

Match Director's Check List (Dec 17)

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, janemariegreen@embarqmail.com.
If unavailable, contact John Skowron.
8. Arrange for club radios to be at the range. Contact Tom Green at (919) 690-0817, tbgreen@embarqmail.com.
9. Make arrangements for pit and line operation help. Can be done either before the match or the morning of the match. Request match operations assistance from four NSSC club members who will be shooting on the same target. NSSC will pay for target puller service as compensation.

The 4 shooters on club target - The two not shooting, one runs pits, the other helps run line.

If no club puller is available, pick 1 or 2 targets (as needed), have one person pull target while the other runs the pits.

Championships/Regional's or matches with large turnout may require 2 club pullers, 8 helpers.

If available, a non-shooting Pit Boss helps maintain consistency and helps match run smoothly (check with John Skowron on availability).

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.

Match Day

1. You are the Officer in Charge (OIC). When opening range you may have to provide last four numbers of your social security number.
2. Appoint a Range Safety Officer (RS). You may have to provide his name and last four numbers of his SS# when opening the range.
3. Appoint a 3-man Jury with the foreman being a NSSC member for a NRA Registered matches when no NRA Referee is present.
4. Go to Range Control - Sign for range. You can sign for range on Fri. (Range Control opens 7:30 AM). Range Control will issue you the following items:
 - Range Control Radios (1 or 2).
 - Key for target control booth and latrine.

- Wooden box with 3 Red range flags and copy of Range 4 SOP (Note: These now stay in the control booth).
- 5. Put up Red range flags at Gate 17 (Entrance to Range 4), at the yard line being fired and at the pits. Take down at end of day, do not wrap around pole. If range on left of range 4 is hot call range control, have them contact that range and have them put their flag up at entrance to range 4. If range control wants you to leave our issued flag up be insistent on taking it down (We have had to replace 3 flags in last year that did not get back to us).
- 6. Put up Red and Yellow wind flags. Flag pole holes are located:
 - 200 yds - 2 ft left front of Tgt 21 and 3 ft right of Tgt 36 marker.
 - 400 yds - 2 ft left front of Tgt 21 and 3 ft right front of Tgt 35 marker.
 - 600 yds - At Tgt 21 and between Tgt 35 - 36 marker.
 - 800 yd - 2 ft forward of Tgt 22 and 1 ft forward of Tgt 36.
 After the first day of a two day match, lay flags on the ground until the next morning.
- 7. 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.
- 8. Put up antenna extension (red board w/antenna attaches to target lifter/usually sitting in corner of bunker). Remove antenna from radio and attach cable to radio.
- 9. Pick up and take Club PA system to firing line (**PA SYSTEM USE IS MANDATORY**). Take one or two speakers w/microphone and extra batteries to the line depending on number of shooters.
- 10. Take extra score cards and yellow box to the firing line.
- 11. Take radios to firing line (Range Control radio set to channel #1, Pit/Line radios set to Channel #5, keep one for backup incase communication is lost).
- 12. 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, or let them know they're already locked).

Match Conduct Does and Don'ts

1. Check both flag lines at each yard line prior to commencing fire, **insure shooters are not squadded on the firing points immediately left and right of the flag lines** (bullets destroy flag/detract from scores).
2. 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.**
3. Contact Range Control – Request to go hot. **Use format contained in Butner Range SOP. Reminder: You may have to provide yours and RSOs name and last 4 of SSN.**
4. Matches will be shot in the order listed in the program, unless changed by the match director. Program changes will be posted on the NSSC webpage. When 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 hand written note) in the pits and brief all shooters on the change.**
5. Match relay change over: (**Match Directors will not infiltrate relays**)
 - Over the course matches, relay 3 and 4 will start in the pits. Pit change will be after relay 1 and 2 have completed fire at 300 yds.
 - NMC Regional matches, relay 3 and 4 will start in the pits. Pit change will be after relay 1 and 2 have completed fire at 200 yds.

Mid/Long range/Palma matches, relay 3 and 4 will start in the pits. Pit change will be after relay 1 and 2 have complete firing at the first yard line.

Two day matches, on day two relay 1 and 2 will be in the pits first.

Match Director may elect, if situation dictates, to have only 3 relays. Relay change-over times are included in back of this book. **If possible this will be noted on webpage.**

6. NRA High Power Rules will govern the conduct of the match.
7. 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.)**
8. Score cards should be delivered to stats during each pit change.
9. Check team names on team cards – Have offensive team names changed before submitting to the Statistician. Give Statistician the authority to change offensive team names to a more suitable name.

When Match is Complete

1. 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.
2. Ensure targets are refaced and returned to bunker.
3. Raise target carriers until they are 12 inches off the bottom switch (3 ½ feet off the ground).
4. Unplug power strip and antenna plug in the control booth in the pits.
5. Collect radios (make sure to place pit radios in charger).
6. Take down all flags; place all NSSC flags in bunker.
7. Ensure Trash is picked up and trash barrels are dumped in dumpster.
8. Ensure bunker is clean, targets and pit boxes are put away properly.
9. Make list of any supply shortages and report them to Jane/Tom Green.
10. Lock bunkers.
11. Check out with Range Control after Range Control inspects the range. Bring Match Report with you when you check out.
12. Provide match report to John Skowron.
13. If you are authorized a hotel, provide the receipt to Tom Green for reimbursement.

