

Revolver Range Officer

Suggested Manpower:

- Individual Matches – 8-10
- Team Matches – 12-14

The Revolver Range Officer has a primary responsibility of supervising all functions conducted on the Revolver Range and a secondary responsibility of supporting the youth BB gun matches. The Revolver Range Officer will also support other Staff Officers after the completion of Revolver functions through the end of the skirmish.

The Revolver Range Officer will work with the Range Officer and the Logistics Officer to prepare and set up the Revolver Range in preparation for the week's events.

The Revolver Range Officer must act as several different officers during the skirmish. The Revolver Range Officer is the Range Officer, Range Support Officer and the Ordnance Officer. The Revolver Range Officer must also ensure that the Tower / Announcer follows the prescribed script and conducts all matches in accordance with all N-SSA rules. The Revolver Range Officer must also work with the main range Individual Match Officer as the Revolver Range Line Judges work for the Individual Match Officer and the National Statistics Staff but are under the Revolver Range Officers direction.

Range setup tasks include the following:

- ☒ Ensure all target frames are in good condition and there are spare frames positioned behind the storage building. If more frames are needed, contact the Range Officer or Logistics Officer.
- ☒ Ensure frame holes for BB (25') and SS Pistol (12.5 yards) are visible and cleaned out to allow for frames to be positioned easily.
- ☒ Remove position markers from the storage building and place them in order starting with position 1 at the far left of the line. Make sure the corresponding frame numbers are positioned correctly in relation to the firing line position numbers.
- ☒ Remove the divider baffles from the storage building and place them between all firing positions. Do not place every other baffle at the 50-yard firing positions.
- ☒ Ensure that enough safety flags are present for each position and placed in the storage building for use when needed.
- ☒ Cordon off Ready Area with caution tape and short uprights or stakes.
- ☒ After the storage building has been cleared out, the Logistics crew will deliver the stand-alone frames for the youth BB Gun Individual Match. These frames are to be placed in the storage building until needed on Friday.
- ☒ Ensure the Main Tower is ready for use. The microphone is located in the storage building and the PA system is already in the tower. There is a circuit breaker that must be turned on that is located in the tower. The system must be tested to ensure proper function. See the Timer/MIC Setup [below](#).
- ☒ Ensure the Logistics crew delivers consoles for use on the Revolver Range – do not just take one from the main range.
- ☒ Ensure the Logistics crew delivers trash containers for use on the Revolver Range.

- ☐ While the Revolver Range will be mowed by the property manager, Revolver Range Staff should get grass trimmers from the main barn to trim around the frames, firing line, towers, storage shed, retaining fence along the creek, and the pedestrian bridge.
- ☐ Check to ensure the retaining fence bases are on firm ground. Perform any repairs needed to the fence and rope off any area of concern due to erosion or fence condition for safety reasons. Rope off the area behind the main tower to prevent spectator traffic close to the fence.
- ☐ Obtain spare cardboard and mounting tools / materials from the Logistics Officer and store in the storage building for use when needed.
- ☐ The Revolver Range Officer must ensure that there is transportation for delivering shot targets and team score cards to the Stat house. It is strongly suggested that at least one member of the Revolver Range Staff bring a 4-wheeler to the Fort for this purpose. If no 4-wheeler is available, coordinate with the Range Support Officer to have targets picked up by the main range staff.
- ☐ The Revolver Range Officer must ensure the Tower / Announcer understands and follows the procedures in accordance with all N-SSA rules.
 - An electronic copy of the current Revolver Range script will be available at least one month prior to the National Skirmish – contact the National Program Chair(s), if needed.
 - A printed copy of the Revolver Range script should be picked up from Program Chairs at the Wednesday morning Safety Training; no other script should be present or used.
 - The script should then be returned to the Adjutant at the completion of the Revolver Matches.
 - There will be no ad lib conversation from the tower regarding any firing procedures. The only deviation from the script should be to deal with an emergency situation or to move competitors along with the hanging process to keep the program on schedule. At all other times, the script should be read word-for-word and read at the correct time intervals.

Skirmish tasks include the following:

- ☐ Ensure that all Revolver Staff attend the Wednesday morning Safety Training in front of the Stat House. It is your responsibility to train any late arriving staff with information from this meeting before they perform any Safety duty on the Revolver Range.
- ☐ Assign competent Line Judges and ensure that all staff members working as Line Judges attend the Wednesday morning Line Judge Training, immediately after the Safety Training at the Stat House area. Ensure that any late arriving Line Judges go to the Stat House to be trained by a National Statistics Staff member before performing any duties on the Revolver Range. Remember that Line Judges work under the Individual Match Officer and the National Statistics Officer.
- ☐ Ensure that any member performing Ordnance duty attends the Wednesday morning Ordnance Training, immediately after Safety Training near the Stat House. Only allow knowledgeable individuals to perform this task – less-knowledgeable staff should contact a designated Ordnance member and not attempt any clearing process alone.
- ☐ The Revolver Range Officer must ensure that the Logistics Staff has assembled all targeting required for Revolver Team matches. **Coordinate with Logistics** on the delivery and storage of these materials.
- ☐ The Logistics Staff will collect all used target material. Ensure your staff has the competitors place this material in the proper location for easy pick up and ensure that your staff assists with this task. The Revolver Range Officer must coordinate the timing of this function with the Logistics Officer to ensure the phase changes are not delayed.
- ☐ At the conclusion of Individual Matches on Thursday, the staff should move all frames to the 25-yard line in preparation for the Team Matches on Friday morning.

- ☒ At the conclusion of all Revolver matches on Friday, including Individual Matches, the Revolver Staff should be split.
 - One part of the staff should start breaking down the range and returning all items back to their primary storage location – that is where the items were before the work weekend.
 - The second part of the staff must set up the stand-alone frames for the Youth BB Gun Individual Match and assist with running the match.
- ☒ After the conclusion of the Youth BB Gun Individual Match, the stand-alone frames need to be delivered back to the main barn – coordinate this task with the Logistics Officer.
- ☒ On Saturday the staff must assist the Youth BB Gun Team Matches, held at the far right of the Main Range during Artillery Competition. The number of staff required will depend on the number of volunteers present and the Revolver Staff can be released from BB Gun duty by the Youth Match Director if not needed.
- ☒ After the Revolver Range has been secured and all equipment returned to the proper storage locations, the staff not working with the Youth BB Gun Team Matches must report to the Adjutant for assignment.
- ☒ At the conclusion of the Youth BB Gun Team Matches, the remainder of the staff should report to the Adjutant for assignment.
- ☒ The Revolver Range Officer must report to the Skirmish Director confirming all tasks have been completed and then perform Staff Officer Assistance for the remainder of the skirmish.

Important Reminders

- ☒ Restrict access to the range during the “firing” periods.
- ☒ Ensure all staff members have target removal tools.
- ☒ Ensure the entire staff conducts themselves properly and does nothing to disturb the competitors while shooting.
- ☒ Ensure the entire staff polices the conduct of other competitors to ensure they are not disturbing the competitors while shooting.
- ☒ Make sure that unfired targets are not removed unless N-SSA rules dictate the removal.
- ☒ Stress no capping of cylinders outside the frame as well as all other safety rules.
- ☒ Supervise the removal of all fired targets. All hands should be used to expedite this task.

Revolver Range Officer’s Report

The Revolver Range Officer’s report should include any problems encountered, any resolutions, a summary of work performed, and any suggestions for future Revolver Range Officers.

TIMER/MIC SETUP

1. In main Revolver Tower, turn on both circuit breakers.
2. Turn on both electronic devices on the shelf above the breakers.
3. Plug in the power cable of the timer box (in either tower) into the 110 outlet.
4. Plug in the RCA plug from the timer into the port **not marked** “MIC” (to remove, push the retaining clip in while extracting the RCA plug).
5. Plug in the RCA plug from the mic into the port marked “MIC” (to remove push the retaining clip in while extracting the RCA plug).
6. Turn on the mic and test the output for correct volume (adjust volume on the amp unit in the main tower above the breakers).
7. Follow the video on how to set the time in the timer display.
8. Make sure the “GREEN” switch is down in the normal operation mode.
9. Press the “RESET” button and verify the correct time is in the RED top display.
10. Press the “START” button and run a test to make sure all settings are as desired.

SETTING THE CORRECT TIME ON THE TIMER

1. Follow the instructions above to turn on the timer.
2. The time for the event is in the larger **red** LED readout.
3. For Revolver **Individual Matches**, the red numbers on the timer need to be set to **30:00:00** minutes.
4. If they are not already at 30:00:00:
 - a. Press the MODE button on the lower left – the word **SET** will appear in green on the lower left of the LED Display
 - b. Push the << button and the last digit in on the green numeric display will flash.
 - c. Use the << button to move the flashing digit to the left and set the numbers appropriately.
 - d. When the green numeric display shows **30:00:00**, press the MODE button again – this will change the red display to **30:00:00**.
 - e. The timer is now set for Revolver Individual Matches
5. Follow the same instructions for the Revolver **Team Matches**. After setting the timer, the RED LED readout should show **01:30:00** (one minute and thirty seconds).

Revolver Range Officer's Schedule

Saturday – Sunday

- ☐ Meet with Staff Officers to coordinate weekend tasks
- ☐ Get keys from Adjutant
- ☐ Set up the Revolver Range / Tower
- ☐ Organize storage building for use
- ☐ Work with Logistics / Range Officers for assistance, if needed
- ☐ Work with the Property Manager for repairs needed / mowing coordination
- ☐ Assist other staff as needed

Monday – Tuesday

- ☐ Meet with Skirmish Director to ensure everything is ready
- ☐ Complete any work not completed on the weekend
- ☐ Assist any other staff needing help

Wednesday – Thursday

- ☐ Get radio from the Adjutant and review the Communications Manual – Revolver Range operations will be on **Channel 4**
- ☐ Ensure all Revolver Staff attend the Wednesday morning Safety Training at 8:00AM in front of the Stat House
- ☐ Pick up Revolver Range scripts from Program Chairs at Safety Training
- ☐ Ensure Revolver Staff assigned as a Line Judge or Ordnance attend the appropriate Wednesday morning Training at 8:15AM in front of the Stat House
- ☐ Ensure that any late arriving staff is properly trained before performing any duty
- ☐ Ensure the Tower / Announcer conducts the matches properly
- ☐ Supervise all functions on the Revolver Range
- ☐ Conduct any staff meeting required regarding situations on the Revolver Range
- ☐ Supervise the removal and delivery of shot targets to Statistics
- ☐ Supervise any Ordnance issues
- ☐ Work with the Individual Match Officer on Line Judge issues
- ☐ At the completion of Individual Matches on Thursday, move the frames to the 25-yard line and prep for the Revolver Team Matches
- ☐ Coordinate with Logistics on the delivery of targeting and the removal of used targeting for the Revolver Team Matches on Friday

Friday

- ☐ Conduct meeting with Revolver Staff
- ☐ Supervise the distribution of Revolver Team targeting
- ☐ Supervise Revolver Staff and Announcer for the Revolver Team Matches
- ☐ Supervise the collection of team scores and the delivery of those scores to Statistics
- ☐ Supervise any Ordnance issues
- ☐ Supervise any Protest issues
- ☐ Secure the Revolver Range after the Revolver Team Matches, perform change over back to individual set up, and reopen range for Individual Matches
- ☐ Supervise all Individual Matches on the Revolver Range
- ☐ Secure the Revolver Range after individual competitions are completed and set up the range for the Youth BB Gun individual competition

- ☐ Assist and oversee the Youth BB Gun Individual Match - this match is under the direction of the National Youth Director
- ☐ Secure and close the Revolver Range at the completion of the Youth BB Gun Individual Match
- ☐ Return scripts to Adjutant

Saturday

- ☐ Complete any cleanup work on the Revolver Range not completed
- ☐ All staff not involved with the Youth BB Gun Team Match should report to the Adjutant for assignment
- ☐ Ensure staff supporting the Youth BB Gun Team Match report for their duties
- ☐ Report to the Skirmish Director for assignment

Sunday

- ☐ Ensure Revolver Range Staff reports for assigned duties
- ☐ Assist with other Staff Officers as needed
- ☐ Perform final Main Range clean up under the direction of the Range Officer
- ☐ Turn in radio to the Adjutant
- ☐ Turn in the keys to the Adjutant