

Background: In order METACON IDPA to successfully function and run safe and fun matches, there must be a shared understanding of the process, procedures and requirements for a match with all staff, participants and the Metacon BOG. This document outlines how METACON IDPA will operate.

Our Vision: That METACON IDPA matches are a safe, welcoming and challenging competitive experience enjoyed by both new and experienced shooters alike. That the matches are supported and sustained by the shooters participating in the matches. That we offer four CoF's per match and have the shooting done within a four hour period from when the first shot is fired.

Staff Positions:

- **IDPA Coordinator:** The IDPA Coordinator keeps the larger picture of Metacon IDPA. Is responsible for the documented processes, maintenance and purchase of equipment and stocking the various boxes used during the match. Will coordinate with each match MD to ensure that a CoF is approved and posted, and match staff is available. In consultation with the MD, cancels matches if all match requirements are not in place. Works with the Metacon BOG for funding and budget. IDPA Coordinator will be prioritized into one match per quarter for free.
- **Match Director:** The Match Directors responsibilities are outlined in the attached document titled, *Match Director Responsibilities*. The MD has the responsibility for all aspects of their match, which not only includes the day of the match but all preparations required for the match. The MD is prioritized into the match and shoots for free.
- **Statistician:** The Statistician is responsible for scoring the match and posting the results. The Statistician is prioritized into the match and shoots for free.
- **CoF Designer:** The CoF Designer designs and documents the CoF according to the IDPA rulebook and the Metacon *CoF Design Guidance* document. The CoF Designer participates in the S&E safety review and addresses all concerns. The CoF Designer is prioritized into the match and shoots for free.
- **Safety Officer:** The Safety Officer is primarily responsible for supervising the active shooter in a manner that ensures safety of all participants and for fairly enforcing the IDPA rules. The Safety Officer will be IDPA certified and also intimately familiar with the following policy documents: IDPA Rulebook, *Metacon IDPA Match Flow*, *Safety Officer*

Primary Duties, Scorekeepers Cheat Sheet, and Safety Briefing. The SO will complete the Metacon IDPA SO Qualification (attached). The SO is prioritized into the match and shoots for free.

- **Scorekeeper:** The Scorekeeper manages shooter flow, scores each shooter, ensures that the scoresheet is complete and assists the SO with calling the match. The Scorekeeper must be a familiar with the following policy documents: Metacon IDPA Match Flow, Safety Officer Primary Duties; and the Scorekeepers Cheat Sheet. The Scorekeeper is prioritized into the match and shoots for free.
- **Sign-Ups:** Manages the sign-up process. Sign-Ups works the MD and the IDPA Coordinator to scope the sign-up process for the month. (date that the email is released, number of shooters, etc.) Sign-ups will be prioritized into one match per quarter for free.
- **Webmaster:** Manages the NECPL and Metacon website presence for Metacon IDPA. Webmaster will be prioritized and shoot one match semi-annually for free.

Expectations for Competitors:

- **IDPA Membership:** By IDPA rules, all competitors should be IDPA members and should know the rules of the competition. If they want to benefit from the work of the organization (IDPA), then they should support the organization financially. Additionally, a lack of knowledge of the rules can be dangerous and slows down the matches. Finally, how can the participants help sustain a recurring IDPA match, if they cannot design a course, SO or score?
 - Metacon members can shoot two matches each year without IDPA membership with normal prioritization. After the two matches, they can shoot if there is excess match capacity.
 - Non-Metacon members can shoot one match as a non-IDPA member.
- **Volunteer for Match Staff:** All participants should strive to volunteer to become match staff. The progression is Scorekeeper, SO, CoF Designer and then Match Director (MD). Distributing the load among multiple people will help sustain this sport we all enjoy.
- **Match Fee:** This is not a major match with sponsors where competitors are treated like a customer. This is a club level match where competitors are an active sustaining participant. The nominal fee covers equipment, range and consumables costs and does not entitle any competitor to be waited on by the volunteer staff or to just participate in the parts they like.

Requirements for Competitors:

- **Match Day:** Competitors that are signed up and accepted for the match are committed to not only participating as a shooter but as match help. This means helping with set-up, taping, clean up and take down. All competitors are expected to stay for the entire match.
 - **Match Start:** The match starts one hour before the first shot. All competitors must check in with the person running match registration immediately upon their arrival. All participants will arrive at this time and assist the SOs and scorekeepers with match set-up.
 - **Match execution:** Although it is acceptable to talk with friends, all shooters will tape and clean up during scoring – no one is so special that they don't have to. All shooters will be aware of their place in the line-up and will be waiting and ready when it is their turn.
 - **Match Clean up:** All shooters will stay and help break down the stage equipment and help put it in the trailer. Once this is accomplished, the match is over and shooters can leave.

Match Size: To help manage the wait times between shoots and to allow the greatest number of participants, the MD and the IDPA Coordinator will evaluate the CoF, the experience of the staff, indoor or outdoor ranges and using expected cycle-times will determine the number of competitors that will allow the match to be completed in 4 hours. This information will be communicated to Sign-Ups.

Match Sign Up Prioritization: Since demand for Metacon IDPA matches exceeds capacity, there must be a method to prioritize shooters. The prioritization is as follows:

- Current Match's Staff (Match Director, 2 SO's, 2 Scorekeepers, Statistics, CoF Designer)
- Metacon IDPA Match Management (Sign-Ups/IDPA Coordinator once per quarter, and Webmaster once semi-annually)
- All others on a first come, first served basis.

Sign Up Process:

- Shooters will send an email to necplmatches@gmail.com indicating their desire to receive the match sign up announcements. Put "Sign Up for Match Announcements" in the subject.
- Mid-month a Match Announcement will come from necplmatches@gmail.com indicating a projected date/time for release of the sign-up email.

- On the projected date/time, a Match Announcement will come from necplmatches@gmail.com containing a sign-up form link and indicating “Sign-up Starts Now.”
- Shooters can complete the web form to sign up for the match. They must provide:
 - first and last name
 - If an IDPA member, their division, classification, IDPA number.
 - If a new shooter, indicate such and arrange a new shooter briefing.
 - If a Metacon Member, indicate such.
- Shooters will receive a form submission confirmation from Google.
- Sign-ups will be open for 24 hours.
- When the match is full or after 24 hours, a match roster will be sent to everyone who has signed up to receive the match announcement. A waiting list will also be provided.
- A shooter on the roster that cannot make the match must immediately let the match director know by emailing necplmatches@gmail.com with the subject “Can Not Make Match” so that their spot can be allocated to another shooter.

Fee:

- Current Match Staff: Free
- Metacon Members: \$10
- All others: \$20

Scores: IDPA member scores will be posted on the NECPL website. As an IDPA affiliated club, Metacon IDPA will follow IDPA rules. In particular, “Contestants may only shoot one IDPA match as a non-IDPA member. Competitors wishing to shoot additional matches must become IDPA members.” The common practice for many local clubs is to allow non-IDPA shooters to participate in the match but not post their scores. Metacon IDPA will also follow this practice. Non-IDPA members will be allowed to shoot and will be given their score sheets at the end of the match. Their scores will not be posted to the website.

Non-compliance: If a shooter fails to show up on time (e.g. at set up), help with the match, stay to the end (equipment put away), or miss the match without sending an email to necplmatches@gmail.com , they will not be allowed to sign up for the next match in which they make the cut.

Attachments: The following attachments provide detailed guidance.

- MD Responsibilities
- CoF Design Guidance
- Match Sign Up and Scoresheet Organization
- Metacon IDPA Match Flow
- Safety Officer Primary Duties
- Safety Officer Qualification
- Scorekeepers Cheat Sheet
- Safety Briefing
- Metacon Cold Range
- Shooter Responsibilities
- New Shooter Safety Check