

Colorado Rifle Club

Event / Match Directors Guide

December 2022

MATCH DIRECTOR

Colorado Rifle Club (CRC) Match Directors are dedicated active members that volunteer to take charge of conducting a particular competition shooting discipline. The Match Director should have experience at their discipline making them qualified for running a safe and smooth competition event. Match Directors work under the overview of the Range Director and are noted on the CRC Website.

In cases where the CRC Match Director is unable to perform his or her duties on match day, a CRC member competitor will be selected as the assistant Match Director to conduct the match event. A CRC Match Director may also appoint a CRC member competitor as an assistant Match Director to act in his place.

Non-CRC members and competitors are considered as guests of CRC and must be under the direct supervision of the CRC Match Director. Unsupervised pre-match set up activities or control of any match event shall not be assigned to a non-CRC member. Our Liability Insurance Carrier identifies a non-member conducting an event or training exercises as a "Professional Trainer" and therefore is not covered by our current policy.

EVENT REVENUE

If an event is scheduled on the CRC website *Event Schedule*, it precludes the CRC membership from utilizing that range for casual shooting. Members are encouraged to check the CRC website prior to leaving for the range to determine if the range they would like to shoot on has any scheduled event for that particular day. If an event is scheduled, they should assume that they cannot use that particular range.

The club requires charging a per person/per day range fee to offset the closing of a range to the general membership's use during competitions. Events are to be structured to collect for CRC a suggested minimum of ten dollars (\$10) per shooter per day after expenses. Many of the events held on the facility collect more than this amount. Some events are not and subsequently need to be modified to collect the minimum amount. The CRC is a competitive shooting club, and the collection of the indicated fees is a GUIDE not a hard fast RULE.

EVENT REPORTS – Due within 15 days of the event

An *Event* is any activity that reserves one or more ranges via the CRC website *Event Schedule*.

BACKGROUND:

A policy has been put in place where the CRC bookkeeper will compare the website *Event Schedule* with the *Event Reports* submitted by whoever oversees the event. After three delinquent reports, the Board of Directors and Range Directors will review the situation.

ALL EVENTS are to submit to the CRC bookkeeper a written *Event Report* within fifteen (15) days of the conclusion of the event. At a minimum the *Event Report* (e.g., match report) must contain the following information:

Event name – The event name or description. e.g., smallbore prone, handgun silhouette.

Event Director – The individual responsible for the conduct of the event.

Event Date – The date(s) that the event was conducted.

Should the event have not taken place an *Event Report* is **still required to be submitted**. Somewhere on the *Event Report* the reason that the event was not conducted is to be noted. No other information would be required.

Income: The following is to be provided:

Number of shooters. The physical number of shooters that participated in the event.

Number paid entries. When a participant competes with more than one firearm the number of entries is the number of firearms entered in the event. The unit cost per entry per day is to be identified and the total revenue for that category of shooters. Shooters may, at the Match Directors discretion, shoot multiple firearms/entries at a reduced entry fee, but only a single per shooter/per day range fee would be required.

Number of junior entries. Reduced fees may be applied for junior shooters (those shooters under the age of 18 years). The unit cost per entry per day is to be identified and the total revenue for that category of shooters.

Number of "other" shooters. If some shooters e.g., Wounded Warriors, etc. are afforded a discount, that number of shooters is to be listed. The unit cost per entry per day is to be identified and the total revenue for that category of shooters.

Any other receipts or income are to be noted. These would include such fees as RV parking (\$5 per day), etc.

The total income is the sum of all monies taken in.

Expenses: The following are to be provided:

Sanction fees paid and to whom they were paid. This includes fees paid to such entities as the NRA, IHMSA, USPSA, Steel Challenge, SASS, IBS, etc.

Event expenses. These are any expenses incurred in the conduct of the event. To be accepted, **these must be accompanied with legible receipts** from the provider. If your purchase will cover multiple events, the receipts are to be expensed at the time of purchase when the receipt is provided. Do not attempt to amortize the expense over each match. Report the expense when the expenditure is made, and legible receipts are available.

Pay outs. These are trophies, cash, prizes, etc. (When trophies, prizes, etc. were acquired, the legible receipts must be provided.)

Net return sent to CRC. This is the sum of income minus expenses or the net proceeds of the event. General return to CRC should be a suggested minimum of ten dollars (\$10) per shooter per day or about 50% of match fees collected, after expenses.

Cash Retained for Future Matches: If you need to hold some cash back for making change at future events, enter amount retained.

Total Match Income. This is the total amount of cash, checks, etc. that is being forwarded to the CRC bookkeeper.

Many event directors (match directors) are doing a great job of submitting the required information and monies within the required window. However, there are some that are delinquent in: (1) providing adequate detail, (2) timely reports, and / or (3) monies taken in.

If your current reporting paperwork contains the above information, please continue to use your form of reporting. If you are not submitting the requested information, attached is a sample copy of an *Event Report*. Feel free to copy and modify the form contained herein as long as the requested information is contained within the report. Electronic copies are available on the CRC website.

Special events, approved training, and any non-regular event that schedules the use of a range via the CRC website *Event Schedule* is to have a responsible CRC person in charge and they are to submit an *Event Report* detailing the event, proceeds and expenditures.

On or about the 15th of the month the Secretary / Treasurer and the bookkeeper will review the previous months Event / Match Reports for completeness and monies. Delinquent Event / Match Directors will be reminded. After three months of unsuccessful reporting, the Board of Directors and Range Director will review the situation.

LIABILITY WAIVERS:

Event Directors are to have non-CRC members electronically complete and sign a Liability Waiver form located on the CRC website. This is to occur once a calendar year. (These are completed by the non-CRC participant at the first event attended within the respective calendar year.) Signed waivers are good for the calendar year in which they are submitted.

WORK BOND COMPLETION:

Event Directors are encouraged to solicit help in running their respective events from CRC club members. This is an excellent mechanism for CRC members to complete their work bond.

Work Bond detail cards are to be completed, in detail, by the Event Director. The directions on the Work Bond detail cards are that the card is to be mailed or a copy emailed to the CRC bookkeeper. This is the responsibility of the member completing the work bond **not** the Event Director. If you accept a Work Bond card from a member, please enter the member's name and badge number on to the bottom of the Event Report.

CRC
10940 South Parker Road
Suite 711
Parker, Colorado 80134

Email: Bookkeeper@crci.org



Match/Event Report Form

Please complete report and mail to address below within 15 days of event.

Event: _____ Event Director: _____ Event Date: _____

Income:

Number of Members _____ @ \$ _____ = \$ _____

Number of non-Members _____ @ \$ _____ = \$ _____

Number of Juniors _____ @ \$ _____ = \$ _____

Total Shooters _____

Other Income (please itemize) _____ \$ _____

Total Income: \$ _____

Expense:

Sanction fees paid to: _____

_____ @ \$ _____ = \$ _____

Event expenses (please attach receipts)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Awards: (Cash, Trophies, Other) _____ \$ _____

Total Expense: \$ _____

Net return to CRC: \$ _____

Cash retained for Future Matches: \$ _____

Work Bond Credits: (Enter Badge # & Full Name)

Total Match Income: \$ _____

Mail Report To: CRC
 10940 S. Parker Rd. Suite 711
 Parker, CO 80134
 Email: bookkeeper@crci.org