

## **Hosting a shooting event**

**By Reuben Paku- Match Director and Organiser 2010 IPSC N/I Championships**

This information is designed as a guide to assist the reader with organising a shooting event.

This information will provide the reader with some ideas to assist with organising an event at their own club, or at another Pistol club range.

It will also take into account whether or not the shoot is a Level 2 match (i.e. larger than a standard club match) or will require sanction from the aligned Section Director.

One of the first things that you will need to undertake first is involving the club committee.

The club will need to agree that they wish for their name to be aligned with the proposed event.

Should the club agree that the event is to be undertaken, a sub-committee should be organised to oversee the event.

The sub-committee should consist ideally of 3 members minimum, or no more than 6, depending on the size of the event being run.

This allows for a good representation of ideas, and also allows various tasks to be assigned (shared) around.

This does not mean that additional people can not be introduced throughout the process to assist with items (dependant upon their expertise), but the core sub-committee should be kept relatively small.

Once the sub-committee has been agreed on, a leader must be pointed who will oversee the organisation of the event and is ultimately responsible for the outcome of the event.

Ideally this person should have leadership/management/project management experience and is an individual who can think of the pros and cons of ideas and use an impartial judgement style towards all items discussed. As all good "managers" know, you can never over-plan an event; you can only plan it well, or not so well.

Take time to ensure that you sit down with the sub-committee regularly to plan, review and re-review all aspects of your shoot.

You need to take into account as well that a budget must be set to work to and also project what sort of revenue you are hoping to achieve once all of the bills have been paid.

The next steps should all be run concurrently and form the first steps in organising the match.

### **Date:**

Give yourself plenty of time to organise the event.

You want it to be a success for your club and the competitors.

Factor the competition date into the clubs shooting calendar, as well as the PNZ calendar. you do not want to be hosting the competition on the same weekend as another major competition within your discipline as this will obviously cut down on the attendee numbers.

If it is a competition that you are attempting to get a lot of shooters to, then ensure that you set your date allowing shooters time to travel, prepare their ammunition and not have to 'make a decision' about whether or not they attend your shoot or wait 2 weeks to attend another competition.

### **Range usage:**

There is no point in running a match if you don't have a range to run it at.

If the match is to be held at the organisers club, then it will need to be discussed with the clubs committee and incorporated within the club shooting calendar.

If the match is going to be held at another club's range, then discussions relating to this will need to be factored into the timeline.

Discussions will need to be undertaken with the other club's committee and agreement sought from that club that this is acceptable.

Bear in mind that some method of forecasting is going to be required. This is both timeline and financial forecasting. The 'hosting' range will want to know what they will get out of allowing you to hold the event at their premises, and also your plans to run, setup, manage and close out the event.

### **Match level:**

If the match is going to be of a higher grade than a level 2 match (e.g. regional/island champs), it would pay to involve your section Director in these conversations early.

Keep them involved in conversations and provide updates to them regularly so that they are aware of your plans, progress etc throughout the life of this 'project'.

The Section Director will also be able to assist you with getting this match included in the PNZ shooting calendar.

### **Courses of Fire:**

All matches require a Course of Fire, and your competition is no different.

You will need to base your course of fire around the level of competition that you are running. The more important the competition, the higher degree of difficulty for your course.

Something to remember though is that you want your courses to be interesting, provide a level of challenge for your attendees, but not be something that is too far fetched that your shooters are not able to complete.

Take time to review what others have done previously and design your courses so that there is a good flow between the squads shooting it. You want to create as little 'down time' as you can so the shoot flows evenly and squads do not have to wait for others to complete a stage before they can start shooting it.

### **Entry Form:**

Once your range is secured to use, the date has been agreed upon, your course of fire drawn up, your budget set, etc, then you want to get your entry forms prepared and distributed to the shooters.

Don't make your entry form complicated. You want it to contain a certain amount of information ie: What the shoot is, Date, time, location, how many stages/rounds, how much it will cost, where and by when the shooter must enter and return their application, and who they can contact with questions.

Again, don't try and re-invent the wheel. Refer to other entry forms that have been used previously and base your application around a similar type of layout.

### **Catering:**

Obviously an important step for any event.

You need to make the choice around whether or not you are going to be feeding the competitors, and the shooters will want to know this well in advance.

If you are going to feed the shooters, then you also need to work out what you are going to feed them, and make the necessary arrangements with your 'catering company' to have the food prepared and available at the scheduled break times.

### **Consumables:**

These are all of the items that will be needed for the competition. Targets, Pens, staples, tea, coffee, toilet rolls etc etc.

This is also one of the hardest areas to estimate.

In the writer's experience, I generally try and work out how many people will be turning up and then add 20%.

For targets I always over estimate on this part. I work out how many targets are needed for each day (i.e. each day they are reset so the shooters start with clean targets) and then add 30-35%.

The good thing about over estimating in this area is that the targets can always be used in your normal club matches and the expenditure for this area journalled across into the normal club costs, not the competition costs. Also, it is always better to have too many and then take some home, than not have enough and have to pull a stage during the match.

### **Advertising:**

As we all know there are many different forms of advertising.

Ensure that you get the message of your shoot around to your audience early so that people can send in their applications, work out their travel and accommodation etc.

Talk with PNZ about getting your application into the bullshooter if it's a major competition, and that your entry form gets placed onto their website if it is a scheduled shoot.

### **Scoring:**

An obviously important part of any competition and something that you must get 100% correct on the day. You need to ensure that there are enough scoresheets available for the shooters, and that the sheets represent the courses that you have designed.

Then you need to have personnel who are able to record and tally the scores throughout the competition. Engage people who have done this task previously and have a good eye for detail. Mistakes do happen, and people will accept a few, so your scorers do need to check and recheck as they tally the scoresheets of the events to try and ensure that no mistakes happen if possible.

### **Prize giving:**

Besides catering, this is one of the biggest financial outlays if it is a major competition.

This is also the area that gives the final overall impression of how your competition is run, and the part that will always be remembered by your shooters.

Ensure that you have sorted out all of the relevant categories that your competitors are shooting and that you have enough trophies/medals prepared.

You also want to try and make your awards slightly different from previous competitions if possible. People expect a certain amount of repetition, but if possible try to make your awards a little bit different from previous shoots.

And most importantly, make sure that your prizes are available at the end of the match to present.

### **Working crew:**

By the time the competition comes around, the sub-committee will have undertaken a lot of work. In order for the competition to run well, you will need the assistance of others in your club to assist with setting things up, doing tasks during the shoot, and helping to break it all down at completion. Try to organise this with around 3-4 weeks before the shoot. You do not need a large contingent to do this portion, but you do need people who are dedicated and willing to just get things done.

### **Payments:**

Ensure that you keep a close eye on all money that is coming in and going out.

Pay all the bills as quickly as you can don't be scared to say no if you believe the cost of doing something is too expensive. There are other vendors around.

If you do things right, you can expect a good return on investment for the shoot.

Following is a list that breaks down all that is written above.

If you think of anything additional, add it to your list. If it's in this list and not needed for your competition, cross it out.

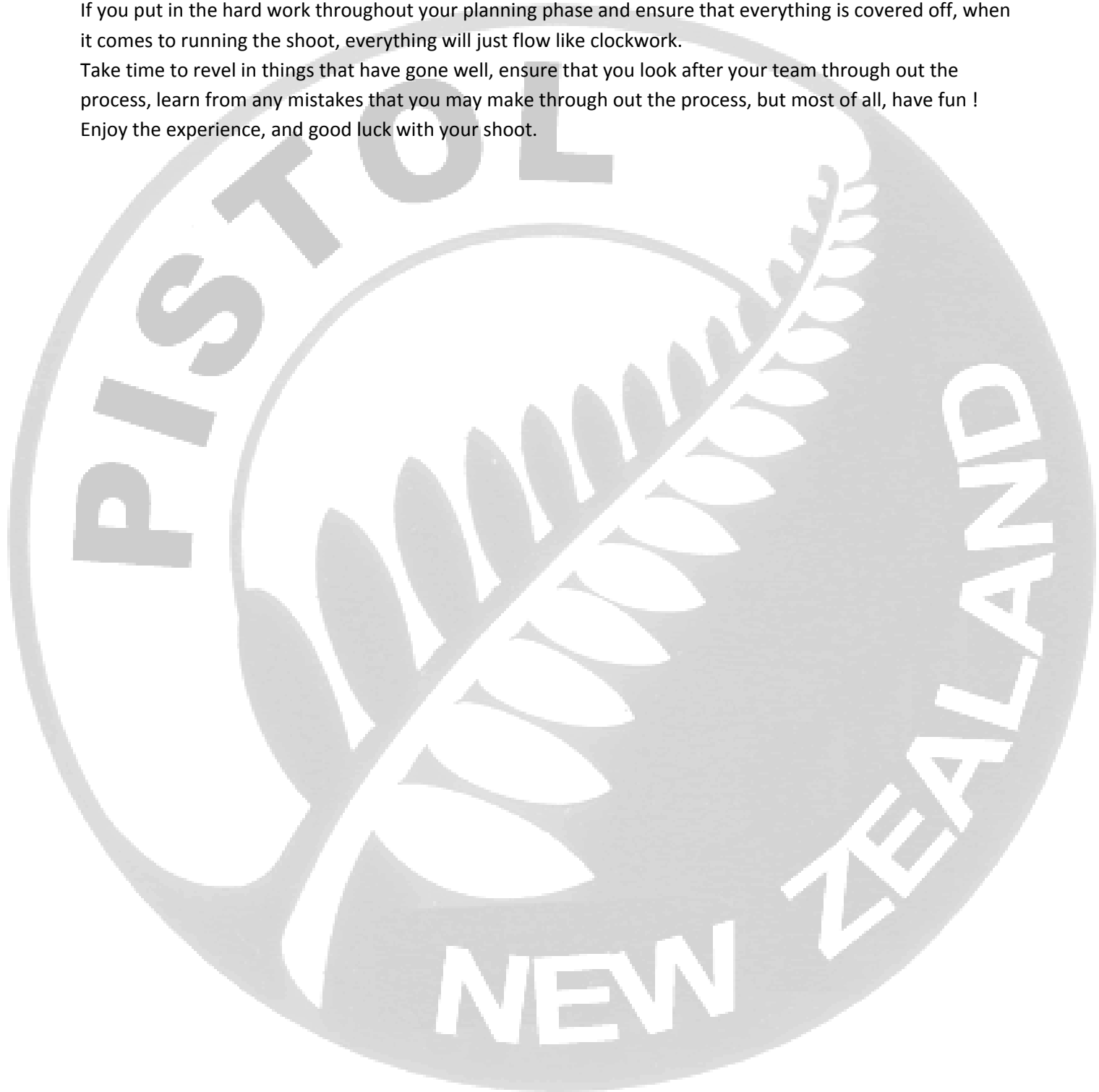
There is no right or wrong way to run a competition, there is only a good or bad way, and this usually comes down to the amount of planning time that you invest in getting things sorted.

Finally.

If you put in the hard work throughout your planning phase and ensure that everything is covered off, when it comes to running the shoot, everything will just flow like clockwork.

Take time to revel in things that have gone well, ensure that you look after your team through out the process, learn from any mistakes that you may make through out the process, but most of all, have fun !

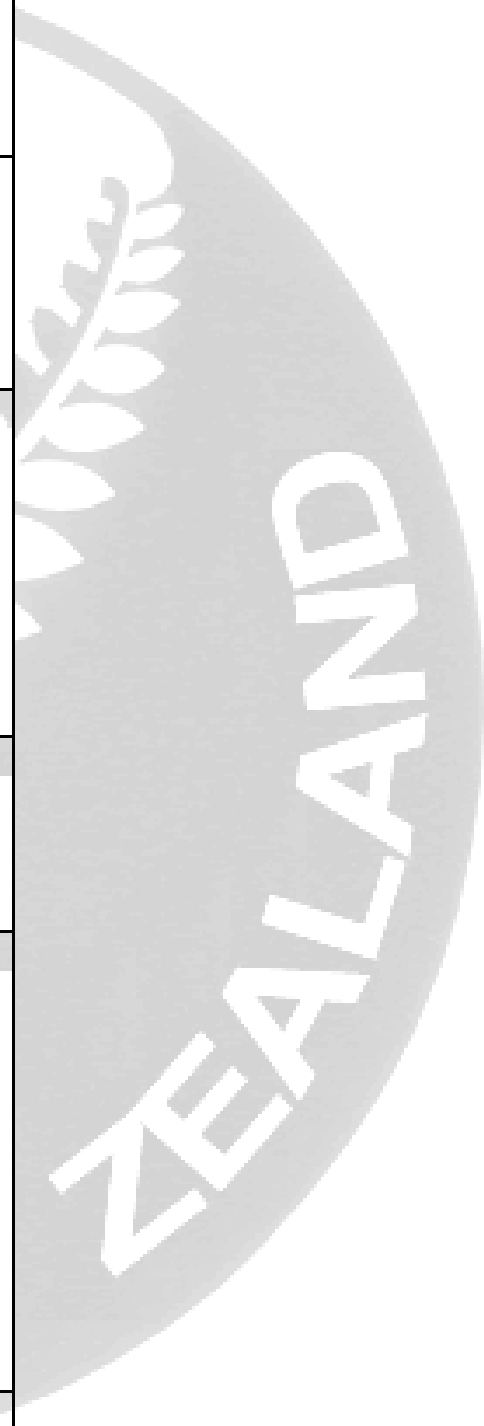
Enjoy the experience, and good luck with your shoot.



Example of a tracking sheet for a competition

ITEM	TITLE
	<b>HIGH LEVEL DECISION POINTS</b>
0.10	Discuss with committee what you want to run
0.20	<b>Decision</b>
0.30	Arrange sub-committee
0.40	Commence planning
1.30	Sanction Match
2.20	Source Range
3.30	<b>Competition Date</b>
4.40	Decide on Courses of fire
5.30	Entry forms
6.20	Financial tracking spreadsheet
7.20	Catering
9.50	Prizegiving
18.00	All bills paid
19.00	Review all financials for profit and loss
20.00	Complete and Close project
	<b>SANCTIONED MATCH</b>
1.10	Download application from PNZ website
1.20	Complete application and send to Section Director
1.30	Decision of Section Director
	<b>RANGE</b>
2.10	Source Range to use
2.11	Request range
2.20	<b>Decision</b>
	<b>MATCH DATE</b>
3.10	Set Competition date
3.11	Confirm with Hosting club
3.12	Book range for use
3.20	Confirm range cost with hosting club
3.30	<b>Decision</b>
	<b>COURSES OF FIRE</b>
4.10	Discussion with Sub Committee
4.11	Collate courses
4.12	Construct into COF template
4.13	Submit to sub committee for choices
4.14	Receive sub committee choices
4.15	Provide tentative list to Section Director (if appropriate)
4.20	<b>Decision</b>
4.21	Redefine COFs as appropriate
4.30	Update and finalise COF template
4.31	Submit to Section Director for approval
4.40	<b>Decision</b>
4.50	Investigate printers to produce booklet
4.51	Submit to sub-committee for feedback
4.52	Select vendor
4.53	Place order
4.54	Collect order
4.55	Complete Squad schedule

	<b>Entry Form</b>
5.10	Procure copy of similar competition for layout design
5.11	Recreate/develop for competition
5.20	Confirm entry costs for competition
5.21	Confirm registration date
5.22	Setup new email address
5.23	Submit to sub-committee for feedback
5.24	Receive feedback
5.25	Adjust as required
5.26	Submit to Section Director for approval
5.30	<b>Decision</b>
5.40	Submit to PNZ for Bullshooter inclusion
	<b>Financial tracking</b>
6.10	Create financial spreadsheet
6.11	Create entry tracking
6.12	Provide copy to treasurer for feedback
6.13	Receive feedback
6.20	<b>Decision</b>
	<b>Catering</b>
7.10	Investigate catering options
7.11	Present to sub-committee
7.12	Receive quotes
7.13	Discuss with sub-committee
7.20	<b>Decision</b>
7.30	Tentatively book with vendor
7.31	Confirm requirements for catering
7.40	Purchase tea/coffee/milk for all
	<b>Advertising</b>
8.10	BullShooter
8.20	Host club Website/newsletter
8.30	Other media distributions (eg: forums etc)
8.40	PNZ Website
	<b>Prize giving</b>
9.10	Sort out relevant divisions
9.20	Investigate potential designs and awards
9.21	Present designs to sub-committee
9.30	<b>Decision</b>
9.40	Investigate potential vendors
9.41	Receive quotes
9.42	Present quotes to sub-committee
9.50	<b>Decision</b>
9.51	Confirm requirements with vendor
9.52	Place order
9.53	Collect order
	<b>Consumables</b>
10.10	Targets
10.20	Patches
10.30	Spray paint
10.40	Cable Ties
10.50	Nails
10.60	Wood for charge lines
10.70	First Aid Kit(s)



	<b>Designations for competition</b>
11.10	Match Director
11.20	Range Master
11.30	Scorer 1
11.31	Scorer 2
11.40	Arbitration committee
11.50	Treasurer
	<b>Scoring</b>
12.10	Computer
12.11	Printer
12.12	Ink
12.13	Paper
12.14	Scoring software (if applicable)
12.15	Scorer(s) proficient in using software
12.20	Whiteboard / pens
12.30	Pins / Stapler / Staples
12.40	Biro's / Pencils
12.41	Highlighters
12.50	PAID stamp
12.51	COMPLETED stamp
12.60	Cash box (w/ petty cash)
	<b>Squad Range Kits</b>
13.10	Range box per squad
13.11	Clipboards
13.12	Pen / Pencils
13.13	Timers
13.20	RT units
	<b>Items for each shooter</b>
14.10	Scoresheet per registered shooter
14.11	COF booklet
14.12	Schedule of event timings
	<b>Setup prior to competition</b>
15.10	Arrange days that range can be accessed
15.20	Arrange crew to action setup
15.30	Arrange access to range for setup crew
15.40	Arrange items required for build courses
15.50	Arrange accommodation
	<b>Post setup / Pre competition</b>
16.10	Arrange timing for working crew shoot
16.20	Arrange registration access pre competition for competitors
16.30	reset any used props/targets
	<b>Bills to be paid</b>
18.10	Catering
18.20	Trophies
18.30	Range hire
18.40	Targets
18.50	Sundry items