



# LdF USPSA Pistol Match Standard Operating Procedure

## 1. Purpose

This procedure defines the process of planning and operating a USPSA Pistol Match hosted by Linea de Fuego.

## 2. Definitions

- 2.1. Written Stage Briefing will be posted at each stage that includes the scoring method, targets (type and number), minimum number of rounds, the handgun ready position, start position, time starts (audible or visual signal) and the procedure.
- 2.2. PractiScore – Electronic scoring system used to register shooters for a USPSA match, track competitor scores, and compile match results.
- 2.3. Stage Designs – Hand written or electronic diagrams used to show the layout of a stage that includes the positions of various targets (paper / steel) and props such a walls, shooting areas, and barricades.

## 3. Responsibilities

### 3.1. Board of Directors

- 3.1.1. Appoints Range Master and Match Director for each match.

### 3.2. Match Director

- 3.2.1. Oversees match administration including squadding, scheduling, range construction, the coordination of all support staff and the provision of services.
- 3.2.2. Select and oversees an arbitration committee if a shooter requests arbitration.
- 3.2.3. Ensures stage setters perform the duties outlined in the Stage Setters Guidelines.

### 3.3. Range Master

- 3.3.1. Authority over all persons and activities within the range, including range safety, the operation of all courses of fire, and adherence to USPSA rules.
- 3.3.2. Point person for all match disqualifications and appeals to arbitrations.

- 3.3.3. Clarifies rules or make a final ruling at the request of the competitors or Match Officers.
- 3.3.4. Keeps watch that all shooters are in compliance with safety requirements.
- 3.3.5. Conducts stage walk-throughs prior to match to ensure stages are safe. Will work with stage setters to address safety concerns.
- 3.3.6. Must be an NROI Certified RO.

#### **3.4. Stage Design Coordinator**

- 3.4.1. Recruit stage setters and Stage Designers.
- 3.4.2. Coordinates a strategy and goal for Stage Designers to follow when designing the stages.
- 3.4.3. Works with Range Master to ensure stage designs and Written Stage Briefings (WSB) comply with USPSA rules and are safe.
- 3.4.4. Verifies props and targets are available to support set-up of match stages.
- 3.4.5. Coordinates target details for each stage and communicates with the Stats Officer for PractiScore set-up.
- 3.4.6. Post stage designs on social media in advance of match.
- 3.4.7. Delegate duties set forth in this SOP, as applicable.
- 3.4.8. Allocates range bays to be used for each match.

#### **3.5. Stage Designer**

- 3.5.1. Designs stages in format laid out by the Stage Design Coordinator
- 3.5.2. Submit stage design draft and WSB to be approved by SDC and are in compliance with USPSA rules.

#### **3.6. Stats Officer**

- 3.6.1. Setup match registration on Practiscore and ensure registration window matched published times (Sunday noon to Friday 9pm).
- 3.6.2. Send "Registration in Open" email and post to Facebook.
- 3.6.3. Monitor registrations during the week and make corrections as needed.
- 3.6.4. Works with Stage Design Coordinator to get accurate WSB information and target type / quantity for each match to load into scoring tablets.
- 3.6.5. Setup stage tablets after registration closes but prior to match.
- 3.6.6. Ensure reliable and accurate operation of scoring tablets during match.

- 3.6.7. Consolidate stage tablet info at end of match to generate match results and post results to website and USPSA (with classifier payments)

### **3.7. Treasurer**

- 3.7.1. Assist with the match day registration of shooters. Collect match fees and distributes match compensation for Match Staff.
- 3.7.2. Reconcile fees and pays Range Owner for associated range fees.
- 3.7.3. Handles cash disbursement for funds and keeps records for P&L Reporting.

### **3.8. Stage Setters**

- 3.8.1. Set-up and teardown the pre-approved stage designs per the Stage Setters Guidelines
- 3.8.2. Collect used targets and empty trash bins and place securely into dumpster at the end of the match.
- 3.8.3. Ensure all props, tools (hammers staplers, tool boxes, buckets, brass pickers, tape, paint, cables, chains, etc.) and equipment are returned to and secured in the proper storage locations after the match.

## **4. Match Preparation**

- 4.1. The Match Director and Range Master will be appointed at least 3 weeks in advance of a match by Board of Directors.
- 4.2. The Stage Design Coordinator will create stage designs, per the Stage Setter Guidelines, and decide on bay selection at least 2 to 3 weeks in advance of the match date. Typically, the format of 2 short, 2 medium and 2 long stages are used for the match. However, the match format is up to the discretion of the Stage Design Coordinator.
- 4.3. The Stage Design Coordinator will send the proposed stage designs and WSBs to the Range Master for approval.
- 4.4. The Range Master will ensure the stages conform to USPSA rules and identify any safety concerns. The Range Master will work with the Stage Design Coordinator to remedy the issues prior to actual construction of the stage.
- 4.5. The Stage Designer will designate the bays to be used for each stage of the match and will consider bay strategy based on matches for subsequent days (3 Gun, Carbine, etc.). This will be done to support efficient set-up tear down of a multi-match weekend.

- 4.6. The Stage Design Coordinator will recruit six stage setters at least 1 to 2 weeks in advance of the match date. The Stage Design Coordinator may delegate this duty to another match officer.
- 4.7. Inform the match officers of who is setting stages for each match via e-mail.
- 4.8. Post stage designs on social media prior to the match. If the Stage Design Coordinator is unable to post the updates prior to the match, they can delegate this duty to another match officer (Match Director, Stats Officer, or RM) or club member.
- 4.9. The Range Master will work with the Stage Design Coordinator and review stage designs and address safety concerns and RO traps.
- 4.10. The Stage Design coordinator will contact the Stats Officer 24 hours in advance of a match to coordinate target details to be loaded into PractiScore.
- 4.11. The Stats Officer prepares the match in PractiScore and opens up the registration 1 week ahead of a scheduled match.

## **5. Match Day Set-up**

- 5.1. A match official arrives at the range prior to 6:30 am to unlock the gate and put up the "Shooters Down Range" signs.
- 5.2. The Match Director reviews stage designs with the Range Master.
- 5.3. The Match Director confirms all stage setters are present. If not, be able to set up the absentee stage setter's stage or coordinate assistance from the other stage setters and general membership in setting the stage.
- 5.4. The Match Director and Range Master will help stage setters understand and make any corrections that are needed to the stage in accordance with USPSA rules and safety standards. A USPSA rule book should be available for reference.
- 5.5. The Match Director will support stage setters with additional items as needed during the set-up such as targets, walls, props and supplies to the bays.
- 5.6. The Match Director will walk all stages with the Range Master to ensure each stage is set and functioning properly. If a stage is not fully set, determine when the stage will be finished and coordinate additional help if necessary.
- 5.7. Range Master will review stages and address safety concerns.
  - 5.7.1. All shooting positions do not allow for shots leaving the bay unless obvious safety rules are disregarded.
  - 5.7.2. All steel targets are set at a safe distance from the shooting area.

- 5.7.3. Modify the stage if necessary for safety concerns (RO trap not apparent with the original stage design, footing/traction concerns, etc.).
- 5.7.4. Insure that all props and activators are functioning properly; replace as needed. If no replacement is available, obtain a similar alternative device that still fits the stage design/round count.
- 5.8. Modify the WSB if needed to reflect changes in the stage design. Initial the WSB after reviewing the stage for safety concerns and proper layout/function.

## **6. Shooters Meeting**

- 6.1. Match Director will call the shooters meeting at 9:00 am and start the Safety Briefing, or announce any delays and an approximate start time (ie: "We will start the match in 20 minutes in order to reconfigure stage 5 due to safety concerns. We appreciate your patience".)
- 6.2. Make any announcements, including upcoming matches, etc.
- 6.3. End the meeting by wishing everyone a good match and announcing "The Range is Hot".

## **7. During the Match**

- 7.1. If a "Cease Fire" is called during the match, the RM will assess the situation for safety. Upon verifying the "Cease Fire" condition has become safe, the RM will notify competitors and/or Match Officials the "Range is Hot".

## **8. Match Completion**

- 8.1. Match Director verifies all shooters have completed all stages prior to tearing them down.
- 8.2. Each bay becomes cold at the completion of their last stage, NO SHOOTING OF ANY KIND until it is approved by the Range Master.
- 8.3. The Range Master may designate 1 bay clear for shooting assuming the bay has been cleared including both adjoining bays.
- 8.4. The Range Master will notify the Match Director of the bay assigned as a hot bay.
- 8.5. This will continue until the entire range is cold at that point all the props and equipment must be stowed prior to the Range Master making the range hot again.
- 8.6. The Range Master will verify all courses have been cleared and notify the Match Director the range is hot.

- 8.7. All stage setters will assist in the tear down of all stages, loading the trailer and stowing away the props.
- 8.8. Insure the tractor and other valuable items are put away and secured in the appropriate storage container.
- 8.9. Verify all match participants have left the range.
- 8.10. Lock the gate, if no other match is being held.

**9. Document the Match**

- 9.1. The Match Director will work with the Treasurer to reconcile match fees for shooter’s and stage setters listed on the sign-up sheet.
- 9.2. Document damage of any high value items. Report damage to the Stage Designer and BOD.
- 9.3. Any unsportsmanlike behavior or safety issues from a member or guest shooter that the MD feels uncomfortable dealing with should be reported to the BOD.

**10. Compensation**

<b>Volunteer Type</b>	<b>Compensation</b>
Match Director	Match fee is waived
Range Master	Match fee is waived
Stage Design Coordinator	Match fee is waived
Stats Officer	Match fee is waived
Treasurer	Match fee is waived
Stage Setters (6)	50% of club’s match net profits split equally amongst stage setter pool. Match fee is waived

If a person performs multiple jobs, they will be compensated at the highest level of a single volunteer position. Compensation won’t be stacked for multiple jobs.

**11. Reference Documents**

- 11.1. LdF Match Director Safety Briefing
- 11.2. Stage Setter Guidelines