

Match Director (MD) Responsibilities

Overall Responsibility/Requirements: The MD has the overall responsibility of ensuring that their monthly match is run safely and efficiently and is responsible for all preparatory aspects of the match. The MD must be a non-probationary Metacon member, be an IDPA certified SO or very familiar with the IDPA rules, and be issued a trailer key. Prior to assuming the position the MD must review the following Metacon IDPA Policies and remain vigilant to changes in match execution guidance:

- CoF Design Guidance
- Match Sign Up and Scoresheet Organization
- Metacon IDPA Match Flow
- Safety Officer Primary Duties
- Scorekeepers Cheat Sheet
- Safety Briefing

Pre-Match Responsibilities: 2 months before the match, the MD must ensure that:

- There is a CoF posted on the *Calendar of Events* page of NECPL.com.
 - The MD will coordinate with the CoF Designer to ensure one is drafted or draft one themselves.
 - The MD will review the 4 CoF designs for safety and forward to S&E for approval with a copy to the IDPA Coordinator.
 - Once approved, provide to Glenn for posting to the website.
 - The MD will review CoF with John to determine the appropriate number of shooters for the match and communicate to Sign-ups.
- There are 2 SO's, and 2 Scorekeepers on the *Work Schedule* at NECPL.com. If not, work with the IDPA Coordinator to ensure that there is sufficient match staff. If not, the MD will recommend cancelling the match to the IDPA Coordinator.
- Coordinate tasking with the match staff and verify a staff member has a pick-up or vehicle for moving equipment.

Match Day responsibilities prior to match start: The MD will arrive at least 2 hours early and:

- Verify the condition of the range and cancel the match if unsafe (e.g. Standing Water)
- Review your expectations with the staff and ensure that any new staff members understand their responsibilities and review the appropriate policies for their position.
- Open the trailer, and help in the selecting of equipment and moving it to the range.
- Assist the SO's and Scorekeepers with set up until you have to move onto other responsibilities. New SO's and Scorekeepers may need help setting up activated movers and setting up CoF so there are no shoot throughs and all rounds impact berm/backstop.
- Collect money and sign up shooters. If possible, draft a "regular" to manage this process.
- Direct any non- match staff shooters hanging around to assist with set up.
- If a certified IDPA SO is not available, conduct any New Shooter Orientations.
- Verify that the CoF set ups are safe before the SO's/Scorekeepers shoot.
- Bring shooters who arrive HOT to the Safe Area to clear and make their pistol safe.
- Run the SO's/Scorekeepers if no other IDPA SO's are available at the match (Indoor).
- Post paper copies of the CoF where they are accessible to the shooters.
- Ensure the Pledge of Allegiance is said.
- Conduct the Safety Brief in conjunction with the lead SO.
- Ensure squads are called by the Scorekeepers.

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During the Match: The MD will:

- Run the SO's/Scorekeepers if no other IDPA SO's are available at the match (Outdoor)
- Be on the range keeping broad safety awareness of all activity on the range. Be attentive to gun handling, eyes, ears, unsafe equipment, etc. Man the booth when outdoors. NOTE: if the CoF is set up close to the berm for an outdoor match, you should move downrange with the crowd to ensure you can still observe the action.
- If you are a Certified SO, adjudicate questioned calls by a participant. If not a Certified SO, work with SO's to come to a consensus on the final call.
- Escort any DQ'd shooters from the range.
- Relieve the SO's/Scorekeepers if no other IDPA SO's are available at the match if needed.

After the Match: The MD will:

- Ensure that equipment is stored neatly in the trailer and the trailer is locked.
- Ensure the range is returned to its normal condition.
- Match fees can be totaled and dropped in drop box slot on office wall. The Metacon Treasurer should be notified by email that cash is in drop box after this is done
- Perform a "Hot Wash" with the SO's and Scorekeepers to review how the match went, including safety issues, CoF issues, shooter issues, etc. Report any significant findings to John.