

Staff Officer Requirements

Skirmish Director:

- The single most important task the Skirmish Director has is selecting Staff Officers. The right people will make your job much easier while the wrong people will not only make your job harder, but will affect other Staff Officers and the overall program.
 - Spend the time to think about what type of person is needed for each staff position. Ask questions about people you don't know as there are always qualified people who are willing to do a good job.
 - Do not select an individual who cannot commit to be at the Fort when you need them; one of the biggest problems you can encounter is not having manpower when needed.
- The second biggest hurdle you will face is getting commitments from workers regarding when they can arrive and whether they can stay until the Skirmish is complete. Make sure your Staff Officers communicate with their potential staff to get this information well in advance of the Skirmish.
- Have a plan for all host members even if their original team tasks are complete or have not yet started. Check with all Staff Officers to see who needs relief before allowing anyone to stop working for the day.
- Before releasing teams from Skirmish duty on Sunday, check with other Staff Officers to ensure they do not need the manpower; most importantly the Range and Range Support Officers who will need all hands for range clean up.
- From the prep work stages through completion, utilize the knowledge of the National Staff Officers and the Property Manager. These people are there to assist you and they know what works and what does not work.
- Do not make any major changes to the operation. Ideas for change can be submitted in your report.
- Utilize past reports to get an idea of past issues and what was done to deal with those issues.
- Both you and your Adjutant should have a copy of the Skirmish Rules with you at all times and be familiar with them. Before making a decision that affects either an individual target or a team match, know the rule or refer to the rules section.
- Simply put, prepare as much as possible.

Adjutant:

- This position is the most important selection you will make.
- This person needs to be someone you can work with very well and whose decision-making ability you trust—there will be times when they are dealing with an issue you cannot oversee.
- This person needs to be very organized and have a complete understanding of all aspects of dealing with a National Skirmish as well as your plan for running the Skirmish.
- This person needs to have excellent communication skills and be the liaison between you and your staff.
- This person must be at the Fort from the Saturday of the work weekend through the completion of the Skirmish.

Logistics:

- This person must be able to manage people well and ensure that the established routine is followed.
- This person must be able to follow the target prep procedures without deviation. The target prep system is proven and should not require any changes to be a success.
- This person must be able to follow the Program once the Skirmish has started and ensure that all materials are in the proper place when needed.
- This person must be able to perform other tasks as needed while maintaining the primary function as a priority.
- Someone with good time management skills, the ability to work independently, and an attention to detail is a must—this person should be doing what needs to be done before anyone asks for it.
- Do not underestimate the importance of this position. If target material is not delivered or picked up on time, matches are delayed and there can be unrest.
- This person must be at the Fort from the Saturday of the work weekend through the completion of the Skirmish.

Statistics:

- This person must be able to manage people well and ensure that the established routine is followed—the statistics process has no room for freelancing.
- This person must be very detail oriented and be able to train and manage a volunteer staff that will need to be just as detail oriented.
- This system includes target labeling as well as scoring; the Statistics Officer must be present for all tasks.
- This person must be willing to work longer hours than some other positions.
- This person needs to be present for target labeling during the work weekend and then from Wednesday morning through the completion of the Skirmish.

Registration:

- This person must be very organized, have good communication skills, and able to manage people remotely through a 24-hour schedule as staff will be spread among many locations.
- This person must ensure that the staff performs all aspects of registration correctly while conducting themselves properly.
- This person must ensure that in addition to recording registration information, all targeting and team packets are distributed to the correct units and signed for accurately.
- This person must ensure that the Registration Building is ready and the Registration system is in place on Tuesday. Therefore, they should be at the Fort during the work weekend to oversee and assist with setup, and must be at the Fort from Tuesday through the completion of the Skirmish.

Chief Announcer:

- Next to your Adjutant, this could be the 2nd most important position you select.
- This person needs to be able to take control of the main range and run it like a classroom.
- This person needs to have a clear, understandable, and authoritative voice.
- This person must be able to deal with any and all pressures associated with being in complete control of the main range.
- This person must be able to follow the scripts and not deviate from them at any time—while seemingly simple, it seems to be a very hard thing for some people to do.
- This person must be able to run the program ensuring time is a priority. Every minute is important and the announcer needs to manage what the competitors are doing on the range efficiently.
- This person should be present during the work weekend to meet with the Signal Officer for training on the PA system and to assist with range setup. They must then be present Wednesday through the completion of the Skirmish.

Ordnance:

- This person must have a complete knowledge of the procedures performed to clear all firearms.
- This person should have good working knowledge of almost all, if not all, shoulder arms used on the main range.
- This person must be well organized and able to run an Ordnance crew with safety as a priority and speed a close second.
- This person must be well prepared to ensure that all fouled firearms are either cleared or removed from the range in a very timely manner as fouled firearms are the main source of delay during Team Matches.
- This person must be able to refocus a crew to their primary function if they are performing other duties (e.g., assisting with Safety duties during Individual Matches, etc.).
- This person should be present for the work weekend to assist with Range setup. This person must then be present Wednesday through the completion of the Skirmish.

Range:

- This person should be organized enough to set the range up properly, commanding enough to control all operational issues, and adaptable enough to handle any unforeseen issues quickly and calmly.
- This person does not have a crew but needs to be able to work with and give direction to Range Support / Logistics / Ordnance / Artillery / and the Chief Announcer to ensure that the program runs smoothly. (Individual Match and Line Judges work for Statistics.)
- This person must be present for the work weekend to ensure the main range is set up properly and target frames are operational and in place—this is the only time the Range Officer will have a specific crew. They must then be present Wednesday through the completion of the Skirmish.

Range Support:

- This person must be highly organized and able to maintain a schedule of upwards of 30 people for 9-hour days during all main range matches.
- This person must be able to manage the assigned Range crew (all Safeties, Consoles, Target Runners and Sub Towers) as well as any relief personnel sent to assist with Range duties.
- The Range Support crew is generally short-staffed and they work long hours; this person must take care of their crew and obtain relief when needed.
- This person must ensure that all Safeties are performing their specific duties properly and that they understand when to contact a Staff Officer for assistance.
- This person must be assertive enough to deal with unforeseen problems and flexible enough to manage a different crew each day.
- This person should be present for the work weekend to assist with Range setup. They must then be present Wednesday through the completion of the Skirmish.

Individual Match:

- This person must be a competitive individual shooter who is well versed in the rules pertaining to individual competition and understand the scoring an individual target.
- This person must be able to make fair, accurate, and consistent judgments within the rules.
- This person must be able to deal with various attitudes while standing firm on any decision made according to the rules.
- This person must ensure that Line Judge staff follow the same procedure.
- This person must ensure that the Statistics procedures are followed by the entire staff.
- This person should be present for the work weekend to assist with Range setup. They must then be present Wednesday morning through the completion of the Skirmish.

Artillery:

- This person must understand artillery and all artillery procedures.
- This person must ensure all artillery targeting has been made properly; attention to detail is a must.
- This person must be able to work with the Range Officer to ensure the range is set up properly, and with Logistics to ensure targeting and frames are delivered on time.
- This person must understand the artillery scoring process and be able to score targets.
- This person must be able to manage a crew with a very tight time schedule while also keeping track of crew members when they are leant out to needy areas during down times.
- This person must be present the for the work weekend for target and range setup. They should then be present from Wednesday through the completion of the Skirmish. If they can only be present Friday and Saturday for artillery matches, they must make sure the artillery crew is supervised and utilized for other areas.

Revolver:

- This person must be a competent revolver shooter who can operate as the skirmish director for the revolver range.
- This person must be highly organized and capable of running a crew that should also understand all aspects of revolver shooting, including ordnance clearing.
- This person should be qualified to select an announcer who will run the program according to the script, without deviation.
- This person must be able to setup, maintain, and tear down the revolver range as well as run the BB gun matches on both the revolver range for individuals and on the far right of the main range for the team competitions.
- With a good selection for this position, the revolver range can become a self-sufficient entity that you will only have to check on occasionally.
- This person needs to be present from the Saturday of the work weekend through the completion of the Skirmish.

Sanitation:

- This person must be willing to put in a very long week while performing a very dirty and possibly thankless task.
- This person must be able to maintain a good attitude and the morale of the troops, even when things go wrong.
- This person must be able to make at least minor plumbing repairs.
- This person must be able to maintain the set cleaning schedule and utilize the cleaning supplies for the week in an economical manner; Sanitation has been a cost producer in the past.
- As Sanitation is potentially the root of most of your complaints, make a good choice with this position and the crew.
- This person needs to be present from the Saturday of the work weekend for the initial cleanup through the completion of the Skirmish.