriers. Recenter targets, as needed.
- Assure there will be enough target centers, paste, water for paste, and oil for carriers in the trailer for the match. ****Bill Keil has the extra supplies.****
- Insure first aid kits are available and stocked.
- Coordinate who is providing food and sodas (if required and within budget).
- Make sure someone is bringing the two water jugs (10 gallons) and cups.

STAT OFFICE DUTIES BEFORE THE MATCH (before match day)

- Load laptop PC, printer, power cord, printer cable.
- Extension cord and Power strip.
- Printer paper.
- Secure scorecards & pit rotation cards/sheets.
- Clipboards
- Pens
- Stapler
- Radios
- Stop watches

STAT OFFICE DUTIES BEFORE THE MATCH (match day)

- Unlock and open Range Office (Stat Trailer) Combo 3717.
- Unload and set up laptop PC, printer, power cord, printer cable, and paper.
- Register and sign-in competitors.
- Collect match fees.
- Have competitors sign the waiver/ENGCC "paid" income form.
- Hand out scorecards & pit rotation cards/sheets.
- Squad competitors (Squad experienced competitors to be designated as "pit bosses")
- Direct competitors to the assembly area (firing line), and instruct on parking location.

MATCH DAY

Arrive at range 1 ½ hours before shooting start time. Unlock gate and put up "Match Today" sign.

- Unlock pit trailer (key).
- Unlock and oil carriers (combo 9991). Ask early arrivers to help set up the pits.
- Place water jugs on the firing line and in the pits
- Place first aid kits on the firing line and in the pits.
- Place pit boxes on "cat walk".
- Put up the 3 Range flags.
- After all entries have checked-in and received their squadding assignments, find out what targets will be used.
- Get range commands script and relay sheet from the Stat Office.
- Get the 2 stop watches and radios from the Stat Office. One stop watch and radio to the pits; One stop watch, radio, and range commands script to the Line Officer
- Have targets recentered before putting away. Move to AFTER THE MATCH

Gather competitors together for pre-match ceremony and briefing. Chief Line Officer will give safety briefing and explain how he will call the match (when you can take equipment and rifles to and from the line, brass call, etc.). Keep the match moving. Don't allow wasted time, but don't overly rush competitors.

AFTER THE MATCH

- Ask for volunteers to help:
 - Empty trash barrels.
 - Take down range flags.
 - Close up the pits
 - Assure that everything is locked
 - Things that do not remain in the trailer between matches (safety glasses, oil, extra centers, first aid kit, water jugs) are brought to the stat trailer.
- Prepared to run the awards ceremony and announce the winners. Sign certificates, as required.
- Tabulate scores and produce match bulletin. Determine winners and hand out cash awards after awards ceremony. Assist with the names and scores for the certificates.
- Prepare final score sheets to hand out to competitors.
- Check in with Range Officer, if onsite, or check ALL ranges for non-members before locking the gate.

STAT OFFICE DUTIES

- Send match schedule to all potential competitors on the contact list.
- Arrange for scores, programs, reports to be posted on a website.
- Maintain complete contact list of all competitors (with NRA numbers).
- Assure that all potential competitors receive a copy of the upcoming NRA match program.
- Assure that all sanctioned matches have been approved by the NRA and CMP as required.
- Post program and NRA sanction notice.
- Pre-register and sign-in competitors. Collect match fees. Squad competitors. Squad experienced competitors to be designated as "pit bosses".
- Tabulate scores and produce match bulletin. Determine winners and hand out cash awards after awards ceremony. Assist with the names and scores for the certificates.
- File all NRA and CMP reports as required.
- File all income and expense vouchers with the club treasurer at the next club meeting.

ADMINISTRATIVE PAPER WORK

- Prepare match schedule (late in the year for the next year).
- Prepare budget (late in the year for the next year).
- Prepare match programs (early in the year).
- ENGC Income report.
- ENGC Expense report.

CMP

- Request for matches (Dec – Jan)
- Prepare match report
- Prepare match score cards to send to the CMP.
- Match fees

NRA

- Request for matches (Dec – Jan)
- Prepare match report with:
 - Name
 - Address
 - NRA number of competitor
 - Number of shots fired
 - Score (not X count)
- Match fees

To put something in the Omaha World Herald, contact: David Hendee, david.hendee@owh.com