

Statistics Officer

Suggested Manpower: 18-24 during Individual Matches, fewer during Team Matches

The Statistics Officer has a primary responsibility of supervising the host Statistics Staff and ensuring all functions performed by the staff are completed in accordance with N-SSA Skirmish Rules. These tasks must also be performed in accordance with the procedures of the National Statistics Staff, which are proven and allow for no deviation.

The Statistics Officer will work with the help of the National Statistics Staff and under the direction of the National Statistics Officer. There will also be assistance from the Data Processing Staff.

The Statistics Officer supervises the work session for the labeling and bundling of Individual Match targets. These bundled targets are to be delivered to the Registration Building for pick up by member units when arriving at Fort Shenandoah.

- The National Statistics Manager will provide detailed written instructions for performing the labeling / bundling. There must be no deviation from this procedure.
- If the host staff chooses to label and bundle the individual targets at a location other than Fort Shenandoah, the host staff will be responsible for the transportation of the targets. It will be the responsibility of the Statistics Officer to ensure the procedures are followed and the targets are labeled and packaged properly. If this is performed during the work weekend at Fort Shenandoah, there will be assistance from the National Statistics Staff.

The Statistics Officer must understand all N-SSA Skirmish Rules pertaining to all statistical issues. The National Staff will be available to assist with any issue that arises and time must be taken to ensure the correct decision is made.

The Statistics Officer will be responsible for following:

- Target labeling / packaging
- Delivery of bundled targets to the Registration Building
- Supervising the scoring of all Individual Match targets
- Recording and posting of all Individual Match results
- Accepting and processing all Challenges/Protests
- Organizing all Team Match results
- Posting all Team Match results
- Organizing and distributing awards to be handed out from the Stat House
- Making preparations for all awards ceremonies

All tasks performed by the Statistics Officer and the Statistics Staff will be under the direction of the National Statistics Staff and must be performed in accordance with N-SSA Skirmish Rules.

Targets should be scored by an N-SSA member who currently participates in National Individual Matches, but it is permitted (and encouraged) to employ non-members, such as spouses and dependents of members, as target sorters / stackers.

The Statistics Officer should work with the National Statistics Officer to determine how long the Statistics Staff will work each day: either until all of that day's targets have been processed and the scores entered into the system, or until a specific set time. All Individual Match and aggregate scores must be posted by Friday evening.

Access to the Stat House must be restricted to members of the host Statistics Staff, members of the National Statistics Staff, National Officers, and Host Staff Officers. All other individuals must be denied access unless permission is granted by yourself or a National Officer.

The Statistical Officer must ensure that the following occurs:

- A relief rotation of scoring personnel allows workers to take a break every 2 hours
- As many volunteers are utilized as possible
- Your staff has enough scoring personnel assigned to be effective
- Any personnel issues are brought to the attention of the Adjutant / Skirmish Director
- The Range Support Officer has been provided with a list of Statistics Staff available for assignment when Individual Match statistics are complete

The Statistics Officer's report should include a list of personnel employed per task, a list of completion times per task (i.e., how long it took to score individual targets each day), a count of targets scored by event each day, and a list of protests filed and processed with the decision made (if available). A summary of problems encountered with their resolutions and suggestions for future Statistics Officers should also be included.

Statistics Officer's Schedule

Saturday – Sunday

- Get door code from the Adjutant
- Supervise the labeling / bundling of Individual Match targets
- Deliver target bundles to Registration and assist with sorting / storing, if needed
- Open Stat House – clean and prep for operation
- Sort and verify all medals needed are present

Monday – Tuesday

- Meet with the Skirmish Director to ensure everything is ready
- Complete any work not completed on the weekend
- Assist other Staff Officers, if needed

Wednesday – Thursday

- Get radio from the Adjutant and review the Communications Manual
- Meet with the National Statistic Staff for training at 7:30AM Wednesday morning
- Follow checklist / instructions provided by the National Staff
- Sort, score and store all Individual Match targets
- Record all Individual Match scores
- Work with the Individual Match Officer's Staff to deal with any issues
- Supervise the Statistics Staff and resolve any issues in accordance with N-SSA Skirmish Rules

Friday

- Sort, score and store all Individual Match targets
- Record all Individual Match scores
- Coordinate with and assist the Range Support Officer with console staffing, if needed
- Post results for all Team Matches
- Post results for all Individual Matches
- Post results for the Mortar match
- Follow checklist / instructions provided by the National Staff

Saturday

- Receive and process all Individual Match protests
- Organize medals for distribution, per instructions
- Distribute Individual Match medals from Stat House after all protests have been resolved
- Coordinate with and assist the Range Support Officer with console staffing, if needed
- Post results for all Team Matches
- Post results for the Artillery match
- Follow checklist / instructions provided by the National Staff

Sunday

- Coordinate with and assist the Range Support Officer with console staffing, if needed
- Post results for all Team Matches
- Follow checklist / instructions provided by the National Staff
- Prepare results for final awards ceremony
- Secure the Stat House
- Report all available staff to the Range Officer for final cleanup of the Main Range
- Turn in radio to the Adjutant