

IPSC MB MATCH DIRECTOR ROLE & RESPONSIBILITIES

LEVEL I OR LEVEL II MATCH WORKSHEET

This document is designed to help a Match Director fulfill the requirements of a Level I or Level II Match. It may not cover every possible situation.

* **MATCH DATE** – At least one month in advance contact the appropriate IPSC MB Executive member and Web coordinator about directing a specific match, confirming the match date and match fees.

Example: Norm Frankfurt would have Firing Line dates; Rene Santos for Selkirk; Brad Kirkpatrick for the Brandon Range; and Alan Hamelin for Thompson.

Match Date: _____

Determined Match Fee: _____

* **STAGE DESIGNS** - Decide on the number of stages required. Depending on range layout and your stage designs, include charge and fault lines, as well as types of props available at the particular range you have selected. *Note:* Please indicate minimum distances you are planning between the shooter and the target if steel targets are included in your stage design.

Examples: (normally 6 to 8 on three bays at the Firing Line)
(Selkirk: 6, 8, or 10 stages)
(Brandon: 10 to 12 stages)

Note: Chrono is only required for a Qualifier Match.

Normal ratio for a stage design is: 3 speed shoots (up to 9 rounds)
2 medium courses (10 to 15 rounds)
1 field course (16 to 32 rounds)

Number of Stages: _____ **Includes Chrono:** Yes _____ No _____

After you have designed your stages, draw them out on paper or computer, and add stage information: Stage number and name if applicable

Type of scoring: Comstock, Virginia Count, or Fixed Time

Number of minimum rounds required on the stage

Number of points available on the stage

Type and number of targets on the stage

Starting position: considering feet, hands, gun (loaded or unloaded) etc.

Procedure: freestyle or how the stage is to be shot (through ports, doors) etc.

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You should have your stage designs and write-ups sent to the Manitoba IPSC Executive so they can look them over for obvious errors or omissions. ** If possible, submit them one month ahead of your match date.

Date Stages Submitted to Executive: _____

* **TROPHIES** –The Match Director is responsible for pickup of the trophies and setting them up at the match. Trophy ordering should be based on the current PNA taking into consideration previous match turnouts. If, on the match date you've found you have miscalculated, you can always order additional trophies and present them at the next match.

****Note:** One month prior to match date, contact the Treasurer to order the trophies.

Trophies ordered on: _____

TROPHY REQUIREMENTS

CLASS trophies will now be awarded at matches based on a minimum number of competitors participating in that particular class.

CLASS PLACEMENT	REQUIRED COMPETITORS
1 st	2
2 nd	4
3 rd	6

CATEGORY trophies will now be awarded at matches based on a minimum of **two** competitors participating in that particular category.

Juniors_____ Ladies_____ Seniors_____ Super-Seniors_____

Note: Trophies are required for both Open and Standard divisions in the different classes, and categories if you think there will be shooters in them.

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POSSIBLE TROPHIES REQUIRED FOR DIVISIONS & CATEGORIES:

Overall Open Winner _____ (Replaces GM trophies)	Overall Standard Winner _____ (Replaces GM trophies)
1 st . in M Class Open _____	1 st . in M Class Standard _____
2 nd . in M Class Open _____	2 nd . in M Class Standard _____
3 rd . in M Class Open _____	3 rd . in M Class Standard _____
1 st . in A Class Open _____	1 st . in A Class Standard _____
2 nd . in A Class Open _____	2 nd . in A Class Standard _____
3 rd . in A Class Open _____	3 rd . in A Class Standard _____
1 st . in B Class Open _____	1 st . in B Class Standard _____
2 nd . in B Class Open _____	2 nd . in B Class Standard _____
3 rd . in B Class Open _____	3 rd . in B Class Standard _____
1 st . in C Class Open _____	1 st . in C Class Standard _____
2 nd . in C Class Open _____	2 nd . in C Class Standard _____
3 rd . in C Class Open _____	3 rd . in C Class Standard _____
1 st . in D Class Open _____	1 st . in D Class Standard _____
2 nd . in D Class Open _____	2 nd . in D Class Standard _____
3 rd . in D Class Open _____	3 rd . in D Class Standard _____
Top Senior Open _____	Top Senior Standard _____
Top Super Senior Open _____	Top Super Senior Standard _____
Top Lady Open _____	Top Lady Standard _____
Top Junior Open _____	Top Junior Standard _____
Top Novice Open _____	Top Novice Standard _____

For the following divisions there are normally no competitors registered, but you may have to order trophies later for them.

Revolver Standard Winner _____

1st. in _____ Class

2nd in _____ Class

You could also have Production and Modified division competitors registered.

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Each trophy plaque is to be engraved as follows:

For Divisions

Location:	<i>Example:</i>	The Firing Line
Date:	<i>Example:</i>	Feb. 10, 2002
Class and placement:	<i>Example:</i>	2 nd D Class Open

For Categories:

Location:	<i>Example:</i>	The Firing Line
Date:	<i>Example:</i>	Feb. 10, 2002
Category:	<i>Example:</i>	Top Lady

* **FOOD** – If the Match Director wants to arrange to provide food and drinks at the match, details must be given to the Web Coordinator to inform the competitors.

* **MATCH RESULTS** - The Match Director is responsible for arranging for and setting up a stats person to enter match information in the MSS scoring system; and for ensuring the availability of a computer, printer, paper, etc. For questions about the availability of the computer, contact the Equipment Coordinator or the designated person listed below:

Contact: Mark Draper for the Firing Line; Rene Santos for Selkirk; Brad Kirkpatrick for the Brandon Range; and Alan Hamelin for Thompson.

Stats person is: _____

Date agreed to do so: _____

Your stats person will need the following information from you:

Number of stages, the type of scoring on each stage, and the number of rounds per stage

Number of plates or poppers and how many paper targets on each stage

Chrono stage: Yes _____ or No _____ (Qualifier only)

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SUPPLIES NEEDED FOR SETTING UP & RUNNING THE MATCH

Most of the match supplies will be supplied by the Equipment Coordinator. A few of the supplies will be found at the range and some may have to be supplied by the Match Director.

Supplied by the Equipment Coordinator:

Score sheets _____

Clip boards _____ (normally one for each range - with stage briefing attached)

Pens or pencils _____

Timers _____ (IPSC has timers)

Radios _____ (IPSC has two way radios)

Spray paint _____ Rust/Primer color (black, and red maybe required)

Staples _____

Staplers _____

Targets _____ (have spares available- especially if using some with hardcover shown on target)

Pasters - brown _____

Pasters - white _____

Black target tape _____ (for use on hardcover if required)

Clear plastic bags _____ (to cover paper targets in case of rain for outdoor matches)

Supplies kept at the Range:

Pails _____ (normally one for each range - for pasters, paint, etc)

Target stands _____

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Items to be supplied by the Match Director:

Tools, etc. as required, such as: drills, bits, hammers, saws, step ladders, post maul or sledge hammer, chainsaw, nails, screws, rope, pulleys, wire, cardboard and any special props you require for stage setup. Depending on the range a truck and/or trailer may be required.

***ASSISTANCE FOR SETUP** - The Match Director is responsible for contacting the set up crew and advising them of setup time, and getting confirmation that they will help.

List below their names and phone numbers:

_____	_____
_____	_____
_____	_____
_____	_____

THE DAY OF THE MATCH

****Note:** As a reward for putting on the match, the Match Director's match fee is waived.

*** BEFORE THE MATCH** - Have people contacted to help finish setting up (putting up paper targets, registering competitors, etc.)

Helpers _____
Person managing registration & match fees _____
Set up squad sheet _____

***AFTER THE MATCH IS FINISHED** - When the stats person has confirmed the results, the stages are to be torn down and then the trophies are awarded.

Note: The Match Director is to provide a digital copy of the match results to the Web Coordinator at the conclusion of the match, to be posted on the IPSC MB web site.

*** SUBMISSION & RECONCILIATION OF MATCH FEES & EXPENSES** - All registration monies collected at the match along with all original receipts for expenses and supplies are to be submitted to the Secretary Treasurer of the host club -- accompanied by a revenue versus expenses sheet. (In Winnipeg, the Secretary Treasurer is Norm Frankfurt.)

In Brandon - all revenue above expenses is given to Brandon Wildlife Association.

At the Firing Line - all revenue above range rental is kept by IPSC MB. The Secretary Treasurer is responsible for paying the range rental at the Firing Line.