

Adjutant

The Adjutant is the Executive Officer of the skirmish. The Adjutant will act as Director in the absence or unavailability of the Skirmish Director.

The Adjutant's primary function is to monitor the Skirmish program and ensure that all tasks are being performed, and that all supplies, equipment and personnel are in place. To do this, the Adjutant needs to be the communication link between the Skirmish Director and all Staff Officers.

The Adjutant should monitor all crews for potential problems and staffing issues. Any crews needing help or lacking sufficient staff should contact the Adjutant so that he/she can draw from off-duty personnel or crews that might have excess staff at that time.

Either the Skirmish Director or the Adjutant must be present on the range at all times when the range is open. If either one leaves the central range area, the other must be notified.

All situations or problems requiring the Director should be communicated through the Adjutant first or the Adjutant should be made aware shortly thereafter so that the situation is clear in the event he/she has to make a decision in the Director's stead.

The Adjutant must keep notes about any issues, decisions made, etc., so that the National Report is complete.

The Adjutant will receive the Team Position Assignments and schedules and must post them on all bulletin boards by Tuesday the week of the National.

The Adjutant will get a master set of keys and will be responsible for distributing individual sets of keys to all Staff Officers. The Staff Officer sets will only include keys for their designated areas and tasks.

The following Staff Officers will be issued keys:

1. Range Officer/Main Tower Chief Announcer
2. Sanitation Officer– including plastic keys for large toilet paper dispensers
3. Logistics Officer
4. Revolver Range Officer
5. Registration Officer
6. Ordnance Officer
7. Costume Committee Chairperson

The Adjutant will distribute radios and maintain the batteries. The Adjutant must maintain some type of sign out form for radio distribution. The Adjutant and Skirmish Director must decide who will receive radios and then ensure all Staff Officers are provided the Communications Manual and instructed on the operation and procedures for the radios.

The BOD should contact the Adjutant regarding any special interest visitors or VIPs. The Adjutant will coordinate with the Registration Officer for the Skirmish as well as the National Registration Officer to

ensure that all plans are in place for any visitor. The Adjutant must either personally escort these individuals from Registration or assign an escort. If an escort is assigned, the Adjutant must ensure that the escort provides the visitor the attention needed to have an enjoyable visit while ensuring that our safety requirements are met.

When assigning manpower to cover shortages, consider the following:

- Logistics Staff will work the weekend prior with help from all available personnel and then they have lighter duty (Trash pickup, frame replacements, etc.) until Friday, when team targeting is to be delivered to the ranges. During Individual Matches, extra personnel should be assigned to the Main Range for Safety or Sub Tower duties.
- Artillery Staff is on duty Friday during the Mortar/Howitzer Match and Saturday during the Cannon Match. Outside of those times, they can be assigned to assist as needed – primarily on the Main Range but potentially to relieve other crews, such as Ordnance, Registration, or Statistics.
- Revolver personnel should be reassigned to the Main Range Saturday and Sunday once BB/cleanup duties are complete.

Adjutant's Schedule

Prior to Nationals

- Be in contact with the Skirmish Director and all host Staff Officers; assist in creating a staff schedule for all crews.

Saturday – Sunday

- Meet with Staff and review Program and staff schedule. Make any adjustments to schedule to ensure proper staffing levels
- Provide staff shower passes at Candy Land Campground (as needed)
- Provide Stat Shack door code to Statistics Officer
- Provide keys to host staff officers
- Ensure all staff radios are accounted for and placed in Host Staff Building (near the bridge) for charging

Monday – Tuesday

- Complete any work not finished on weekend
- Post Team Position Assignments and schedules on all bulletin boards
- Meet with Skirmish Director and necessary host staff to ensure everything is ready
- Provide radios to Registration and Sanitation Officers; ensure staff understands the Communications Manual

Wednesday – Saturday

- Meet remainder of staff at Host Staff Building (near the bridge) each morning to provide radios to all necessary staff; ensure staff understands the Communications Manual
- Supervise all Skirmish operations; either you or the Skirmish Director must be present on the range at all times
- Monitor all crews for potential problems and staffing issues
- Conduct any meetings with staff as needed to handle any issues
- Meet any Press/VIP Visitors when informed by Registration Officer
- Obtain Revolver Range Scripts from Revolver Range Officer

Sunday

- Obtain all parking passes, handouts, rosters, schedules, targets and team packets that were not used from the Registration Officer
- Obtain Main Range Scripts from Chief Announcer
- Obtain Keys & Radios from all host Staff Officers