

## PNZ COMPETITION PREPARATION CHECK SHEET

Task	Time frame	Check Off
	<b>6 Months (Islands) 12 months (Nationals) prior to event</b>	
Apply for Event	Complete PNZ Application Form- send to PNZ XO	
Prepare Competition Entry Form	Needs to be with PNZ 3-4 months prior to event in order to be advertised in Bullshooter in sufficient time for shoot. Get email address and contact phone numbers. You will also need to add your club as the match "Security" for storage of pistols (Permit to carry Application) PNZ Island and Nationals should have an entries cut off date no less than 3 weeks before the event. Send Entry form to PNZ XO	
Billets	Ask club members if they can supply billets. This will encourage out of town shooters to attend. Can shooters camp on range? Put "Billets or Camping Available" on entry form if they are available.	
	<b>3 months prior to event</b>	
Organise Medals - Determine the number of medals or certificates required	Complete PNZ Medal Order Form for National Events (PNZ pays costs)- Lists are sent to match organisers and Section Director by the PNZ XO PNZ can supply medals for Island champs (club pays costs) Or order medals or certificates from another supplier (Club pays costs). The Club has to determine the number of medals it needs and the description on each medal.	
	<b>1-3 Months prior to event</b>	
Organise Targets.	Determine number of targets required from previous years entries. Order targets from PNZ if necessary	
Get Medals Engraved	PNZ will arrange and pay for medals and engraving for a National Event. For other PNZ Island events the club must pay. PNZ can offer a medal and engraving service. (Contact the PNZ XO for details) or the club can obtain medals or certificates from another supplier.	
Arrange support staff	Book in required club helpers. Range Officer/s, Scorer/s, Target Changers, Cooks, Scrutineers, Umpire (?), Photographer	
Test Timing equipment	Train helpers in how to use equipment	
Prepare target frames	Have 3-4 target frames spare in case some get damaged	
Check Target holders	Check target holders are firm, and that turning target mechanism and compressor work	
Arrange Billets	If required	
Check Rule Books	Have PNZ Rule Books available. Buy a new one if the club does not have one.	
	<b>2 weeks prior to Event</b>	
Check First Aid Kit	Ensure is fully set up and you know how to use it	
Prepare sign for Range Gate	This is for out of town shooters to find the range	
Prepare sign for local club members	If a club has multiple shooting ranges, but only some of these are used for the competition it is advised that a sign be displayed advising the local club members what ranges are reserved.	
Determine food and cooking requirements	If club serving or supplying food at the event.	
Prepare event timetable	Print out event timetable. Determine if you are going to allow shooters to shoot events out of sequence.	
Prepare notice board for the event	Eg. Softboard sheet. Somewhere to post notices and results	

Check shooting supplies	Stapler plus a spare stapler, Spare staples Bulldog clips, paper clips, container for used targets, Scoring templates or overlays, spirit markers, RO armband, Spare batteries for timing devices, Rope to keep shooters back from targets. Adhesive labels for gun scrutineers	
Prepare computer and printer	Makes recording of results much easier. Will need a power supply for a PC or a laptop and a printer. Check printer works	
Prepare PC Event recording software	Pre populate shooter and event names in event scoring document or application	
Obtain PNZ Records	Have a copy of the current PNZ Records for the competitions	
	<b>1 weeks prior to Event</b>	
Remind Helpers	Ring all event helpers to confirm they are still available	
Prepare shoot scoreboard and event sheets	Make large font and easy to read	
Assign Shooter Numbers	Enter shooter numbers into scoring software or cards	
Prepare scoring area	Ensure scorers area is clear, private, and there is somewhere to store each events targets separately so that they will not get blown away, damaged or disorganised.	
Check radios and cellphone	Check radios work and that batteries are charged	
	<b>The Day Before the Event</b>	
Prepare tools in case of urgent repairs	Eg: hammer, screwdriver, spanner, screws, spare wood any specialised equipment needed	
Remind Helpers	Ring all event helpers to confirm they are still available	
Check barbeque gas bottle	If using a barbeque	
Buy Food	Buy food the day before the event.	
	<b>The Day of the Event</b>	
Set up scorers area	Have drink bottles and food available for scorers if they are away from the food area. Keep shooters away from scorers.	
Put sign out road sign		
Put sign at shooting bay entrance	Advising local club members what ranges are reserved for the match	
Set up event notice board	Have separate sheets for events, shooter numbers, etc	
Set up rope barrier	To keep shooters back from targets	
Scrutineer Guns	Ensure Scrutineers are suitably qualified and have adhesive labels to mark guns	
Match Briefing	Welcome shooters, advise program, confirm location of toilets, food, first aid kit, officials. Advise if there is a get together/meal after the days shooting, and where it will be.	
Start Shoot		
Post scores	If possible post scores within 1 hour of event ending The match scores for Nationals and Island events should be sent to the PNZ XO, no later than one week after the match has finished (PDF preferred). These will then be placed on the PNZ website.	
PNZ Records	Have a second PNZ scorer double check any new PNZ records. Record scores must be notified to Section Director and PNZ XO.	
Target checks and challenges	Shooters cannot touch targets, so have a secure way to display targets if called for(eg display through a window etc).	
Get Photos and articles	Get photos of competitors for Bullshooter. You may also want to add an article for the next Bullshooter. Send article and photos to PNZ XO for inclusion. (See your Bullshooter for cut off dates for the next issue).	