

# Match Director's Check List (JAN 23)

## Before Match check on following:

**John Skowron keeps track of items 2 thru 6, you may check w/him on status (919) 605-9940 or jaskowron@att.net**

1. Bring a copy of the match program to the match (print from NSSC website).
2. Get lock combination for bunkers from John Skowron – (919) 605-9940 or jaskowron@att.net
3. Targets and repair centers.
4. Pastors.
5. Target paste and water to make it.
6. Entry and Score cards. (Handled by stats person (Jane), score cards kept in file cabinet).
7. Check that you have someone to handle Registration and Squadding. Contact Jane Green to confirm she will be there (919) 690-0817, jgreen6147@gmail.com.  
If unavailable, contact John Skowron.
8. Make arrangements for pit and line operation help. At minimum, you must have two designated RSOs (Match Director plus one other) and a designated Medic on the line at all times.
9. Contact John Ayala at (919-720-0078) for a minimum of two juniors to assist w/Shotmarker E-Systems in the pits and on the line. The one working the line may be the RSO or Medic if qualified. Request assistance from 1-2 NSSC club members (System Manager (s)) to set up and manage the Shotmarker E-System. John Skowron knows those that are qualified.

## Practice/Sight in Day

1. Go to Range Control - Sign for range. Practice traditionally starts at Noon.  
You will need everything that is needed for a match day (see below).
2. Don't get concerned if you are not available to run practice. There is usually someone available on/at the range that can do it. Coordinate w/ Norm Crawford if you can/cannot be there on practice day.
3. Fri/Sat, **setup all 16 Shotmarker Systems**. They will remain up until match completion on Sun, providing there is no significant amount of rain or severe weather forecast.
4. IOT not under or over utilize some systems squadding on Sat will be from target 10 to 25. On Sun it will be reversed starting from target 25 to 10.
5. **ON FRI ONLY**, set up a paper target on **Target 30** for those that don't have zeros to get a zero. **DO NOT LET ANYONE W/O A ZERO SHOOT ON THE E-TARGETS UNTIL THEY ARE ON THE PAPER TARGET.**

## Practice/Match Day

1. You are the Officer in Charge (OIC). When opening the range you may have to provide the last four numbers of your social security number.
2. Appoint a Range Safety Officer (RSO). You may have to provide his name and last four numbers of his SS# when opening the range.
3. **Make sure you have a Medic. If Jane is there it's her. If not, appoint two CPR qualified individuals. Make sure they are on different relays and available on the line.**
4. Appoint a 3-man Jury with the foreman being a NSSC member for NRA Registered matches when no NRA Referee is present.

5. Go to Range Control - Sign for range. You can sign for the range on Fri. (Range Control opens 7:00 AM). Range Control will issue you the following items:
  - Range Control Radios (1 or 2).
  - Key for target control booth and latrine.
6. Range Control will meet you at the control booth to inventory items in the booth. Wooden box with 3 range flags, copy of Range 4 SOP and other items (Note: These now stay in the control booth). Leave the red flags in the shed and use NSSC's red flags.
7. Put up the Red range flags at Gate 17 (Entrance to Range 4), at the yard line being fired and at the pits. Take them down at the end of day, do not wrap around pole.
8. Put up the Red and Yellow/White wind flags. Flag pole holes are located:
  - 200 yds - 3 ft left of the Tgt 8 and 1 ft right of the Tgt 27 marker.
  - 400 yds - 4 ft left of the Tgt 8 and 4 ft right and 3 ft forward of the Tgt 27 marker.
  - 600 yds - 4 ft left of the Tgt 10 and 1.5 ft right and 1 ft forward of the Tgt 27 marker.
  - 800 yd - 5 ft forward of the Tgt 8 and 1 ft forward of the Tgt 28 marker.
 After the first day of a two day match, lay the flags on the ground until the next morning.
9. In the pits, at the Target Control Booth, plug in the power strip (make sure it's on). The control box switches must be in the "OFF" or local position for pullers to use them.
10. Take the orange cone from the control booth, place it in road at the firing line to block traffic.
11. Pick up and take Club PA system to firing line (**PA SYSTEM USE IS MANDATORY**).
  - Take one or two speakers, microphone and extra batteries to the line depending on number of shooters. (NOTE, WE CAN NOW USE THE HAILERS ON THE LINE)
12. Take extra score cards and the orange box to the firing line.
13. Take the first aid kit to the line w/you.
14. Take radios to firing line (Range Control radio set to channel #1, Pit/Line radios set to Channel #1. Use channel 2 to give commands. Bring extra radio for backup incase communication is lost.
15. Ensure left and right gates on road crossing range between 500 and 600 yd lines are closed and locked before moving to 600 yds and beyond. (Call Range Control and let them know you are moving to 600, so they can lock them.
16. Ensure the gate at range 4 entrance (1000 yd line) remains closed during firing.

### **Match Conduct Does and Don'ts**

1. Give Safety Brief. Read safety brief contained in this book. Ensure all are present and paying attention. **Ensure both line and pits are briefed prior to start of firing.**
2. Contact Range Control – Request to go hot. **Use format contained in Butner Range SOP. Reminder: You may have to provide your and the RSOs name and last 4 of SSN.**
3. Matches will be shot in the order listed in the program. Program changes will be posted on the NSSC webpage. When the situation dictates, the match director may make changes immediately prior to start of the match. **The match director will post a note of the change (this may be a handwritten note) in the pits and brief all shooters on the change.**
4. Match relay change over: (**Match Directors will not infiltrate relays**).
  - We will have 3 or 4 relays depending on the number of participants.
  - Relay 1 shoots first on Sat and relay 3 on Sun.
  - Ensure squadding is from target 10 to 25 on Sat and reversed on Sun from target 25 to 10.
  - This ensures we don't under/over utilize some Shotmarker Systems.**

It may be necessary to send several people to the pits to help reface targets between relays.

5. NRA High Power Rules will govern the conduct of the match.
6. Match Commands will be in accordance with NRA or CMP rule book and match commands contained in this book. **(Match Directors will not use block times/combine prep and firing time.)**

### **When Match is Complete**

1. Task someone to clean 600 yd latrine.
2. Contact Range Control - Notify them the range is cold, provide number of personnel trained and number of rounds fired (estimate if necessary). Note: final report will contain total rounds fired. Jane will provide this information.
3. Ensure targets are refaced and returned to bunker. Task someone to oversee this.
4. Raise target carriers until they are 12 inches off the bottom switch (3 ½ feet off the ground).
5. Unplug power strip and antenna plug in the control booth in the pits.
6. Collect radios (make sure to place radios in charger).
7. Take down all wind & range flags, task several people to do it, place flags in bunker.
8. Ensure trash is picked up and trash barrels are dumped in dumpster.
9. Ensure bunker is clean, targets and pit boxes are put away properly.
10. Make list of any supply shortages and report them to Jane/Tom Green.
11. Lock bunkers.
12. Check out with Range Control when Range Control inspects the range.
13. Provide match report to John Skowron.
14. If you are authorized a hotel, provide the receipt to Tom Green for reimbursement.

## **NSSC Match Report**

Date \_\_\_\_\_

	Friday	Saturday	Sunday
No. of Competitors	_____	_____	_____
Total No. of Rounds Fired	_____	_____	_____

Any supplies needed for next match:

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Target carriers that need to be repaired, and why:

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