

**RNBRA FULLBORE SECTION**  
**ORGANIZATION OF NB ANNUAL PRIZE MEET**

*The following is a list of items that need to be addressed by the Match Director (Vice-chairperson of the Fullbore Section) prior to and at the Annual Prize Meet. This list may vary from time to time. It is not considered exhaustive and your suggestions and additions are welcome.*

1. **Formation of the organization committee** - 4 or 5 people. Usually these would be people in the greater Fredericton area who are willing to help organize the APM if it is to be held at Batouche. This group of people would also be available on the Friday before the Match to set up target frames and targets as well as the electronic scoring equipment.
2. **Appointment of a Statistician/scorer** and an assistant who are capable of tabulating the score cards during each day of the match, who would print out a score sheet for each match and class of shooter, who would identify ties and need for shoot-offs in the Prince of Wales and the Governor General's matches, and who would assign medals to each winner. Any monetary prizes would likely be calculated after the match and sent to the winners.
3. **Appointment of a Target Maintenance person** who would form a committee or solicit volunteers at the match to change target faces and make any repairs on range. This person may also be responsible for ensuring that the shooting mounds will be maintained and usable on the day of the APM matches. This person may also be in charge on the Friday before the APM to set up targets etc.
4. **Appointment of the Electronic Scoring System person** who would be responsible for directing the installation of the scoring system, calibrate the system on the day before the match and ensure that all equipment is fully charged. He or she would be responsible for a brief instruction to shooters regarding the use of the electronic scoring system and the readers. He or she would also solicit the assistance of 2 or 3 others who have the expertise to assist on the firing line with electronic readers. In addition, he or she would be a consultant to the Match committee for decisions relating to difficulties in scoring due to the electronic scoring system.
5. **Appointment of the Match Committee** consisting of 3 members - one from each of New Brunswick, Nova Scotia, Prince Edward Island and/or Quebec if shooters from these provinces are present. The Match Committee has the responsibility of adjudicating any appeals from shooters. These appeals could be related to the conduct of the Match, decisions of the Range Safety Officer, the scoring system or any other contested matter relating to the match.

6. **Appointment of a contact person** (usually the Match Director or Treasurer) who can receive any pre-match registration moneys. These monies would be forwarded to the Treasurer on or before registration on the first day of the APM. This person is also responsible for making sure that any necessary RNBRA expense claim forms are filled out and for submitting them to the Treasurer of the RNBRA.
7. **Appointment of a Chief Range Safety Officer** and at least one (or two) alternate RSO(s). The RSO for each match will be responsible for the conduct of the match, ensuring that safety protocols are followed and will also be responsible for conducting the match efficiently so no scheduling problems accumulate. His/her instructions must be obeyed at the time they are given. A shooter who believes he/she has been unequally treated by a decision of the RSO and thereby has been unequally handicapped may appeal to the Match Committee.
8. **Ensure that invitations are sent** to the Rifle Association of Nova Scotia, to the Prince Edward Island Rifle Association, to the Newfoundland and Labrador Rifle Association and to the Quebec Rifle Association. This includes a timely posting of the invitation and Match information on the RNBRA website and the Fullbore Section Blogsite. Special mention needs to be made of the requirement that all ammunition must remain super-sonic at the target face at all distances for the scoring system to work properly. A general invitation should also be posted on Gunnutz.
9. **Provide for a "Ready-John" facility** at the range for the days of the APM. This might be available from Base Gagetown or might need to be rented.
10. **Provide for water** and/or other beverages especially when the Match is held during hot days.
11. **Provide for a printed schedule** to be handed to all shooters (this has been done by the Treasurer in the past).
12. **Provide for scoring cards and squadding of shooters** with pre-assigned positions and relays if possible. These would be handed to the shooters when they register on the first day of the match. The Match Director has the final say in squadding. Make sure you have some people who are to assist others with e-readers free for each relay.
13. **Organise a Banquet** on the evening of the Saturday of the APM. If funds for this are collected prior to the match, the number of participants would be known and communicated to the banquet facility. Make sure all participants have directions to the banquet facility.
14. **Obtain the necessary permissions, radios and keys** from Range Control on the day(s) of the Match, and follow the protocol to activate the range for our shooting. Fill out the report at the end of the APM.

- 15. Ensure that a qualified First Aid trained person is present** during the two days of the APM and that the first aid kit and stretcher are both in good order. They must be available in a suitable vehicle designated for ambulance duty with parking priority near the firing line of each range when that range is being used. All vehicles must leave this space open or be required to move.
- 16. Organise pre-registration for the APM** with an identified person who will collect pre-registration funds. The fee for the banquet can also be collected prior to the match along with the pre-registration funds. This would need to be communicated well in advance of the APM (e-mails and Blog).
- 17. Appoint someone to form a Lunch committee** of people responsible for providing a lunch at the range if a lunch is to be provided. Whether or not a lunch is provided should be clearly mentioned in the information sent by e-mail or on the Blog and in the printed schedule.
- 18. Organise a method of ascertaining that all shooters are familiar with the routine of shooting the matches** and of scoring their partner's scorecards. New Brunswick shooters, but not necessarily out-of-province shooters, must have participated in at least one Fullbore match at any time prior to the APM as outlined in the decision made at the Annual General Meeting of the Fullbore Section in 2013. Announcements of the match should include this requirement.
- 19. Make a decision about the number of relays and the number of shooters per relay** that can be accommodated during the APM in the amount of time allocated for the matches. This would include whether 2 or 3 shooters would be partners for the purposes of scoring. If squadding is to be done at the first match of the APM, involve the RSO in this decision.
- 20. Arrange for the rental of the target scoring systems.** The number of shooters/relays will determine the number of targets that will be fitted with electronic scoring devices. A spare target should also be wired in case of equipment failure. Make sure there are enough tablets/devices on hand to accommodate the number of shooters and that all devices are fully charged on each day.
- 21. Ensure that the awards are present on the Range for the presentations on the second day.** This involves ordering enough medals (usually done through the Treasurer), making sure the Governor General's Medals have been received and brought to the range (usually done through the Chairperson of the Fullbore Section) and making sure that the Trophies are brought to the range when needed.

- 22. The Match Director is responsible for providing a welcome briefing** before the shooting begins on the first day (you may need to repeat some of it on the second day). This can be delegated to another officer of the Fullbore section. It should include:
- a. A welcome to the shooters in English and French
  - b. Tell people that our schedule is very tight and that they need to be ready to shoot when their relay is called up.
  - c. Introduce the First Aid person and the first aid vehicle and its location.
  - d. Introduction of the organizing committee with their different responsibilities (who do you contact for what if you need some help with something).
  - e. Tell people that the range gate must be closed during the shooting and who will have the key.
  - f. Make sure you thank the people that have worked on the APM for you
  - g. Introduce the Match Committee and let people know that they first must appeal to the RSO and only when things cannot be resolved on the mound will an appeal go to the Match Committee.
  - h. Let people know that there are several people who have been trained to operate the e-target scoring system. Introduce the people who are to assist with e-readers.
  - i. Point out where people can use the “Ready-John”
  - j. Point out where people can find water/shade especially if the weather is very hot - insist that people need to drink a lot (spectators as well) - we don’t need anyone with heat stroke. Suggest the use of sun blocker and insect repellent.
  - k. Let people know what are the arrangements for lunch that day and the next and that they do not have enough time to leave the range. If there are volunteers preparing a lunch, acknowledge them. Thank all who have donated items for the lunch or for other things
  - l. If you have had to add another relay, explain how this will work and also let them know that this will involve a longer day.
  - m. Let people know where they may smoke.
  - n. Ask for questions.
  - o. Introduce the Chief Range Safety officer and ask him/her to provide a range safety briefing.
- 23. Introduce the Chief RSO and assistant RSOs** who will provide a safety briefing on each day of shooting (no-one allowed on the mound without his permission; he will call a relay to the mound specifying whether they can bring the rifle or not; he will give a maximum of 7 minutes preparation time at his discretion; his instructions to shooters on the firing line; how a rifle is to be cleared and removed from the mound; the use of chamber/bolt flags when not shooting; how rifle/mechanical problems are to be dealt with; “Cease-fire” will be called promptly at the end of the allotted time for the relay - ending that relay; the requirement for courtesy and consideration for other shooters; etc.)