

Match Directors Standard Operating Procedure (SOP)

LDF has adopted Standard Operating Procedures (SOP) for all matches. Match Directors are expected to conform to these procedures.

Match Preparation and Setup:

1. Send out an email requesting 6 stage setters 1-2 weeks in advance of the match date.
2. Keep the membership informed about who is setting stages at that given match via email.
3. Request a written stage design and bay selection in advance. This will ensure the stages are USPSA legal and stage setters can secure the bays they need. Follow the format of 2 short, 2 medium and 2 long stages per match. Also encourage stage setters to use the stage design tool and stages found on stageexchange.com.
4. Arrive at the range by 7:00 am to unlock the gate and put up the sign "Shooters Down Range".
5. Confirm all stage setters are present. If not, ask for assistance in setting up the absentee stage setter's stage.
6. Work with stage setters in delivering targets and supplies to the bays.
7. Review stage designs and help stage setters understand any corrections that are needed in accordance with USPSA rules and safety standards. A USPSA rule book should be available to refer to.
8. Match Registration:
 - Open registration by 8:15 am.
 - Welcome shooters to LDF.
 - Collect match fees.
 - Insure club waiver is signed.
 - Issue and assist shooters with there score sheet, division, class etc.

Shooters Meeting & Match:

1. Shooters Meeting:
 - Call shooters meeting at 0855 hrs.
 - Welcome shooters to LDF.
 - Thank stage setters.
 - Read range safety briefing sheet. **Safety First.**
 - Notify shooters of the match information. How many squads, who to hand score sheets to at end of match, where scores are posted, etc. Encourage shooters to keep the range clean of trash, brass, hulls, paper targets, etc.
 - Make any announcements, including upcoming matches, etc.
 - End meeting by wishing everyone a good match and announcing "The Range is Hot".

2. Match:

- Keep watch that all shooters are in compliance with safety requirements.
- Be available to shooters for any rulings.
- Handle any disputes.

Match Completion:

1. Each squad becomes cold at the completion of there last stage, NO SHOOTING OF ANY KIND. This will continue until the entire range is cold at that point all the props and equipment must be stowed prior to the Match.
2. Director making the range hot again.
3. Verify all shooters have completed all stages prior to tearing them down.
4. All stage setters will assist in the tearing down of all stages, loading the trailer and stowing away the props.
5. Insure the tractor and other valuable items are put away and secured in the appropriate storage container.
6. Document damage of any high value items. Report damage to the BOD.
7. Verify all match participants have left the range.
8. Lock the gate, if no other match is being held.

Document Match:

Match Director shall:

1. Account for all shooters and stage setters on the sign up sheet and money collected.
2. Forward all funds, sign up sheets, waivers to LDF's treasure.
3. Any unsportsmanlike behavior or safety issues from a member or quest shooter that the MD feels uncomfortable dealing with should be reported to the BOD.