

# Skirmish Director's Manual



# Pre-National Check List

Activity	Time Frame
National Commander and/or appointees selects Skirmish Director from list of host units	January BOD meeting (for next 2 Nationals in rotation – at least 2 years in advance)
Executive Secretary mails all host units an official notification of the National Skirmish to be hosted and the name/contact information of the Skirmish Director	After January BOD meeting 2 years prior to host date (e.g., sent in 2022 for 2024)
Executive Secretary mails the Skirmish Director the Skirmish Director’s Manual, N-SSA Directory & Rules	2 years prior to host date – updated directory to be mailed January of host year
<b>Skirmish Director checks in with Program Chair</b>	<b>As soon as packet is received from Executive Secretary</b>
<b>Skirmish Director makes initial contact with Commanders</b> of all host units; requests information regarding strengths, weaknesses, participation, etc.	<b>After contacting the Program Chair</b>
<b>Skirmish Director selects Staff Officers and sends the following documents to each Officer:</b> <ol style="list-style-type: none"> <li>1. Appropriate Officer’s Manual</li> <li>2. Host Unit Selection Process</li> <li>3. General Information for Staff Officers</li> </ol>	<b>At least 1 year prior to host date</b> - must be done before organizational meeting held 2 Nationals prior to host date
<b>Skirmish Director sends Program Chair and Executive Secretary</b> the list of selected Staff Officers	<b>1 year prior to host date</b>
<b>Skirmish Director sends host Staff Officers</b> the list of National Staff Officers’ contact information	<b>1 year prior to host date</b>
<b>Skirmish Director</b> prepares list of assignments based on information collected from host units (i.e., strengths/weaknesses/participation/etc.)	<b>1 year prior to host date</b>
<b>Skirmish Director</b> calls for patch and streamer design ideas or assigns this task to one of the unit members	<b>As soon as possible</b>
<b>Skirmish Director sends Executive Secretary and Program Chair</b> list of Staff Officer assignments	<b>1 year prior</b>
<b>Skirmish Director sends Executive Secretary</b> the patch and streamer designs for presentation and review/approval at the January BOD meeting	<b>December prior to host year</b>
<b>Skirmish Director checks in with all Skirmish Officers</b> to ensure they have read their manuals and understand their duties, including Tower Main Announcer	<b>6 months prior to date</b>
<b>Skirmish Director sends Program Chair</b> confirmation of all above tasks being complete	<b>1 National prior to host date</b>
<b>Skirmish Director sends Executive Secretary and Program Chair</b> tentative number of workers to attend work weekend prior to National to be used for information and lunch count	<b>1 month prior</b>

# 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.

# Email to Staff Officers & Team Commanders

**NOTE:** This is a sample version of a letter that can be sent to Host Staff Officers and Host Team Commanders. Anything requiring personalization is shown in brackets [sample].

[March 1, 2022]

TO: Staff Officers & Team Commanders

Enclosed you will find your team's Fall Nationals work assignments - please share with your team. For those of you who are staff officers, you will find your full work force currently assigned to you. As everyone knows, there can be last minute changes to cover areas where people are needed. If you already know of changes that need to be made, please let us know so that we can adjust the schedules. Also included is the Program for your planning purposes.

## General Information

- Host staff may bring ATV's/Golf Carts to use ONLY while working.
- While uniforms are not required, Membership Cards are required to be on your person while working. If you leave your card at home, see the Executive Secretary for a replacement.
- Hot showers are available at Candyland Campground for Skirmish Host Staff – see the Adjutant for passes.

## Preliminary Schedule

*Check white board outside of barn for daily work schedule Sat, Sun, Mon & Tues*

### **Saturday, [date]**

**8:00 a.m.** – All members present report to the barn for work assignments. Some assignments have already been made, specifically Stat House, Sanitation and Artillery.

Everyone else will be assigned work detail.

- Range preparation
- Tower & Sub Tower preparation
- Frame preparation
- Target preparation

**2:00 p.m.** – Staff Officer Meeting with Skirmish Director and Skirmish Adjutant, Ruritan's Pavilion

### **Sunday, [date]**

**9:00 a.m.** – All members present report to the barn for work assignments.

- Complete Saturday's work, if necessary
- Grounds work, weed eating, trashcans, etc.

**1:00 p.m.** – Staff Officer & Team Commander Meeting with Skirmish Director and Skirmish Adjutant, Ruritan's Pavilion. Host team and Staff Officer packets distributed.

### **Monday, [date]**

**9:00 a.m.** – All members present report to the barn for work assignments.

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- Complete any work necessary
- Registration Staff excused for the day, as they start work on Tuesday.

**1:00 p.m.** – Staff Officer Meeting, Ruritan’s pavilion

**Tuesday, [date]**

**9:00 a.m.** – Staff Officer Meeting, Ruritan’s pavilion

- Finalize any items that need attention.
- Radios distributed, if not scheduled for Wednesday.
- If all the work has been completed, this will be a day of rest for the Host Staff.

**5:00** – Host Staff Social & Dinner

**Wednesday, [date], through Saturday, [date]**

**8:00 a.m. Required Training**

- Stat House Personnel – [location]
- All Range Personnel for Safety Training (including Revolver Range) – [location]

**8:15 a.m. Required Training**

- Line Judges – [location]
- Ordnance – [location]
- Tower/Sub Tower Staff – [location]

**Remainder of day(s)** – Per Program Schedule

**Sunday, [date]**

- Per Program Schedule
- Clean up - Everyone
- Turn in keys to Adjutant
- Turn in radios to the Adjutant

**Monday, [date]**

Skirmish Director – Walk-through with the Property manager

**[BOD Report Due Date]**

All Staff Officers are required to submit a written report to the Skirmish Director to be compiled and submitted to the Board of Directors for the [January/August] Board Meeting.

Thank you for all that you are doing,  
[Skirmish Director Name]

# Host Unit Selection Process

Per Section 2.9.1 of the Skirmish Rules of the North-South Skirmish Association, Inc., “[t]he Commander or his designee shall assign member organizations to the hosting staffs of National Skirmishes.” As of the date of this document, and subject to change at the pleasure of the National Commander, the Program Chairs, Executive Secretary and IT Manager, acting as designees of the Commander, select National Skirmish host teams based on a rotational calendar and individual team rosters.

Per Skirmish Rule 2.9.2, updated on August 3, 2019, teams selected to host a National Skirmish will be considered to have ‘participated fully’ if the team “*supplies adequate personnel, as determined by the Board of Directors to be 80% of the regular (shooting) members, to effectively perform its assigned responsibilities.*” Non-Shooting Members and non-members (spouses, children, friends, etc.) may be used to obtain the required number, however non-members may not work scoring targets or in front of the safety line on any range.

If a member organization fails to participate fully, it shall be reported to the Board of Directors by the Skirmish Director. A Peer Review Board (Rule 2.9.3.2) will then be assigned to review the Skirmish Director’s report and present recommendations for action, if deemed necessary.

Penalties are defined in Skirmish Rule 2.9.3.3 and consist of:

- a. The required number of members reporting to Fort Shenandoah for the work weekend prior to the next National Skirmish to do work assigned to them by the Property Manager. Individuals who worked the National Skirmish to which the organization was assigned shall be counted toward the number required to fulfill the penalty.
- b. Failing that, the organization and its individual members shall be placed on probation and barred from participation in the next TWO National Skirmishes.

Individuals who worked the National Skirmish to which the unit was assigned will be permitted to participate in National Skirmishes as competitors in individual matches and as pick-ups in company matches while their unit is barred from competition (rule 2.9.4.2).

If a unit’s Commander knows there will be an issue fulfilling their minimum participation obligation, they should contact the National Commander at least six months prior to the skirmish to which they are assigned requesting an exception. If the National Commander refuses to grant an exception, the decision can be appealed to the Board of Directors, whose decision is final (Rule 2.9.4.1).

## Method of Selection

- Minimum number of total National Skirmish Staff = 150
- Unit Participation = 80% of Unit Roster establishes the minimum number of people who must attend and work the National Skirmish for the unit to be considered to have participated fully.
- National Commander/designees will use the list of teams and a rotational calendar to determine the number of units needed to ensure a minimum of 150 required staff.
- All National Skirmish staffs should contain at least 1 unit familiar with artillery functions.

# General Information for Staff Officers

- You must know and understand what your task is – be sure to review your Officer's Manual.
- You must devote time to creating a plan that will allow you to complete all required tasks with your crew. This plan should fit with the overall program and accomplish the ultimate goal of a well-run skirmish.
- **Please stress personal and collective responsibility.** If workers wander or do not report for duty, they increase the burden of the other workers and can jeopardize the ability of the crew to carry out its duties.
  - Supervise your crew so that you know they are performing the given tasks correctly.
  - Monitor your crew so that you know where each member is in case they are needed to help other crews for any reason.
- Your crew has been selected for a specific area because of their knowledge and abilities. Make sure you understand their qualifications and utilize each member to the best of his/her abilities.
- Create a personal schedule so that you know the tasks and resources needed to support your crew.
- Use the schedule in your Officer's Manual to schedule staffing to accomplish the task at hand. Make sure you do not understaff yourself at critical times during the program.
- Make sure that off-duty staff understand that they are always on call if the need arises. These people need to report at specific intervals as there is always someone who could use relief or help.
- Most staffs that complain about being understaffed are doing so because the resources that they have are not being utilized as needed. All successful staffs are those that have all hands kick in to get the job done and keep a good attitude while doing it.
- **Prior to the National, you need to stress to the troop that their attendance as a host staff is very important.** A lack of personal responsibility makes some of our National Skirmishes a major challenge for the host staff. Remind them that they enjoyed competing at the last National and they will enjoy competing at the next National.
- **You must submit a written report by the first week of November (Fall Nationals) or the first week of July (Spring Nationals) to the Skirmish Director.** The Skirmish Director is required to file all reports to the Board of Directors for the next meeting. Please be prompt with this task so that the Skirmish Director can get the material turned in for the meeting.  
Please include the following in your report:
  1. What you and your staff did.
  2. How many staff members you had working on specific tasks.
  3. Problems you encountered.
  4. How those problems were resolved.
  5. Recommendations you would make for future staff (staffing numbers, equipment / supplies that would help procedural changes that would benefit future staff, etc.)

**Thank you** for your willingness to assume responsibility. A National Skirmish does not just happen, it is the sum of all its parts. Every job is essential and each person on the staff can either make the overall program better or worse; your task is to ensure that their actions make it better. Let your people know that their jobs are very important; any individual task not completed as scheduled can have an adverse effect on the program. The most successful skirmish is one where there may have been problems, but the staff acted on them quickly so that and the average person never noticed. Please try to have a good skirmish and deal with all issues in a manner that you would appreciate if you were the competitor.

# 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

# Artillery Officer

Suggested Manpower:

- Target Preparation – 6 minimum
- Mortar – 10
- Cannon – 20-25 (should pull from Logistics/Range staff, as needed)

The Artillery Officer has a primary responsibility of preparing and scoring Artillery targets and conducting Artillery matches.

The Artillery Officer will work closely with the National Artillery Officer, National Logistics Officer, National Range Officer, Skirmish Logistics Officer, Skirmish Range Officer, Range Support Officer and the Property Manager to ensure that the Artillery matches are prepared for and conducted correctly.

## **Targeting**

The Artillery Officer must work under the direction of the National Logistics Officer and the Property Manager, and in compliance with the National Skirmish Rules, to:

- Ensure that all Artillery targeting is prepared correctly during the work weekend.
- Ensure that the correct number of each type of target is prepared.
- Ensure that all targeting is placed on a target wagon in the correct order to be delivered for the matches and covered with plastic sheeting.

## **Target Frames**

The Artillery Officer must work with the National Range Officer, Skirmish Range Officer and Skirmish Logistics Officer to ensure that the correct number of target frames are staged at the far left of the main range in preparation for the Artillery matches, including Howitzer.

**Note:** Old frames should be pulled from the main range for this purpose.

## **Crew Responsibilities**

- The Artillery crew will complete targeting tasks during the work weekend.
- They should then be given other tasks to be performed Monday-Thursday during the National Skirmish.
- During Artillery matches, specifically cannon, pull additional staff as needed from Logistics or Range Support.

## **Artillery Meeting Responsibilities**

- All Artillery Match competitors (cannon and mortar) must have a representative attend the Artillery Meeting (generally scheduled for Friday morning; check the Program).

- The Artillery Officer will take direction from the National Artillery Officer regarding any changes to the Program or special events and conduct the Artillery Meeting accordingly.
- The Artillery Officer must ensure that all Unit Commanders understand their responsibility to support other phases and that the procedures of competition are understood and followed.
- The Artillery Officer must ensure that all Unit Commanders understand and follow any special staging instruction for their field pieces; the match may be delayed if field pieces do not show up at the correct time.

### **Scoring**

- The Artillery Officer will score all targets in accordance with the National Skirmish Rules and report those scores to the Statistics Officer.
- The Artillery Officer must make sure that no targets are disposed of until the final scores are posted and there are no active protests.
- If inclement weather exists, steps must be taken to keep the shot targets out of the weather in case of a protest or tie that needs to be broken.

### **Protests**

- The Artillery Officer is responsible for receiving and resolving any and all Artillery match protests.
- The Artillery Officer will work with the National Artillery Officer to determine a resolution.
- If a resolution cannot be reached, the Skirmish Director should be contacted and proper protest protocol should be followed.
- The Artillery Officer will ensure that all protest results are communicated to the Statistics Officer and the correct results are posted.

### **Report**

The Artillery Officer's report must include the number of guns competing in each class, a summary of any problems encountered with their resolutions, all protests with their resolutions, and any suggestions for future Artillery Officers.



# Artillery Officer's Schedule

## Saturday – Sunday

- Prepare all targeting for the Artillery matches
- Place all targeting on wagon(s) and cover with plastic in preparation for matches
- Ensure the correct number of frames are staged on the main range
- Ensure the correct number of Howitzer frames are constructed and staged on the main range
- Work with the National Range Officer to ensure all Artillery target frame holes are cleaned and ready
- When work is completed, Artillery staff must be transferred to the Logistics or Range Officer to complete any remaining tasks

## Monday – Tuesday

- Complete any work not finished by Artillery or other crew
- Meet with the Skirmish Director to determine alternate duties for your crew before Friday
- Meet with your crew to communicate alternate duties
- Make sure that all work has been completed and everything is ready for the matches

## Wednesday – Thursday

- Get radio from Adjutant – review Communications Manual
- Ensure that the Artillery staff reports for other duties as directed by the Skirmish Director
- Keep in close contact with all other Staff Officers and help as needed

## Friday

- Ensure that the Artillery staff reports for other duties as directed by the Skirmish Director (morning)
- Recover staff in time for preparation of the Mortar match
- Retrieve scorecards from the Stat House and distribute for the Mortar match
- Ensure that all target frames are laid down at the 50yd line for the Mortar match
- Conduct the Mortar match
- Supervise the measuring process; ensure all scorecards are delivered to the Statistics Officer and that the correct results are posted
- Receive and resolve any protests
- Make sure all units replace divots from balls and repair the firing line
- Make sure all units place the frames back in the upright position at 50yds
- Ensure that the range is cleared as quickly as possible if there is a special event on the main range following the Mortar match

## Saturday

- Work with the Logistics Officer to ensure that the Artillery targeting is staged prior to the match (this can be done Friday night if weather permits)
- Work with the Range Officer to ensure all target frames are placed in the proper position for Artillery matches (Cannon and Howitzer)
- Ensure that all safety lines are installed on the range
- Ensure that the Revolver Range and spectator area to the left of the Statistics building are free of all competitors and spectators
- Position a Safety person on camp side of the Revolver Range bridge to restrict access

- Ensure that all your staff, as well as any Range or Logistics staff available, are ready to position frames and post targets for phase I Artillery
  - This requires all hands and a fast pace to ensure the start time is met
  - Be sure to retain all staff for replacing frames in the upright position at 50yds when matches are complete
- Remove and replace targeting for all phases of Artillery
- Score and report scores for all phases of Artillery
- Receive and resolve all protests
- Ensure the correct results are posted
- After final posting of results and all protests are resolved, dispose of the shot targets
- Aid the Logistics Officer returning any items to the main barn and stowing any items used from the barn

### **Sunday**

- Have staff report to other Staff Officers for duty as directed by the Skirmish Director
- Have staff remain until end of Skirmish to assist with cleanup of the main range

# **Chief Announcer / Tower**

Manpower of 4 persons required – at least 2 must bring binoculars/optics from home for use

1. Chief Announcer – optics and backup stopwatch optional
2. Left Side of Tower Spotter – optics required
3. Right Side of Tower Spotter – optics required
4. Backup Timer during Team Matches / rotate relief duty during Individual Matches – backup stopwatch required

The Main Tower Staff works under the direction of the Range Officer. When the Range Officer has turned control of the range over to the Tower, they will serve as fire control and it is the responsibility of the Chief Announcer to ensure that all duties and procedures of the Main Tower are performed properly.

## **Staffing**

Three people are required in the Tower for all Individual Matches and four people are required for all Team Matches. Artillery only requires an announcer and can be assigned to a person from the Artillery Crew, providing the Skirmish Director approves and the Chief Announcer or Range Officer have given instruction to that person.

## **Scripts**

At least one month prior to Nationals, all persons who will be announcing will receive electronic copies of the scripts from the National Program Chair(s). Announcers must familiarize themselves with the scripts for each match and contact the National Program Chair(s) with any questions. The scripts are very precise and must be followed without any deviation; deviation opens up the possibility of a protest and may delay the Program at a minimum.

Hard copies of the scripts will be delivered to the Tower by the Program Chair(s) by Wednesday morning of Nationals. The scripts will be in a binder/binders and should be the only scripts present in the Main Tower. The Program Chair(s) will alert you if any changes have been made.

## **Tower Setup**

- See the [Main Tower PA System and Timer Setup](#) section below for instructions in the event that the Signal Officer is not available during the work weekend to assist with setup.
- PA System / Timer Testing: Any person who might be an announcer needs to test the PA system so adjustments to the main announcer's setup can be noted. If the PA system is not adjusted correctly or the microphone is not used properly, the announcer could be hard to understand. Ideally tests should occur during the work weekend; if not possible, tests must be completed in between matches and approved before any live fire announcing is performed.

## **Responsibilities**

- Opening Ceremonies: The N-SSA staff announcers will aid in announcing the opening ceremonies for the Musket company matches and conduct the invocation. Direction may be given by the Board of Directors pertaining to any special announcements or events. This can happen very late, so be prepared to alter your schedule and be flexible.

- **Emergency Procedures:** The Tower Staff must be familiar with all emergency procedures as outlined in the Skirmish Rules and laid out in the Communications Manual. In the event of an emergency, the Tower must ensure that all competitors on the range follow the instructions given. Once the emergency has been resolved, the Tower Staff must resume all Skirmish functions as quickly as possible.
- The Tower Staff must be familiar with the procedures for stopping and restarting a Team Match during an event in the case of an emergency (Skirmish Rules 26.7.1 and 26.7.2). It is very important that the main watch and backup watch are stopped in the event of a relay stoppage. This ensures that the event can be started again in a manner that follows the Skirmish Rules.
- **Spotters:** The left and right spotters must exercise extreme diligence, focusing their attention on their side of the Tower at all times, with primary focus on the Sub Tower flags and the position Safety flags. The spotters should also watch for unsafe conditions created by competitors and spectators in their line of sight, but should only act on issues that require emergency action. All other issues observed should be relayed to the Range Officer.
- **Backup Timer:** the backup timer must not be distracted from the primary task of backing up the main watch. A timing error can result in an event having to be re-fired or thrown out.
- **Restrict Tower Access:** Only the Tower Staff, Range Officer, and those with the Range Officer's permission, including photographers, should have access to the Tower. Competitors, staff and tourists are not allowed in the Tower.
- **Microphone Usage:** When the microphone is hot, the only person in the Tower who should be talking is the announcer. Turn the microphone off when not in use.

**NOTE:** It is NOT the function of the Tower Staff to make judgments about the manner in which targets are hung; the Tower should only be concerned about the time taken to hang targets. Any complaints about the manner in which targets are hung should be originated by a competitor and be processed through the prescribed challenge / protest procedure. This process does not include the Tower at any point as the Program cannot be delayed.

### **Reminders During Matches**

- **Competitors Down Range:** No competitors should be allowed down range that have not been directed to do so by the announcer – this includes hanging targets, Line Judges and Team Captains inspecting questionable targets, and targets needing to be replaced due to being shot by mistake. Do not allow any competitor down range for any other reason.
- **Event Timing:** In the event that all competitors have completed either their Individual Match targets or all teams have completed their relay before time has expired, the announcer should stop the relay and move to the next relay.
  - If there are no competitors on the firing line, the announcer should ask if any more time is needed.
  - If there is no response after at least 30 seconds, the relay can be ended and the next relay can be started early.
  - During team events, as soon as all teams have been cleared from the firing line, the relay can be ended and the next relay started.

- Ordnance: Communication between the Main Tower and the Ordnance Crew is vital. Once a relay is complete, the Tower should give Ordnance 3 minutes for fouled firearms to be cleared from the line. If a firearm has not been cleared by that time, Tower Staff should call for an Ordnance Vehicle to be directed to the offending position.

To summarize, the Announcer must ensure that:

- He/she speaks clearly, is firm, and runs a tight time schedule,
- Every event starts on time,
- The script is followed without deviation,
- Competitors are not allowed down range unless instructed to do so,
- The target hanging process occurs within the allotted time,
- The call to the line, snapping caps, and loading processes are performed in succession without delay,
- The Ordnance Crew takes fouled firearms off the range efficiently, when needed, and
- The entire program runs in a timely manner.

The Chief Announcer's report should include a summary of problems encountered and any resolutions or suggestions for future announcers. The number of individual relays fired each day and the beginning and ending times for each company match must be included in the report.

## MAIN TOWER PA SYSTEM AND TIMER SETUP

1. Inside the base of the Main Tower, there are three switches on the back wall labeled Zone 1, Zone 2 and Zone 3. For Nationals, in the beginning of the day, turn all three Zones on. For Regionals, use the appropriate numbers of zones (usually 1 and 2).
  - a. Zone 1 is from position 1 to the Tower.
  - b. Zone 2 is from just to the east of the Tower to half way down that eastern part of the line.
  - c. Zone 3 is the last third of the line.
2. In the upstairs of the Tower, move the power switch on the timer box to the ON position. Ensure that the **STOP/PAUSE // NORMAL OPERATION** switch is in the **NORMAL** position.
3. Check the RED LED readout on the timer to ensure that it is set up for the proper time for the event that will be held:
  - a. Individuals = **20:00:00**
  - b. Musket and Carbine Team Matches = **05:00:00**
  - c. Smoothbore, Breechloader, Spencer and Single Shot = **03:00:00**
  - d. Artillery = **60:00:00**
  - e. Mortar = **45:00:00**
4. To set the time on the timer, if not at the correct time for that event, follow the steps below:
  - a. First 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. For example, when the green numeric display shows **20:00:00**, press the **MODE** button again and the display will change to **20:00:00**. The timer is now set for an Individual Match relay.
  - d. Follow the same basic instructions for Team Matches. After setting the timer, the **RED** LED readout should show the appropriate time as indicated at the beginning of that event.
5. When ready to start the event, press the **START/HORN** button. The **RED** digits will start to count down. When the timer gets to **00:00:00** the horn will sound, signifying the end of the event.
6. Ensure that the **RESET** button is pushed before the next relay so that the **RED** digits show the appropriate time for that event.
7. If there is an emergency during the course of the event:
  - a. Immediately push the **START/HORN** button while flipping the switch from **NORMAL** to **STOP/PAUSE**. This will halt the timer and sound the horn.
  - b. When restarting the event, push the **START/HORN** button and flip the switch from **STOP/PAUSE** button to the **NORMAL** position. This will sound the horn and restart the timer.

# Chief Announcer's Schedule

## One month before Nationals

- Review electronic versions of scripts – contact National Program Chair(s) if not received
- Ensure Tower Staff has at least 2 sets of binoculars/optics

## Work Skirmish

- Get the keys to the tower from the Adjutant
- Test the main range speaker system from the main tower
- Test the main range speaker system from the remote field position
- Verify working condition of radio communications
- Review scripts, practice sequences
- List any questions / Get answers for questions from proper Staff Officer

## Monday

- Report to Skirmish Director

## Tuesday

- Meet with National Signal Officer for any last-minute questions / instructions

## Wednesday

- 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
- Attend Main Tower Training at 8:15AM behind the Main Tower to review the following items:
  - Communications Manual
  - Primary communication method (radio)
  - Secondary communication (phone)
  - When to show green flag
  - When to show red flag
  - System to be used in the event of speaker / power failure
  - Process for contacting Ordnance crew to remove fouled firearms from the range – which direction will vehicles go/when can green flags be shown, etc.
- Operate tower for Individual Matches

## Thursday

- Operate tower for Individual Matches

## Friday

- Operate tower for Individual Matches
- Operate tower for all Team Matches
- Operate tower for Mortar Team Match - Mortar can be announced by an artillery announcer if one has been approved by the Skirmish Director / Artillery Officer / Range Officer and training has been performed
- Chief Announcer must still ensure the tower is locked and keys recovered after Mortar

**Saturday**

- Operate tower for Carbine Team Match
- Operate tower for Artillery Match - Artillery can be announced by an artillery announcer if one has been approved by the Skirmish Director / Artillery Officer / Range Officer and training was performed
- Chief Announcer must still ensure the tower is locked and keys recovered after the Artillery Match

**Sunday**

- Operate tower for Opening Ceremonies
- Operate tower for Musket Team Matches
- Secure all equipment
- Clean tower of all trash and debris
- Lock tower
- Return scripts to the Adjutant
- Return keys to the Adjutant



# N-SSA Communications Plan

Effective radio communications is a key requirement for conducting a safe and effective National Skirmish.

## 1. Channel Assignments:

- Channel 1 is dedicated to the main range for Skirmish operations and support.
- Channel 2 is dedicated to the Provost staff (monitored by EMS when on site).
- Channel 3 is dedicated to the Registration and Bridge staff.
- Channel 4 is dedicated to the Revolver range staff.
- Channel 10 is used exclusively by the National Staff for sensitive issues.

## 2. Radio Assignments for Host Staff and Operations:

### A. 16 channel radios:

- i. Skirmish Director\*\*
- ii. National Commander\*\*
- iii. Provost Marshall\*\*
- iv. Property Manager\*\*

### B. Others:

- i. Skirmish Adjutant
- ii. Executive Secretary
- iii. National Deputy Commander
- iv. Statistic Officer/Stat House (with charger)
- v. Sanitation Officer
- vi. Registration (3 total with chargers: Main, Visitors' Gate, Y in the road)
- vii. Bridge (2)
- viii. Frederick County EMS (with charger)
- ix. Logistics Officer (2)
- x. Ordinance Staff (3+/-)
  1. Ordinance Officer
  2. Ordinance cart(s), as needed
- xi. Artillery Officer (2)
  1. Match Officer (during artillery match)
  2. National Artillery Officer (during artillery match)
- xii. Main Range Operations (7)
  1. Main Tower (1)
  2. Sub Towers (3)
  3. Range Officer (1)
  4. Range Support Officer (1)
  5. Individual Match Officer (1)

- xiii. Revolver Range Operations (4)
  - 1. Revolver Range Officer (1)
  - 2. Revolver Range Ordinance Officer (1)
  - 3. Revolver Range Main Tower (1)
  - 4. Revolver Range Sub Tower (1)
- C. As needed for the following positions:
  - i. National Signal Officer
  - ii. National PIO
  - iii. National Inspector General

Radios must be signed out each morning and returned each afternoon/evening at the end of activities for charging, with the exception of the following who will keep the radios and chargers for the entire skirmish:

- 1. Frederick EMS
- 2. Registration
- 3. Stat Operations
- 4. Executive Secretary
- 5. Property Manager
- 6. National Commander
- 7. Any other position that is agreed upon by the Adjutant and Skirmish Director

### **3. Emergency Radio Traffic**

In the event of a medical or other emergency, always use the following prior to any other information being transmitted to alert everyone to the importance of the information:

“Priority Traffic, Priority Traffic”

Then give the location and nature of the emergency with the appropriate request for assistance.

# General Information for Staff Officers

- You must know and understand what your task is – be sure to review your Officer's Manual.
- You must devote time to creating a plan that will allow you to complete all required tasks with your crew. This plan should fit with the overall program and accomplish the ultimate goal of a well-run skirmish.
- **Please stress personal and collective responsibility.** If workers wander or do not report for duty, they increase the burden of the other workers and can jeopardize the ability of the crew to carry out its duties.
  - Supervise your crew so that you know they are performing the given tasks correctly.
  - Monitor your crew so that you know where each member is in case they are needed to help other crews for any reason.
- Your crew has been selected for a specific area because of their knowledge and abilities. Make sure you understand their qualifications and utilize each member to the best of his/her abilities.
- Create a personal schedule so that you know the tasks and resources needed to support your crew.
- Use the schedule in your Officer's Manual to schedule staffing to accomplish the task at hand. Make sure you do not understaff yourself at critical times during the program.
- Make sure that off-duty staff understand that they are always on call if the need arises. These people need to report at specific intervals as there is always someone who could use relief or help.
- Most staffs that complain about being understaffed are doing so because the resources that they have are not being utilized as needed. All successful staffs are those that have all hands kick in to get the job done and keep a good attitude while doing it.
- **Prior to the National, you need to stress to the troop that their attendance as a host staff is very important.** A lack of personal responsibility makes some of our National Skirmishes a major challenge for the host staff. Remind them that they enjoyed competing at the last National and they will enjoy competing at the next National.
- **You must submit a written report by the first week of November (Fall Nationals) or the first week of July (Spring Nationals) to the Skirmish Director.** The Skirmish Director is required to file all reports to the Board of Directors for the next meeting. Please be prompt with this task so that the Skirmish Director can get the material turned in for the meeting.  
Please include the following in your report:
  1. What you and your staff did.
  2. How many staff members you had working on specific tasks.
  3. Problems you encountered.
  4. How those problems were resolved.
  5. Recommendations you would make for future staff (staffing numbers, equipment / supplies that would help procedural changes that would benefit future staff, etc.)

**Thank you** for your willingness to assume responsibility. A National Skirmish does not just happen, it is the sum of all its parts. Every job is essential and each person on the staff can either make the overall program better or worse; your task is to ensure that their actions make it better. Let your people know that their jobs are very important; any individual task not completed as scheduled can have an adverse effect on the program. The most successful skirmish is one where there may have been problems, but the staff acted on them quickly so that and the average person never noticed. Please try to have a good skirmish and deal with all issues in a manner that you would appreciate if you were the competitor.

# Host Unit Selection Process

Per Section 2.9.1 of the Skirmish Rules of the North-South Skirmish Association, Inc., “[t]he Commander or his designee shall assign member organizations to the hosting staffs of National Skirmishes.” As of the date of this document, and subject to change at the pleasure of the National Commander, the Program Chairs, Executive Secretary and IT Manager, acting as designees of the Commander, select National Skirmish host teams based on a rotational calendar and individual team rosters.

Per Skirmish Rule 2.9.2, updated on August 3, 2019, teams selected to host a National Skirmish will be considered to have ‘participated fully’ if the team “*supplies adequate personnel, as determined by the Board of Directors to be 80% of the regular (shooting) members, to effectively perform its assigned responsibilities.*” Non-Shooting Members and non-members (spouses, children, friends, etc.) may be used to obtain the required number, however non-members may not work scoring targets or in front of the safety line on any range.

If a member organization fails to participate fully, it shall be reported to the Board of Directors by the Skirmish Director. A Peer Review Board (Rule 2.9.3.2) will then be assigned to review the Skirmish Director’s report and present recommendations for action, if deemed necessary.

Penalties are defined in Skirmish Rule 2.9.3.3 and consist of:

- a. The required number of members reporting to Fort Shenandoah for the work weekend prior to the next National Skirmish to do work assigned to them by the Property Manager. Individuals who worked the National Skirmish to which the organization was assigned shall be counted toward the number required to fulfill the penalty.
- b. Failing that, the organization and its individual members shall be placed on probation and barred from participation in the next TWO National Skirmishes.

Individuals who worked the National Skirmish to which the unit was assigned will be permitted to participate in National Skirmishes as competitors in individual matches and as pick-ups in company matches while their unit is barred from competition (rule 2.9.4.2).

If a unit’s Commander knows there will be an issue fulfilling their minimum participation obligation, they should contact the National Commander at least six months prior to the skirmish to which they are assigned requesting an exception. If the National Commander refuses to grant an exception, the decision can be appealed to the Board of Directors, whose decision is final (Rule 2.9.4.1).

## Method of Selection

- Minimum number of total National Skirmish Staff = 150
- Unit Participation = 80% of Unit Roster establishes the minimum number of people who must attend and work the National Skirmish for the unit to be considered to have participated fully.
- National Commander/designees will use the list of teams and a rotational calendar to determine the number of units needed to ensure a minimum of 150 required staff.
- All National Skirmish staffs should contain at least 1 unit familiar with artillery functions.

# Individual Match Officer

Suggested Manpower: 9-11 for Individual Matches

The Individual Match Officer has a primary responsibility of ensuring all individual matches are conducted in accordance with N-SSA rules. It is your responsibility to understand and enforce all N-SSA rules pertaining to Individual Matches. It is also your responsibility to **have a copy of the N-SSA rules with you at all times** and to refer to the rules if there are any questions.

The Individual Match Officer must ensure that all Line Judges understand and enforce all N-SSA rules while conducting themselves properly. Ensure that all Line Judges assigned to the Staff are capable of performing the duty properly.

**Important:** The Individual Match Officer should work with the Skirmish Director, Range Officer and Range Support Officer to identify potential Line Judges at least three months prior to the National Skirmish to be hosted.

The “Procedures for Individual Match Line Judges” manual—shown at the end of this document—should be read and shared with Team Commanders of teams assigned to Range duty so that they can send it to their members identified as potential Line Judges.

**Note:** The Line Judge does not make the final decision in the scoring process.

The Individual Match Officer must ensure that the following tasks are performed:

- Although working directly for the National Statistics Officer, the Individual Match Officer must work with the Range Officer and the Range Support Officer to ensure a smooth operation of the Main Range occurs.
- Work with the Revolver Range Officer and Revolver Range Line Judges to resolve any issues on the Revolver Range. Also ensure that all members of the Revolver Staff who will be acting as Line Judges attend the Wednesday morning Line Judge Training.
- Work with the Range Officer/Range Support Officer to create a schedule ensuring that at least the minimum number of Line Judges are on the Main Range at all times during the Individual Match. Ideally, the schedule should allow for breaks, but Line Judges should understand that this may not always be possible and they should plan accordingly. A list of the minimum number of Line Judges and their designated areas is listed on the Main Range Layout in the Range / Range Support Officers manual.
- The Individual Match Officer is the first point of appeal for a target-related dispute between a competitor and a Line Judge. When making decisions regarding disputes, be sure they are made in accordance with N-SSA rules. If your decision is not satisfactory to the competitor, the target must be taped to the cardboard backer and submitted to the National Statistics Officer for scoring. The competitor must then use the challenge process if the scoring is not satisfactory to them.
  - In order to keep the program flowing smoothly, make sure that any questionable targets remain attached to the cardboard backer and are brought to you for your review. The competitor must accompany the Line Judge and target for it to be considered.

- **Important:** During wet/ extremely damp conditions, to accurately score disputed targets, cardboard backers should always be pulled.
- As Line Judges should function as Safeties when not reviewing targets to clear the line faster, the Individual Match Officer should ensure that they attend the Safety Training on Wednesday morning at 8:00AM—generally near the main tower, but check the Program for location.
- The Individual Match Officer, along with members of the National Statistics Staff, will conduct a Line Judge Training for all individuals who will be performing as Line Judges. This must include Revolver Range Line Judges. This meeting should be conducted Wednesday morning at 8:15AM at the Stat House.
  - Each Line Judge will be equipped with a scoring gauge, and a pen to mark multiple hits and cross fires. They should already have a copy of the “Procedures for Individual Match Line Judges” document, but additional copies will be available in the Stat House, if needed.
  - The pen will be distinctive in color and uniform with all Line Judges. These pens will be supplied by the National Statistics Staff and the color will change at each National. If any other pen is used, the National Statistics Staff will be forced to ignore the call.
  - Ensure that any individual who does not attend the Wednesday morning Line Judge meeting reports to the National Statistics Staff for training before performing any Line Judge Duty. This must occur for all Line Judges no matter when they arrive or on which range they will be working.
- Ensure that all Line Judges understand the proper procedures for dealing with targets blowing off (*Skirmish Rules* section 12.7) and competitors shooting on a frame different than the position they are standing on (*Skirmish Rules* section 12.9). These are common issues and need to be handled in accordance with the National Rules.
- Ensure that all Line Judges advance to their designated frames at the completion of each relay to be available for Line Judge Duties. If not needed as a Line Judge, they should assist with the removal of targets to speed up that process.
- Ensure that all Line Judges assist the Main Tower with preventing competitors from going down range after the command “No more competitors down range” has been given.
- Ensure that no Staff Members (Line Judge/Safety/Ordnance) congregate or talk behind a competitor who is shooting.
- Ensure that all Line Judges understand what their job is and that they conduct themselves properly. They are there to help the competitors. Ensure that they are not confrontational and turn any issues over to you.

After the Individual Matches have been completed, all Line Judges should report to the Range Support Officer for duty assignments through final clean up on Sunday. These transferred duty assignments should be planned and scheduled in advance with the Range Support Officer. The Individual Match Officer should report to the Adjutant/Skirmish Director to assist as needed.

The Individual Match Officer’s report should include a list of all Line Judges and a summary of problems encountered with their resolutions. Also include and suggestions for future Individual Match Officers.

# Individual Match Officer's Schedule

## Saturday – Sunday

- Skirmish Director to assign staff to other Staff Officers for prep duty

## Monday – Tuesday

- Assist with any weekend work not completed
- Meet with Range Support Officer to ensure staffing assignments are complete for Line Judges after the completion of the Individual Match
- Meet with the Skirmish Director to ensure everything is ready

## Wednesday

- Get radio from the Adjutant and review the designated channels for communication as outlined in the Communications Manual – all Range operations will be on Channel 1
- Attend 8:00AM meeting for all Safeties and then attend/conduct 8:15AM training for Line Judges with the National Statistics Staff
- Oversee all Individual Matches
- Work with Range Support to assist with issues requiring assistance
- Ensure any late arriving Line Judges report for training before duty

## Thursday – Friday (Individuals)

- Meet with all Line Judges each morning to discuss any issues from the previous day that need attention
- Ensure any late arriving Line Judges report for training before duty
- Oversee all Individual Matches
- Work with Range Support to assist with issues requiring assistance

## Friday (Team)

- Assist with range changeover
- Ensure Line Judge Staff reports for other duty assignments
- Assist other Staff Officers

## Saturday

- Ensure Line Judge Staff reports for other duty assignments
- Assist other Staff Officers

## Sunday

- Ensure Line Judge Staff reports for other duty assignments
- Assist other Staff Officers
- Perform final clean up

# **North-South Skirmish Association**



## **Procedures for Individual Match Line Judges**

**February 2022**



## Introduction

This is a **summary** of the responsibilities of an Individual Match Line Judge during individual match competition at N-SSA National skirmishes and the rules they are to enforce. Refer to the current *Skirmish Rules of the North-South Skirmish Association, Inc.* (“*Skirmish Rules*”) for complete rules. References herein to individual rules may not be verbatim from the rulebook but are expressed to clarify them to situations Line Judges will encounter.

The primary responsibility of a Line Judge is to prevent and resolve target-related issues during the National Skirmish’s Individual Match periods.

**Neither a Line Judge nor an Individual Match Officer can rule regarding the scoring value of a particular “hit.” We judge whether a particular hit is appropriate to score or if a target was shot improperly.** Secondary responsibilities are to: identify and forestall inappropriate conduct (whether unintentional or intentional), and provide assistance to line safeties, ordnance and other range personnel during Individual Match periods as time and duties allow. You should be familiar with line safety procedures in particular and be comfortable performing their tasks.

## Preparation for Individual Match Days

1. Read the applicable sections of the Skirmish Rules and familiarize yourself with them (particularly sections 12, 13, 16, 17, 18, 19 and 29).
2. Report to the range with:
  - Hearing protection (strongly suggested, but not required)
  - Your N-SSA ID card (required)
  - Your host staff hat (if already issued one)
  - Appropriate footwear and clothing appropriate for the weather
  - A screwdriver or other tool for removing staples
  - Binoculars/scope to see target labels
  - A chair (optional)
3. You will be issued a scoring gauge/template, this leaflet (if not previously received) and a felt-tipped pen at Line Judge Training. Return the pen and scoring gauge to the Individual Match Officer at the end of each day. Keep this leaflet, bringing it every duty day.

## Competitor Set-up

1. All shooting carts, bags, stands, equipment, covers, umbrellas and structures should be kept behind the gravel road (*Skirmish Rules* 25.1.5.c). Uncased shoulder arms should not be leaned against the

fence.

2. A competitor may place a spotting scope stand at an unattended position to show their intention to hang a target on that frame on the next relay.

## **Hanging Targets**

1. Only individual targets tagged for this National should be hung (*Skirmish Rules* 18.22). Targets tagged from previous Nationals are not valid and, if detected, will be disqualified.
2. Competitors are allowed to hang more than one target per relay, providing they intend to shoot all of them on the upcoming relay.
3. A competitor must post targets on the same numbered frame as the position they're shooting from (*Skirmish Rules* 12.9).
4. Competitors are expected to use enough staples to secure the target to the backer. They cannot staple in any part of the scoring rings or anywhere that could interfere with target scoring (*Skirmish Rules* 12.8).
5. Alteration of targets in any form is prohibited (no spotting marks, no folded corners). Altered targets are to be disqualified. (*Skirmish Rules* 18.20).
6. Targets cannot be substituted (e.g., shooting a Carbine target with a Musket, or a 100-yard target at 50 yards). Such targets are to be disqualified (*Skirmish Rules* 18.21)

## **During the Course of Fire**

1. Don't disturb a competitor on the firing line unless they're doing something unsafe or so egregiously wrong it requires immediate correction. If it is a minor infraction wait until they are cleared to notify them.
2. Individual competitors must be in uniform on Friday only.
3. Hearing protection is recommended, but not required.
4. Competitors must shoot from the firing line. The firing line is a straight line between the position markers (*Skirmish Rules* 25.1.1.a) Competitors may stand with the forward foot on the firing line or may straddle it (stand with one foot forward and one foot completely behind) per *Skirmish Rules* 25.1.1.b.
5. Shoulder arms matches shall be of 20-minute duration. Revolver matches shall be of 30-minute duration. (*Skirmish Rules* 12.1.c).
6. All loading and firing must be done by the competitor (*Skirmish Rules* 18.3.1).
7. Competitors may receive assistance from behind the firing line, including coaching and spotting, providing it does not interfere with

- other competitors (*Skirmish Rules* 18.3.1).
8. A competitor is allowed one coach; coaching activity must not disturb other competitors. (*Skirmish Rules* 18.4.1).
  9. A competitor is allowed one spotter. Such activity must not disturb other competitors. (*Skirmish Rules* 18.5.1).
  10. Do not engage in conversations with others during a relay that might distract competitors on the line.
  11. Deliberate cross-firing onto other frames or other people's targets is prohibited (*Skirmish Rules* 18.6).
  12. If you have binoculars or spotting scope, check the target tag colors to confirm if the correct firearm is being used for that target.
  13. If you suspect a competitor is using an unapproved arm or an arm that has features not allowed in N-SSA competition, bring it to the attention of the Inspector General or their staff (this overlaps the safety's responsibilities).
  14. If you notice a competitor using a sling or other support to steady the shoulder arm, a modern shooting jacket or exposed shoulder pads, notify them their use is prohibited (*Skirmish Rules* 18.18). If they were ignorant of the rule, they can ground their arm and remove offending clothing. Their target may be disqualified if you suspect them of "cheating."
  15. Watch for correct ramrod use when loading. Ramrods appropriate to the shoulder arm should be used (no cleaning or range rods). Ramrods can be up to 3" longer than the barrel, less the tang. Knurling of ramrod ends is prohibited. Thread protectors up to 1" long can be on the threaded end. Ramrods that are fastened to the firearm can't be used as ramrods. No muzzle protectors or ramrod guides are allowed (*Skirmish Rules* 19.14).
  16. For clearing firearms and dealing with fouled firearms, see section 20 of the *Skirmish Rules*.

## **Claims for Line Judge Calls or Alibis**

1. If there is suspected cross-firing, multiple hits, &c., the competitor is expected to notify the safety, who should notify the Line Judge after the competitor is cleared. However, competitors frequently call for Line Judges after they walk down to the frame and inspect their target. Be flexible.
2. Alibis are not generally accepted during N-SSA competition. The two exceptions are:
  - Fouled or Disabled Firearms During an Individual Match**
  - a) The Safety should clear the firearm per approved procedures.
  - b) If the firearm is cleared and/or repaired during the relay, the

competitor may continue the match on that relay, and/or elect to finish the match on the next relay. (*Skirmish Rules* 12.6)

### **Loss of Target During an Individual Match**

- a) When a target (or target and backer) blows off the frame, and if it appears the target was hung with care considering the conditions, and if the competitor can find the target, they may re-hang and finish their course of fire on that target during the next individual relay.
  - b) If they cannot find their target, no alibi can be granted. (*Skirmish Rules* 12.7.c).
3. Alibis must be declared by the competitor before the target is pulled.
  4. Alibis can be granted by a Line Judge, Individual Match Officer or the Skirmish Director.

## **Target Review + Markup**

Target scoring is the responsibility of the Statistics Office. Line Judges are to sort out and identify issues with targets before they are pulled from the target frames so the Statistics Office can correctly score the target.

1. The majority of calls will be for deciding if a hole contains two or more “hits.” The *Skirmish Rules* (section 28.2.9, emphasis added) state:
  - a) As a rule, **only visible hits shall be scored.**
  - b) An **exception** shall be made in the case **where a grouping of three or more shot holes is so close that it is possible for a required shot or shots to have gone through the group of holes without leaving a mark.**
  - c) In this case, **the competitor shall be given benefit of the doubt.**

### **To positively identify multiple hits:**

- use your scoring gauge on the front of the target to identify the grease rings, tears or profiles left by separate bullets;
- try to judge the veracity of the claim by other shots on the target (i.e., six hits outside the scoring rings and four claimed hits inside the 10-ring in a hole that looks like a double).

### **Procedure for marking multiple hits:**

- a) Using the correct pen, circle the shot or shots involved so that the scoring personnel can determine what you have approved and make a note of the issue – Double/Triple/&c.
- b) Write your initials and competitor number on the target.
- c) The competitor must also write their initials and competitor number beside the shot or shots in question.
- d) The target can then be pulled from the backer and sent to the

Stat House.

2. The next most frequent Line Judge call will be for cross-fires or ricochets. Claimed cross-fires or ricochets must be identified as such on the target by a Line Judge using the steps listed above.

**If a situation can't be resolved to the satisfaction of the competitor in a timely manner, pull the backer with target still attached and take it to the Individual Match Officer** (see Challenges and Protests section).

## Target Collection

1. **Individual targets may only be removed by host staff** (*Skirmish Rules* 18.19).
2. All **shot** targets are pulled from their frames at the end of each relay unless a valid alibi is declared.
3. Pull out all staples.
4. Be careful not to tear targets if removing them from their backers.

## Target + Backer Handling

If a target and its backer are removed from the frame, they must remain together for duration of the skirmish (*Skirmish Rules* 28.2.11). If the Individual Match Officer cannot resolve the situation to the satisfaction of the competitor, the Individual Match Officer will tape the target corners to the backer to ensure it does not shift. At that point, all staples can be removed and the target and backer should be submitted to the National Statistics Officer for review.

## Challenges + Protests

1. If a competitor protests on the line, elevate the matter to the Individual Match Officer; if they are not available, contact the Skirmish Director.
2. If the Individual Match Officer cannot resolve matters to the competitor's satisfaction, protests must be made per *Skirmish Rules* section 29, Challenges and Protests:
3. **Again, neither a Line Judge nor the Individual Match Officer can rule regarding the scoring value of a particular "hit."** They judge if a particular hit is a cross-fire from another competitor, ricochet, multiple hit or if a target was shot improperly (marked target, wrong firearm, wrong frame, firearm failed inspection, disqualified due to inappropriate conduct, &c.).

## **After the Individual Matches**

Once individual matches conclude on Wednesday and Thursday, Line Judges are to assist with end-of-day clean-up per instructions from the Range Support Officer. Return the felt-tipped pen, gauge/template, and any borrowed equipment to the Individual Match Officer.

When individual matches end on Friday, Line Judges are expected to assist in the range's turnover to team matches and report to the Range Support Officer for their next assignment unless they have already been assigned to a new role. Return the felt-tipped pen, gauge/template, and any borrowed equipment to the Individual Match Officer.

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**Your host team obligation does not end until everything is cleaned up and put away on Sunday afternoon.**

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**If questions arise that are not covered in this manual or by the National Safety Officer during training, please contact your Individual Match Officer, Range Support Officer or Range Officer.**

**Target labels are color coded by firearm.  
The correct color codes for this National are:**

# Logistics Officer

Suggested Manpower: 20-25 Total; surplus personnel should assist on Range during Individual Matches

The Logistics Officer has a primary responsibility of performing specific tasks and a secondary responsibility of assisting any staff officer who requires logistic help that cannot be performed by that staff. The primary responsibilities are as follows but can be added to by the Skirmish Director:

- ☐ Construction of new target frames
- ☐ Preparation of target materials
- ☐ Boxing and delivering all company and artillery match targets
- ☐ Mounting cardboard on frames for individual competition
- ☐ Distributing and maintaining main range and sutler row trash cans
- ☐ Disposing of used target materials
- ☐ Maintaining the barn during the skirmish week for all events
- ☐ Securing all storage areas after the completion of the skirmish

The Logistics Officer must work closely with the Property Manager regarding the proper use of equipment during a National Skirmish. This equipment includes but is not limited to the following:

- ☐ Tractors
- ☐ Target wagons
- ☐ Utility / trash trailers
- ☐ Drill presses for drilling ceramic tiles
- ☐ Hand drills and drill bits for drilling clay birds and cardboard
- ☐ Jigs for constructing frames and drilling cardboard
- ☐ Air compressor–nail gun for frame construction
- ☐ Air compressor–nail gun for mounting cardboard on frames
- ☐ Air compressor for cleaning frame holes on both ranges
- ☐ Golf cart for staff officer use
- ☐ Weed eaters / mowers

**Note:** The Logistics Officer must ensure that the entire workforce understands that all equipment / power tools are under the control of the Property Manager. There will be no modifications to or use of any piece of equipment or power tool without the permission of the Property Manager via the Logistics Officer.

The Logistics Officer must work closely with the National Logistics Officer regarding the proper target preparation process, the proper process of boxing and loading target boxes / cardboard onto wagons, and the proper process of constructing new frames. These are primary areas of concern for the Logistics Officer and must be completed correctly to ensure unforeseen errors do not present themselves later in the week.



The Logistics Officer must work closely with the National Range Officer / Range Officer and the Revolver Range Officer to get both ranges set up properly. The Revolver Range Officer will have the staff to do all work and will simply need materials delivered and collected. The main Range Officer will need a few workers from the Logistics staff to prep the main range, take old frames from the range to the revolver range and staging area for artillery use, set up new frames on the main range, deliver consoles and set up position markers. All of these tasks are performed under the direction of the Range Officer with the support of the Logistics Officer and Logistics staff.

The Logistics Officer must maintain contact with the Property Manager for the entire week. After the work weekend, the Logistics Officer will primarily take direction from the Skirmish Director / Adjutant but must maintain contact with the Artillery, Revolver Range and Main Range Officers to ensure that all needs on both ranges are completed.

The Logistics Officer must ensure that all needed materials are in their proper place and ready to go before the start of the National Skirmish. Once the skirmish begins, the Logistics Officer must simply keep track of the program schedule and ensure that all materials are delivered and collected at the proper time. These tasks must be completed in a fashion as to not delay the skirmish in any way.

While performing the primary tasks given, the Logistics Officer must be prepared to support any other Staff Officer if they need Logistic support. When this happens, and support is given, the primary logistical goal cannot be compromised.

Each day, the Logistics Officer must determine the manpower required to perform the tasks of that day. This will vary from day to day. After determining this, coordinate with the Adjutant to send any additional manpower to other staffs to help where needed—the main range almost always has people who could use a break. If additional manpower is not needed elsewhere, the Logistics Officer must maintain them on stand-by duty in the event they are needed.

The Logistic Officer is responsible for, but not limited to, the following tasks:

- ☐ Preparing and boxing all team match targeting under the direction of the National Logistics Officer.
- ☐ Staging the boxed targeting on wagons and covering with plastic to prevent weather damage, also under the direction of the National Logistics Officer.
- ☐ Preparing, boxing and delivering BB gun targeting under the direction of the National Youth Director.
- ☐ Constructing new frames and delivering them to the main range when the range is ready for setup.
  - The construction of the frames is performed under the direction of the National Logistics Officer / Property Manager.
  - The setup of the main range is completed under the direction of the National Range / Range Officers.
- ☐ Delivering trash cans to all main range entrances and sutlers row. Collecting and disposing of trash from these cans will need performed periodically during the week. This frequency will need to be monitored.

- Do not let the cans get completely full.
- The use of smaller trailers and 4 wheelers for this task is a better option than a tractor.
- Sutlers row cans need to be collected more often than most others—placing a small trailer at the west end of sutlers row between the building and the road and asking the sutlers to put their own trash on the trailer will help.
- ☒ Delivering and mounting cardboard on frames for individual competition.
  - This is performed under the direction of the Property Manager and coordinated with the Range Officers on directing the frames to be used.
  - Ensure that the nail gun operators understand how to operate the equipment and get the cardboard mounted properly. If the nails are set too deep or not deep enough, there can be issues with cardboard blowing off.
- ☒ Delivering and distributing targeting materials for all team matches. These tasks should be staged at the far end of the range well before needed and coordinated with the Range Officer, especially the Revolver Range Officer prior to Phase II of the Revolver Team Match.
  - Ensure that enough staff is used to distribute targeting at each position as quickly as possible.
  - Ensure that a staff member verifies that the correct number of boxes / pieces of cardboard are placed at each position.
  - It is a good idea to have a person ensure that competitors do not take items off the wagon.
- ☒ Collecting and disposing of used target materials. This task is performed by using a second tractor and wagon. This is performed at the same time as delivering new targeting for the next team event or at the completion of the last team event of the day.
- ☒ Setting up for the Membership Meeting on Friday evening
  - This may take place in the barn or at Memorial Park.
  - If in the barn, it must be cleared of any target wagons. Keep track of the weather to know if staff will be needed to put the wagons back in the barn after the meeting.
  - If at Memorial Park, sound and lighting systems will need to be transported and set up in that area.
- ☒ Clearing of the barn for the barn dance on Saturday evening. All setup and tear-down for the dance is to be performed by dance associated personnel—not your staff. Again, keep track of the weather to know what to do with target wagons.
- ☒ Maintaining of the barn at all times during the week.
  - Keep it as clean as possible.
  - Nobody but your staff is to be in the barn at any time unless they have the permission of the Property Manager and you have knowledge of that permission.
  - It is a very good idea to rope off an area in front of the barn to ensure enough room to get target wagons out without having cars moved.
- ☒ Breaking down both ranges when events are completed and transporting all equipment back to the proper storage location.
  - This should be performed at the earliest possible time for each range or portion of the range which will not be used again.
  - Coordinate this task with the Range Officers on both ranges.

- ☒ Securing all storage areas after the completion of the skirmish. This basically entails returning all items back to the location they were found and doing a final clean of the barn and barn area. Try to leave these better than when you started.
- ☒ Coordinating with the Costume Committee Chairperson to assist with setup of tents, tables, and sound system in Memorial Park.
  - These items should all be stored in the Hocker-Hughes Building.
  - **DO NOT HOOK UP AND TEST THE SOUND SYSTEM DURING A TEAM EVENT.** If doing so during individual competition, wait to check the system between relays.
- ☒ Creating a checklist of all items taken out of the barn that will need returned at the end of the Skirmish. Items such as entry road signs, temporary posts, and parking rope / signage will need to be taken down and stored back in the barn. Use this list to ensure all items are returned so the property manager does not have to do this after everyone is gone.

The Logistics Officer's report should include any suggestions for improvement and should also include a summary of problems encountered with the solutions.

# Logistics Officer's Schedule

## Saturday / Sunday – Work Party

- ☐ Get keys from the Adjutant
- ☐ Meet with the Skirmish Director, National Logistics Officer, National Range Officer and the Property Manager to set a plan for the weekend
- ☐ Prepare targeting for all Company Matches
- ☐ Construct and deliver new frames when main range is ready for them
- ☐ Prepare targeting for BB gun match
- ☐ Deliver BB gun frames to the revolver range
- ☐ Deliver consoles to the main range and revolver range
- ☐ Deliver and bag trash cans on main range and sutlers row (wait to bag if rain)
- ☐ Prepare for mounting cardboard on Wednesday morning for individual competition
- ☐ Assist the Artillery crew with artillery targeting if needed
- ☐ Provide manpower to the Range Officer for main range setup (the number will vary with the weather and the condition of the range)
- ☐ Provide transportation assistance to the Range Officer
- ☐ Provide transportation assistance to the Revolver Range Officer
- ☐ Provide transportation assistance to the Artillery Officer
- ☐ Provide any logistical assistance to any other staff requiring assistance
- ☐ Provide grass trimming assistance on the main range if needed and the manpower is available. This can be done on Monday / Tuesday
- ☐ If enough manpower is present for the work skirmish and the weather is good all work should be completed midday on Sunday
- ☐ Ensure all entrance road signs are installed
- ☐ Provide help to Provost and install parking signs / roped areas

## Monday / Tuesday

- ☐ Use these days to finish any work not completed
- ☐ Meet with the Skirmish Director and all Staff Officers to ensure that all prep work has been completed and everything is ready for the skirmish
- ☐ Conduct a meeting with the Logistics staff and ensure that all hands are clear regarding their assigned tasks for the week
- ☐ Ensure that a system is in place dealing with staff arriving after these meetings
- ☐ Clean and organize the barn, if needed

## Wednesday

- ☐ Get radio from the Adjutant and review Communications Manual
- ☐ Conduct meeting with the Logistics staff
- ☐ 7AM: Mount all cardboard on both ranges
- ☐ 8AM: Have all staff not mounting cardboard attend the safety meeting conducted at the main tower
- ☐ Have a small staff on standby with cardboard mounting equipment to replace cardboard if needed. This will be more needed in bad weather or windy conditions.
- ☐ Perform a trash can / sutler trailer check and disposal if needed later in the day

- ☒ Have all hands without assigned tasks report to Range Support for safety duty

### **Thursday**

- ☒ Conduct meeting with the Logistics staff
- ☒ 7AM: Mount all cardboard on both ranges
- ☒ Have small staff on standby to replace cardboard if needed
- ☒ Have all hands without assigned tasks report to Range Support for safety duty
- ☒ Perform a trash can / sutler trailer check and disposal a couple times during the day

### **Friday**

- ☒ Conduct meeting with the Logistics staff
- ☒ 7AM: Mount all cardboard on main range only
- ☒ 7AM: Deliver revolver team targeting to the revolver range by 7AM
- ☒ If weather permits, the revolver targeting can be taken to the revolver range Thursday evening
- ☒ Pickup revolver range used materials, when time permits
- ☒ Follow the schedule and ensure all materials are delivered for each team match
- ☒ Have team targeting staged at the main range 2 hours before match start time
- ☒ Assist main range with cardboard removal and prep for team matches
- ☒ Begin delivering team targeting as soon as individual competition ends
- ☒ Begin used material pick up 10 minutes after each team match ends
- ☒ Perform a trash can / sutler trailer check and disposal a couple times during the day
- ☒ During the Mortar competition, prep the barn or Memorial Park for the membership meeting
- ☒ Coordinate with Costume Committee Chairperson for support needed

### **Saturday**

- ☒ 6:30AM: Deliver Carbine team targeting
- ☒ Perform a trash can / sutler trailer check and disposal a couple times during the day
- ☒ Begin used material pick up 10 minutes after Carbine match ends
- ☒ Begin frame setup and targeting delivery for Artillery as soon as Carbine match ends.
- ☒ Deliver and collect Artillery targeting between phase 1 and phase 2
- ☒ Deliver and collect Artillery targeting between phase 2 and phase 3
- ☒ Collect Artillery targeting after phase 3
- ☒ After each collection of targeting, deliver the targets to be scored by the Artillery Officer (the location can vary depending on the weather)
- ☒ Prep the barn for the barn dance
- ☒ Assist delivering awards for the ceremony in Memorial Park, if needed
- ☒ Ensure everything is ready for the Musket team match
- ☒ Coordinate with Costume Committee Chairperson for support needed

### **Sunday**

- ☒ 6:30AM: Deliver Musket team targeting
- ☒ During the Musket match, start barn clean up and prep for the end of the skirmish
- ☒ During the Musket match, all Revolver Range equipment can be taken back to the barn (if not already completed)

- ☐ Have phase II Musket targeting staged behind the fence at the right end of the range
- ☐ Begin delivering phase II Musket targeting as soon as phase 1 ends
- ☐ Begin used material pick up 10 minutes after phase 1 ends
- ☐ During phase II Musket, start tearing down right side of the range between relays
- ☐ Have all hands and vehicles on the main range before the completion of phase II Musket for tear down and clean up after phase II Musket
- ☐ Return all equipment to the barn
- ☐ Consoles and frames from position 1 through 25 stay on the range
- ☐ Empty all trash cans and return cans to the barn
- ☐ Secure the barn, storage areas and vehicles
- ☐ Return keys and radio to the Adjutant
- ☐ Ensure all items such as road signs and roped area equipment are taken down and returned to the barn for proper storage.

# Ordnance Officer

Suggested Manpower: 8 for Individual Matches; 10 for Team Matches

The Ordnance Officer's main responsibility is to ensure the proper clearing of all fouled firearms on the main range. This must be performed during all individual matches as well as all shoulder arm team matches. The Ordnance Officer must ensure that all of the Ordnance staff are properly trained on the procedures to clear all firearms used by the N-SSA, that vehicles used to transport fouled firearms are positioned properly, and that communication with the tower and transport vehicles remains open at all times.

The Ordnance Officer reports directly to the Range Officer. The Ordnance staff will not be very busy during Individual Matches so staff **must** help with the removal of targeting and Safety duties.

The Ordnance Officer must oversee the following:

- Coordinate with the National Ordnance Officer to conduct the Ordnance meeting with all Ordnance Staff – this must include the Revolver Range Staff designated as Ordnance, although they are responsible for obtaining and maintaining their own materials and procedures under the direction of the Revolver Range Officer.
- Ensure all tools and materials are prepared and ready for use:
  - Pressure bottles are full and in the base of the main tower – bottles should be refilled each day
  - Water/spray bottles for flooding firearms on the line
  - Transport vehicles positioned correctly on the range and contain bullet pullers (at least 2)
- Staff has been trained on the proper transport locations for fouled firearms that cannot be cleared on the line
- Staff knows they are to help with other Range duties, specifically acting as a Safety and removing target materials

During Individual Matches, Ordnance Staff can clear fouled firearms on the line during a relay as long as there are no other competitors on that position. This will assist with keeping Individual Matches running smoothly.

During Team Matches, removing fouled firearms is the number one delay to the program schedule, therefore it is very important that fouled firearms are removed from the line in a timely manner. There should only be 3 minutes from the end of the event before the transport vehicle is sent to the location of the firearm. Once the vehicle gets to the location, all work should stop and the firearm and the competitor must get on the vehicle and leave. Ensure that all safety procedures are followed and **most importantly the firearm remains pointed down range**. Also ensure that the transport vehicle does not turn around and present a safety hazard.

The transport locations can change depending on the event; make sure that you, the Range Officer, and the Main Tower Staff are clear about where to take fouled firearms before each match starts.

# **Ordnance Officer's Schedule**

## **Saturday – Sunday**

- Ensure that all Ordnance equipment needed is prepped and ready
- Report and work with the Range Officer and Logistics Officer

## **Monday - Tuesday**

- Meet with the Range Officer to ensure all plans are understood
- Meet with the Chief Announcer to ensure communication plans are set
- Meet with the vehicle drivers to ensure they understand what to do
- Report to the Range Officer for duties not completed

## **Wednesday – Thursday**

- Get radio from Adjutant and review Communications Manual
- 8:00 AM - Ensure all Ordnance Staff attends Safety Training in front of the Stat House
- 8:15 AM – Ensure all Ordnance Staff meets with the National Ordnance Officer for training
- Ensure all Ordnance needs are performed during Individual Matches
- Ensure the Ordnance staff helps with target removal and Safety duty
- Return radio

## **Friday**

- Get radio
- Ensure all Ordnance needs are performed
- Assist with range changeover from individuals to team matches
- Return radio

## **Saturday**

- Get radio
- Ensure all Ordnance needs are performed
- Assist with range changeover from Carbine to Artillery matches
- Return radio

## **Sunday**

- Get radio
- Ensure all Ordnance needs are performed
- Assist with main range cleanup
- Return all equipment to the proper storage location
- Report the Range Officer for further duties
- Return radio



# Pre-National Check List

Activity	Time Frame
National Commander and/or appointees selects Skirmish Director from list of host units	January BOD meeting (for next 2 Nationals in rotation – at least 2 years in advance)
Executive Secretary mails all host units an official notification of the National Skirmish to be hosted and the name/contact information of the Skirmish Director	After January BOD meeting 2 years prior to host date (e.g., sent in 2022 for 2024)
Executive Secretary mails the Skirmish Director the Skirmish Director’s Manual, N-SSA Directory & Rules	2 years prior to host date – updated directory to be mailed January of host year
<b>Skirmish Director checks in with Program Chair</b>	<b>As soon as packet is received from Executive Secretary</b>
<b>Skirmish Director makes initial contact with Commanders</b> of all host units; requests information regarding strengths, weaknesses, participation, etc.	<b>After contacting the Program Chair</b>
<b>Skirmish Director selects Staff Officers and sends the following documents to each Officer:</b> <ol style="list-style-type: none"> <li>1. Appropriate Officer’s Manual</li> <li>2. Host Unit Selection Process</li> <li>3. General Information for Staff Officers</li> </ol>	<b>At least 1 year prior to host date</b> - must be done before organizational meeting held 2 Nationals prior to host date
<b>Skirmish Director sends Program Chair and Executive Secretary</b> the list of selected Staff Officers	<b>1 year prior to host date</b>
<b>Skirmish Director sends host Staff Officers</b> the list of National Staff Officers’ contact information	<b>1 year prior to host date</b>
<b>Skirmish Director</b> prepares list of assignments based on information collected from host units (i.e., strengths/weaknesses/participation/etc.)	<b>1 year prior to host date</b>
<b>Skirmish Director</b> calls for patch and streamer design ideas or assigns this task to one of the unit members	<b>As soon as possible</b>
<b>Skirmish Director sends Executive Secretary and Program Chair</b> list of Staff Officer assignments	<b>1 year prior</b>
<b>Skirmish Director sends Executive Secretary</b> the patch and streamer designs for presentation and review/approval at the January BOD meeting	<b>December prior to host year</b>
<b>Skirmish Director checks in with all Skirmish Officers</b> to ensure they have read their manuals and understand their duties, including Tower Main Announcer	<b>6 months prior to date</b>
<b>Skirmish Director sends Program Chair</b> confirmation of all above tasks being complete	<b>1 National prior to host date</b>
<b>Skirmish Director sends Executive Secretary and Program Chair</b> tentative number of workers to attend work weekend prior to National to be used for information and lunch count	<b>1 month prior</b>

# **North-South Skirmish Association**



## **Procedures for Individual Match Line Judges**

**February 2022**

## Introduction

This is a **summary** of the responsibilities of an Individual Match Line Judge during individual match competition at N-SSA National skirmishes and the rules they are to enforce. Refer to the current *Skirmish Rules of the North-South Skirmish Association, Inc.* (“*Skirmish Rules*”) for complete rules. References herein to individual rules may not be verbatim from the rulebook but are expressed to clarify them to situations Line Judges will encounter.

The primary responsibility of a Line Judge is to prevent and resolve target-related issues during the National Skirmish’s Individual Match periods.

**Neither a Line Judge nor an Individual Match Officer can rule regarding the scoring value of a particular “hit.” We judge whether a particular hit is appropriate to score or if a target was shot improperly.** Secondary responsibilities are to: identify and forestall inappropriate conduct (whether unintentional or intentional), and provide assistance to line safeties, ordnance and other range personnel during Individual Match periods as time and duties allow. You should be familiar with line safety procedures in particular and be comfortable performing their tasks.

## Preparation for Individual Match Days

1. Read the applicable sections of the Skirmish Rules and familiarize yourself with them (particularly sections 12, 13, 16, 17, 18, 19 and 29).
2. Report to the range with:
  - Hearing protection (strongly suggested, but not required)
  - Your N-SSA ID card (required)
  - Your host staff hat (if already issued one)
  - Appropriate footwear and clothing appropriate for the weather
  - A screwdriver or other tool for removing staples
  - Binoculars/scope to see target labels
  - A chair (optional)
3. You will be issued a scoring gauge/template, this leaflet (if not previously received) and a felt-tipped pen at Line Judge Training. Return the pen and scoring gauge to the Individual Match Officer at the end of each day. Keep this leaflet, bringing it every duty day.

## Competitor Set-up

1. All shooting carts, bags, stands, equipment, covers, umbrellas and structures should be kept behind the gravel road (*Skirmish Rules* 25.1.5.c). Uncased shoulder arms should not be leaned against the

fence.

2. A competitor may place a spotting scope stand at an unattended position to show their intention to hang a target on that frame on the next relay.

## **Hanging Targets**

1. Only individual targets tagged for this National should be hung (*Skirmish Rules* 18.22). Targets tagged from previous Nationals are not valid and, if detected, will be disqualified.
2. Competitors are allowed to hang more than one target per relay, providing they intend to shoot all of them on the upcoming relay.
3. A competitor must post targets on the same numbered frame as the position they're shooting from (*Skirmish Rules* 12.9).
4. Competitors are expected to use enough staples to secure the target to the backer. They cannot staple in any part of the scoring rings or anywhere that could interfere with target scoring (*Skirmish Rules* 12.8).
5. Alteration of targets in any form is prohibited (no spotting marks, no folded corners). Altered targets are to be disqualified. (*Skirmish Rules* 18.20).
6. Targets cannot be substituted (e.g., shooting a Carbine target with a Musket, or a 100-yard target at 50 yards). Such targets are to be disqualified (*Skirmish Rules* 18.21)

## **During the Course of Fire**

1. Don't disturb a competitor on the firing line unless they're doing something unsafe or so egregiously wrong it requires immediate correction. If it is a minor infraction wait until they are cleared to notify them.
2. Individual competitors must be in uniform on Friday only.
3. Hearing protection is recommended, but not required.
4. Competitors must shoot from the firing line. The firing line is a straight line between the position markers (*Skirmish Rules* 25.1.1.a) Competitors may stand with the forward foot on the firing line or may straddle it (stand with one foot forward and one foot completely behind) per *Skirmish Rules* 25.1.1.b.
5. Shoulder arms matches shall be of 20-minute duration. Revolver matches shall be of 30-minute duration. (*Skirmish Rules* 12.1.c).
6. All loading and firing must be done by the competitor (*Skirmish Rules* 18.3.1).
7. Competitors may receive assistance from behind the firing line, including coaching and spotting, providing it does not interfere with

- other competitors (*Skirmish Rules* 18.3.1).
8. A competitor is allowed one coach; coaching activity must not disturb other competitors. (*Skirmish Rules* 18.4.1).
  9. A competitor is allowed one spotter. Such activity must not disturb other competitors. (*Skirmish Rules* 18.5.1).
  10. Do not engage in conversations with others during a relay that might distract competitors on the line.
  11. Deliberate cross-firing onto other frames or other people's targets is prohibited (*Skirmish Rules* 18.6).
  12. If you have binoculars or spotting scope, check the target tag colors to confirm if the correct firearm is being used for that target.
  13. If you suspect a competitor is using an unapproved arm or an arm that has features not allowed in N-SSA competition, bring it to the attention of the Inspector General or their staff (this overlaps the safety's responsibilities).
  14. If you notice a competitor using a sling or other support to steady the shoulder arm, a modern shooting jacket or exposed shoulder pads, notify them their use is prohibited (*Skirmish Rules* 18.18). If they were ignorant of the rule, they can ground their arm and remove offending clothing. Their target may be disqualified if you suspect them of "cheating."
  15. Watch for correct ramrod use when loading. Ramrods appropriate to the shoulder arm should be used (no cleaning or range rods). Ramrods can be up to 3" longer than the barrel, less the tang. Knurling of ramrod ends is prohibited. Thread protectors up to 1" long can be on the threaded end. Ramrods that are fastened to the firearm can't be used as ramrods. No muzzle protectors or ramrod guides are allowed (*Skirmish Rules* 19.14).
  16. For clearing firearms and dealing with fouled firearms, see section 20 of the *Skirmish Rules*.

## **Claims for Line Judge Calls or Alibis**

1. If there is suspected cross-firing, multiple hits, &c., the competitor is expected to notify the safety, who should notify the Line Judge after the competitor is cleared. However, competitors frequently call for Line Judges after they walk down to the frame and inspect their target. Be flexible.
2. Alibis are not generally accepted during N-SSA competition. The two exceptions are:
  - Fouled or Disabled Firearms During an Individual Match**
  - a) The Safety should clear the firearm per approved procedures.
  - b) If the firearm is cleared and/or repaired during the relay, the

competitor may continue the match on that relay, and/or elect to finish the match on the next relay. (*Skirmish Rules* 12.6)

### **Loss of Target During an Individual Match**

- a) When a target (or target and backer) blows off the frame, and if it appears the target was hung with care considering the conditions, and if the competitor can find the target, they may re-hang and finish their course of fire on that target during the next individual relay.
  - b) If they cannot find their target, no alibi can be granted. (*Skirmish Rules* 12.7.c).
3. Alibis must be declared by the competitor before the target is pulled.
  4. Alibis can be granted by a Line Judge, Individual Match Officer or the Skirmish Director.

## **Target Review + Markup**

Target scoring is the responsibility of the Statistics Office. Line Judges are to sort out and identify issues with targets before they are pulled from the target frames so the Statistics Office can correctly score the target.

1. The majority of calls will be for deciding if a hole contains two or more “hits.” The *Skirmish Rules* (section 28.2.9, emphasis added) state:
  - a) As a rule, **only visible hits shall be scored.**
  - b) An **exception** shall be made in the case **where a grouping of three or more shot holes is so close that it is possible for a required shot or shots to have gone through the group of holes without leaving a mark.**
  - c) In this case, **the competitor shall be given benefit of the doubt.**

### **To positively identify multiple hits:**

- use your scoring gauge on the front of the target to identify the grease rings, tears or profiles left by separate bullets;
- try to judge the veracity of the claim by other shots on the target (i.e., six hits outside the scoring rings and four claimed hits inside the 10-ring in a hole that looks like a double).

### **Procedure for marking multiple hits:**

- a) Using the correct pen, circle the shot or shots involved so that the scoring personnel can determine what you have approved and make a note of the issue – Double/Triple/&c.
- b) Write your initials and competitor number on the target.
- c) The competitor must also write their initials and competitor number beside the shot or shots in question.
- d) The target can then be pulled from the backer and sent to the

Stat House.

2. The next most frequent Line Judge call will be for cross-fires or ricochets. Claimed cross-fires or ricochets must be identified as such on the target by a Line Judge using the steps listed above.

**If a situation can't be resolved to the satisfaction of the competitor in a timely manner, pull the backer with target still attached and take it to the Individual Match Officer** (see Challenges and Protests section).

## Target Collection

1. **Individual targets may only be removed by host staff** (*Skirmish Rules* 18.19).
2. All **shot** targets are pulled from their frames at the end of each relay unless a valid alibi is declared.
3. Pull out all staples.
4. Be careful not to tear targets if removing them from their backers.

## Target + Backer Handling

If a target and its backer are removed from the frame, they must remain together for duration of the skirmish (*Skirmish Rules* 28.2.11). If the Individual Match Officer cannot resolve the situation to the satisfaction of the competitor, the Individual Match Officer will tape the target corners to the backer to ensure it does not shift. At that point, all staples can be removed and the target and backer should be submitted to the National Statistics Officer for review.

## Challenges + Protests

1. If a competitor protests on the line, elevate the matter to the Individual Match Officer; if they are not available, contact the Skirmish Director.
2. If the Individual Match Officer cannot resolve matters to the competitor's satisfaction, protests must be made per *Skirmish Rules* section 29, Challenges and Protests:
3. **Again, neither a Line Judge nor the Individual Match Officer can rule regarding the scoring value of a particular "hit."** They judge if a particular hit is a cross-fire from another competitor, ricochet, multiple hit or if a target was shot improperly (marked target, wrong firearm, wrong frame, firearm failed inspection, disqualified due to inappropriate conduct, &c.).

## **After the Individual Matches**

Once individual matches conclude on Wednesday and Thursday, Line Judges are to assist with end-of-day clean-up per instructions from the Range Support Officer. Return the felt-tipped pen, gauge/template, and any borrowed equipment to the Individual Match Officer.

When individual matches end on Friday, Line Judges are expected to assist in the range's turnover to team matches and report to the Range Support Officer for their next assignment unless they have already been assigned to a new role. Return the felt-tipped pen, gauge/template, and any borrowed equipment to the Individual Match Officer.

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**Your host team obligation does not end until everything is cleaned up and put away on Sunday afternoon.**

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**If questions arise that are not covered in this manual or by the National Safety Officer during training, please contact your Individual Match Officer, Range Support Officer or Range Officer.**



**Target labels are color coded by firearm.  
The correct color codes for this National are:**

# Range Officer

Suggested Manpower: 23-29 for Individual Matches, 22-25 for Team Matches

- Individual Matches: 3 Main Tower, 15-20 Safeties, 3 Sub Towers, 2-3 Target Runners (with ATVs)
- Team Matches: 4 Main Tower, 6 Sub Towers (2 each), 7 Consoles, 2 Target Runners, 3-6 Backup Line Judges/timers
- Range changeovers and cleanup: All Hands

The Range Officer is either directly or indirectly responsible for all functions performed on the Main Range. The Ordnance Officer, Range Support Officer, and Chief Announcer all report directly to the Range Officer, but you must also work with other Staff Officers (Logistics, Individual Match, and Artillery) to ensure all main range tasks are performed properly and on time. The Range Officer must always maintain total control of the Main Range; therefore, be sure that you have read and understand the following Officers' job descriptions and duties: Range Support Officer, Chief Announcer, Individual Match Officer, Logistics, Ordnance, and Artillery.

To facilitate duties, it is highly recommended that the Range Officer bring/obtain an ATV/4-wheeler for use on the range.

## **The Range Officer must ensure the following tasks are performed:**

- ☑ Coordinate with Logistics to ensure target frames are constructed properly and delivered to the Main Range when needed.
- ☑ Remove all old frames from the range and stack them at the far left of the range to be used for Artillery and Revolver.
- ☑ Ensure all frame upright holes are clean of debris and ready for new frames. Use a story pole (you may have to make one) to ensure even depth and adjust holes after frame insertion if needed. This must be completed at:
  - 25 / 50 / 100 yards for the entire range
  - all BB gun holes (25' at positions 53-59)
  - all Artillery frames (at an angle starting around position 2 and going diagonally toward the backstop), and
  - all safety line holes (starting around position 20 and extending diagonally down the range in front of the main tower)

**Note:** Between position 52 and 53 at the 100-yard line, there is a 30ft. space to accommodate the curvature of the range.
- ☑ Work with the Artillery Officer to ensure:
  - the Artillery frame upright and safety line holes are clear,
  - the upright and safety line hole locations have been marked with paint for ease of locating,
  - the frame position numbers and firing line position numbers have been marked on the ground, and
  - the safety rope is located in the base of the Main Tower.
- ☑ Ensure the frame position plates are visible at each position at 25 / 50 / 100 yards and Artillery.
- ☑ Coordinate with the Property Manager to ensure the 25 / 50 / 100-yard lines are mowed before placing any new frames on the range.

- ☒ Install new frames on the Main Range per layout provided [below](#). Communicate with the National Range Officer to determine if any changes to the layout have been suggested based on previous Nationals.
- ☒ Ensure 3 extra frames are positioned at each Sub Tower and at the base of the Main Tower – 12 total.
- ☒ Ensure frame position markers are installed on each frame at the correct location – use the National markers, not the older Regional markers; both should be in the base of the main tower.
- ☒ Ensure the firing line position markers are installed properly – should be hanging in the base of the main tower.
- ☒ Trim grass around the towers, firearm stands, position markers on the firing line and frame locations, and along the safety fence.
- ☒ Ensure the consoles are delivered and positioned per the layout provided [below](#). Make sure the ready area has been mowed before placing, or place them on the gravel road so as to be out of the way.
- ☒ Main Tower tasks:
  - Clean the windows in the Main Tower.
  - Ensure the Main Tower audio system functions properly and is ready to use; this includes the ground system used for opening ceremonies. If there are any issues, contact the National Signal Officer.
  - Ensure that Main Tower Announcer/Staff brought binoculars/optics for scanning the range during matches.
  - Ensure the Tower and Sub Tower Staff have reviewed the Communications Manual and that there is a backup method of communication (cell phones are easiest) if radios are not working properly.
  - Suggest to the Skirmish Director that disposable air horns be purchased from a local automotive shop for use as a backup signal system on the ranges.
- ☒ Work with the Logistics Officer to ensure that the trash containers are positioned at each range entrance and bagged. Make sure the area has been mowed and trimmed before placing. If rain is in the forecast, containers should be placed upside down and bagged later.
- ☒ Ensure enough Safety flags for all positions and Sub Towers are in the base of the Main Tower – staff should pick up a flag and radio each morning at the base of the main tower and return them when the range has closed:
  - The Main Tower should get the largest flag – this should be picked up at the base of the main tower each morning, along with a radio
  - The Sub Towers should get the three next largest flags – these should be picked up at the base of the main tower each morning, along with a radio for each Sub Tower to be manned that day
  - During Individual Matches, Safeties should pick up a Safety flag each morning at the base of the main tower when they report for duty
  - During Team Matches, Safety flags should be placed each morning at the positions to be used that day. Note that Smoothbore and Single Shot/Repeater/Spencer matches may require two (2) Safety flags for each position – **be sure there are at least 80 flags.**
- ☒ Work with the Ordnance Officer to ensure his/her crew has all equipment needed positioned in the base of the Main Tower. Ensure Ordnance crew understands that they need to assist with Safety duties and pulling of individual targets.

## Daily Tasks:

2/23/2022

- ☐ Ensure that all 3 flags are ready to be raised in Memorial Park. This must be performed each morning. Flags are housed in the Stat House.
- ☐ Ensure the Main Range Hot flag is ready. This must be raised each morning. This flag is housed in the box on the side of the Main Tower toward the Stat House.

### **Trainings/Meetings**

The Range Officer must ensure that ***all Range Staff*** attend the range trainings on Wednesday morning. These meetings are mandatory and are conducted by National Staff Officers. The Range Officer must work with the National Program Chair(s) to conduct the training of the Main Tower and Sub Tower Staff prior to the range opening Wednesday morning. The Range Officer must also organize/conduct any additional meetings; these could include personal meetings regarding range situations and meetings for late-arriving personnel. **All Range Staff must be trained before working on the range.**

The Range Officer must work with and oversee the Main Tower Staff to ascertain the readiness of the range and also to maintain control of the Main Range at all times. Each day, after collectively agreeing that everything is in place, all staff is ready and in position, and no safety conditions are present, the control of the Main Range can be turned over to the Main Range Tower Staff for operation. After turning over control of the range, it is the responsibility of the Range Officer to oversee the Main Tower and Sub Towers to ensure proper and safe conditions are maintained at all times. The Range Officer must ensure that the Main Tower Staff and the Sub Tower Staff are trained and understand the flagging and communication processes to be used. This also includes a backup plan in the event of power failure or mechanical breakdown. It is the responsibility of the Range Officer to ensure that the Main Tower Staff follows all procedures and that the National Scripts are followed without deviation. The only deviations from the scripts should be for an emergency or to keep the competitors moving at an adequate pace. **Main Tower Staff should review the Communications Manual to determine how to reach the Provost channel to call EMS in the event of an emergency.**

The Range Officer must work with the Ordnance Officer to ensure that the Ordnance Crew is ready at all times and performs their duties in a safe and timely manner. Ensure that Ordnance vehicles are positioned to efficiently reach their designated portions of the range, and that both Ordnance Staff and the Main Tower/Sub Tower Staff all understand what is to be done with fouled firearms that cannot be cleared on the line—to which end of the range will they be traveling? **Main Tower Staff should review the Communications Manual to determine how to reach the Ordnance crew to dispatch personnel/vehicles when needed.**

### **Individual/Team Matches**

During Individual Matches, the number of frames used may need to be adjusted or repaired. Work with the Individual Match Officer, Range Support Officer and Logistics Officer to accomplish this. The Range Officer must also oversee the duties of Safety Officers, individual target removal and delivery to the Stat House, Line Judges,

During Team Matches, the Range Officer must oversee target delivery/pick up, the duties of console workers, and the delivery of scorecards to the Stat House. It is the Range Officer who must coordinate with different Staff Officers to ensure these activities go smoothly.

- ☐ **Note:** The Individual Match Officer and Line Judges work directly for the National Statistics Officer. The Range Officer must assist if needed with issues, but all directives to this staff come directly from the Stat House.

### **Range Changeovers**

It is the responsibility of the Range Officer to be prepared well in advance and oversee all range changeovers. Ensure that all Staff Officers involved with the change are also prepared. Range changeovers require all hands available, but a plan is necessary to be efficient and effective so that all events start on time. Coordinate with all Staff Officers and oversee the overall operation to ensure these changeovers are performed correctly and in a timely manner.

The Range Officer must maintain total control of the range at all times unless control is turned over to another Staff Officer, which may be done for the Artillery Matches. The Artillery Officer may be given control of the range and the Artillery Crew may run the tower operations. This can only happen if the Skirmish Director has approved the change of control, and instructions from the Range Officer and training by the Main Tower Staff has occurred.

### **Range Cleanup**

It is the Responsibility of the Range Officer to oversee all cleanup of the Main Range at the conclusion of the Skirmish. All Skirmish Staff not assigned to other tasks should report to the Range Officer for duty assignments. All personnel should get approval from the Adjutant or Skirmish Director before leaving duty.

The Range Officer's report should include a list of Main Tower Staff for each day, a summary of all activities, any problems encountered, along with any resolution to those problems; also include any suggestions for future Range Officers.

# Range Officer's Schedule

## Prior to Nationals

- ☐ Contact Main Tower Announcer and/or Main Tower Staff to ensure they bring binoculars or other optics to watch the line (minimum of 2 optics are required)
- ☐ Contact Range Support and Individual Match Officers to coordinate Range Staffing
- ☐ Contact National Range Officer to determine any changes to suggested Range layout

## Saturday – Sunday

- ☐ Coordinate with all Staff Officers concerning the tasks of the weekend
- ☐ Coordinate with the Adjutant if keys to the base of the Tower are needed or if someone else will open it each morning
- ☐ Conduct and oversee the Main Range setup – consult National Range Officer, if needed
- ☐ Coordinate with the Revolver Officer regarding the need for used frames
- ☐ Coordinate with the Artillery Officer regarding setup of the Artillery Range
- ☐ Coordinate with Logistics Officer regarding transportation / manpower
- ☐ Work with Main Range Tower Staff to get tower ready

## Monday – Tuesday

- ☐ Complete any tasks not completed from the weekend
- ☐ Perform a check of the Main Range to ensure everything is ready
- ☐ Meet with all Staff Officers to ensure everything is ready

## Wednesday – Sunday

- ☐ Ensure that all 3 flags are ready to be raised in Memorial Park. This must be performed each morning. Flags are housed in the Stat House or check with the Executive Secretary.
- ☐ Ensure the Main Range Hot flag is ready. This must be raised each morning. This flag is housed in the box on the side of the Main Tower toward the Stat House.
- ☐ Get radios for the Range Staff from the Adjutant and review the Communications Manual – Range operations will be on Channel 1
- ☐ Attend Wednesday morning Range Safety Training
- ☐ Meet with Main Range Tower/Sub Tower Staff and conduct meeting for standards of operation
- ☐ Conduct any additional meetings required
- ☐ Oversee all operations on the Main Range

## Sunday Only

- ☐ Oversee cleanup of Main Range
- ☐ Ensure Main Tower keys are turned in to Adjutant
- ☐ Ensure all Range Staff radios are turned in to Adjutant

# Range Support Officer

Suggested Manpower: See Range Officer [above](#)

The Range Support Officer has a primary responsibility of scheduling and supervising the Safeties, Sub Tower personnel, and console operators. The Range Support Officer has a secondary responsibility of supporting the Range Officer, Artillery Officer and Logistics Officer with manpower when needed. These times will include but not be limited to: prep work, range changeovers, and unforeseen problems that might occur during the skirmish. To facilitate duties, it is highly recommended that the Range Support Officer bring/obtain an ATV/4-wheeler for use on the range.

## **The Range Support Officer must ensure the following tasks are performed:**

- ☐ The Range Support Officer should contact Commanders of host teams several months to determine staff capabilities – e.g., any physical/medical limitations that would restrict a Safety’s ability to walk to the 100-yard line or be outside for long periods of time.
- ☐ Construct a schedule containing enough manpower to cover the Safety duties for all Individual Matches conducted on the main range.
  - This schedule should contain a relief rotation for lunches and breaks.
  - The minimum number of Safeties required is listed on the range layout [below](#).
  - During heavy range, more than the minimum may be required.
  - Ensure the Ordnance and Line Judges are helping with Safety duty.
  - If more manpower is needed, contact the Adjutant.
- ☐ Ensure that all Safeties, along with anyone who might help with Safety duty, attend the Safety Training on Wednesday morning at the Main Tower on the Main Range. It is the responsibility of the Range Support Officer to train any person who does not attend this meeting before placing them on the line for Safety duty. This includes Safety staff and anyone on loan from another staff. This is not a job to be taken lightly and must be performed correctly.  
Important points for Safeties to remember:
  - Never approach a competitor while shooting unless an emergency occurs.
  - It is not the Safeties’ duty to act on Skirmish Rules violations not involving safety.
  - Any issue that isn’t safety-related should be referred to a Line Judge or Range/Range Support Officer.
- ☐ It is the responsibility of the Range Support Officer to ensure that the Safety staff understand the procedures involved with clearing all firearms used on the main range. Ensure that if a member of the staff has a question on the line, they ask for help.
- ☐ Ensure that all shot targets are removed in a timely manner so the next relay can start on time. This will become more important later in the week.
  - Note: Make sure all Range Staff have staple pulling tools – in pre-National communications, suggest Range Staff bring small screwdrivers or staple-pullers from home
  - Note: Make sure any competitor with a questionable target is referred to a Line Judge.
  - Note: Make sure Ordnance and Line Judges who are not busy help pull targets.

## **Sub Tower Staff**

The Range Support Officer must ensure that the left and middle Sub Towers are staffed with at least one person at all times during Individual Matches. The far-right Sub Tower will only need to be staffed if frames are put up past position 47. This does not occur very often but must be planned for.

- ☐ Note: Each Sub Tower must be staffed with **2 persons during all Team Matches**.

The Range Support Officer must ensure that all Sub Tower Staff understand precisely what their task is and perform their duties with great detail to attention. Specifically, make sure they understand the following:

- ☐ When to display a green flag – when the range is clear and no safety/fouled firearms issues are present on the range
- ☐ When to display a red flag – when the range is not clear due to a safety issue, including a fouled firearm on the range
- ☐ What to look for at all times
- ☐ How to communicate with the Main Tower Staff – Communications Manual should be reviewed with all Tower Staff
- ☐ What the backup communication plan is – cell phone information should be shared among staff
- ☐ Process for contacting Ordnance crew to remove fouled firearms from the range – which direction will vehicles go/when can green flags be shown, etc.

### **Consoles**

The Range Support Officer must ensure that all consoles are staffed during all team matches. While Mortar and Artillery do not require consoles, Mortar and Artillery console cards may need to be retrieved from the Stat House and brought to the range.

### **Target Runners**

The Range Support Officer must ensure that transportation is provided to pick up and deliver shot targets and scorecards to the Stat House. This needs to be planned so that at least 2 workers with ATVs/UTVs are on the Range Support Staff for both Individual and Team Matches.

### **General Range Support**

The Range Support Officer must schedule and ensure that the entire Range Support Staff is on hand for support of all Team Matches, unless released from duty by the Adjutant or Skirmish Director.

- ☐ Artillery changeover on Friday and Saturday is all-hands required
- ☐ Target delivery / Shot target pickup – the more the better to assist the Logistics crew
- ☐ Final clean up on Sunday is all-hands required – consult with Adjutant and Skirmish Director on Saturday to ensure there will be enough staff to make for an efficient clean up on Sunday afternoon (read: don't let them send too many people home early or the burden is on the few.)

### **Hospital Positions**

The Range Support Officer must ensure that any team shooting on a hospital position (positions 23 & 24) has a Safety Officer / Line Judge. These positions are in front of the tower.

### **Water and Snacks**

Water coolers are available in the Stat House (check with Executive Secretary if not there). These should be filled each morning with water from the Area 3 bathroom adjacent to the top of the stairs and then placed at the base of the Main Tower and on the tables under each Sub Tower. If available, cups should be put out with the coolers.

Have snacks. Snacks may be the only thing that keeps your staff from mutinying. Plead with your Skirmish Director to budget for snacks. Things as simple as mints will go a long way.

### **Report**



The Range Support Officer must submit a report separate from that of the Range Officer's report, or the information can be combined, but the Range Support Officer's specific report should include a list of all Range Support Staff (Safeties, 4-Wheelers/Target Runners, Consoles, and Sub Towers) for each day, a summary of all activities, any problems encountered, along with any resolution to those problems; include any suggestions for future Range Support Officers.

# Range Support Officer's Schedule

## Prior to Nationals

- ☐ Contact Range and Individual Match Officers to coordinate Range staffing
- ☐ Contact Host Teams/Commanders for the following:
  - to determine who will be bringing a 4-wheeler to the Fort that can be used for Individual Match target pickup and potentially artillery transport on the range
  - to determine staff capabilities for safetying – physical/medical limitations on walking, etc.
  - to ensure staff assigned to Safety duty bring staple pullers – e.g., small screwdrivers, small pliers, or actual staple pullers

## Saturday – Sunday

- ☐ Assist Range Officer with range setup – consult National Range Officer, if needed
- ☐ Assist Logistics Officer with target prep
- ☐ Ensure Main Tower and Sub Towers have all proper equipment ready (flags, radios available, etc.)
- ☐ Meet with the Skirmish Director to ensure everything is ready

## Monday – Tuesday

- ☐ Report to the Skirmish Director to complete any tasks not completed on weekend

## Wednesday

- ☐ Get radio from the Adjutant and review the Communications Manual – Range operations will be on Channel 1
- ☐ Coordinate with Range Officer to fill and set out water coolers at base of Main Tower and each Sub Tower – pick up at end of day and place in base of Main Tower
- ☐ Attend and help conduct Safety Training
- ☐ Supervise Safety / Sub Tower duties during Individual Matches
- ☐ Train any late-arriving Safeties
- ☐ Assist Individual Match Officer with issues, as needed

## Thursday

- ☐ Coordinate with Range Officer to fill and set out water coolers at base of Main Tower and each Sub Tower – pick up at end of day and place in base of Main Tower
- ☐ Supervise Safety / Sub Tower duties for Individual Matches
- ☐ Train any late arriving Safeties

## Friday

- ☐ Coordinate with Range Officer to fill and set out water coolers at base of Main Tower and each Sub Tower – pick up at end of day and place in base of Main Tower
- ☐ Supervise safety / sub tower duties for individual matches
- ☐ Train any late arriving safeties
- ☐ Assist range changeover for all team matches
- ☐ Assist target delivery for all team matches
- ☐ Supervise sub tower, console and score card delivery for all team matches
- ☐ Assist used target pickup for all team matches
- ☐ Perform range changeover for Mortar match
- ☐ Assist Artillery Officer for Mortar match if needed

## Saturday

- ☒ Coordinate with Range Officer to fill and set out water coolers at base of Main Tower and each Sub Tower – pick up at end of day and place in base of Main Tower
- ☒ Assist target delivery for Carbine team match
- ☒ Supervise sub tower, console and scorecard delivery for Carbine team match
- ☒ Assist used target pickup for Carbine team match
- ☒ Assist with all hands for changeover to Artillery / frame setup for Artillery / target delivery for Artillery – **This takes as many people as possible**
- ☒ Assist Artillery Officer with Artillery match if needed beyond phase 1

### **Sunday**

- ☒ Coordinate with Range Officer to fill and set out water coolers at base of Main Tower and each Sub Tower – pick up at end of day and place in Stat House
- ☒ Assist target delivery for musket match
- ☒ Supervise sub tower, console and score card delivery for musket team match
- ☒ Assist used target pickup for musket team match
- ☒ Perform final range cleanup

# Main Range Layout

## Frame Positions

1A thru 2B	25 yards (3 pieces of cardboard per frame)
3A thru 6B	50 yards (3 pieces of cardboard per frame)
7A	Lay down at 50 yards (no cardboard)
7B thru 18A	100 yards (2 pieces of cardboard per frame)
18B	Lay down at 50 yards (no cardboard)
19A thru 22B	50 yards (3 pieces of cardboard per frame)
23A thru 25B	25 yards (3 pieces of cardboard per frame)
26A thru 29B	50 yards (3 pieces of cardboard per frame)
30A	Lay down at 50 yards (no cardboard)
30B thru 41A	100 yards (2 pieces of cardboard per frame)
41B	Lay down at 50 yards (no cardboard)
42A thru 45B	50 yards (3 pieces of cardboard per frame)
46A thru 47B	25 yards (3 pieces of cardboard per frame)

### Typical stopping point for individuals – does not require far right sub tower be manned

48A thru 51B	Can be used if needed without adding 3 <sup>rd</sup> sub tower
52A thru 67B	Must have 3 <sup>rd</sup> sub tower attended if used

## Minimum Safeties Required

1A thru 2B	25 yards	1 safety for all individual matches
3A thru 6B	50 yards	2 safeties for all individual matches
7B thru 18A	100 yards	4 safeties for all individual matches
19A thru 22B	50 yards	2 safeties for all individual matches
23A thru 25B	25 yards	1 safety for all individual matches
26A thru 29B	50 yards	2 safeties for all individual matches
30B thru 41A	100 yards	4 safeties for all individual matches
42A thru 45B	50 yards	2 safeties for all individual matches
46A thru 47B	25 yards	1 safety for all individual matches

### Total Minimum safeties required = 19

Safety # 1	1A thru 2B	Safety # 11	26A thru 29B
Safety # 2	3A thru 6B	Safety # 12	26A thru 29B
Safety # 3	3A thru 6B	Safety # 13	30B thru 41A
Safety # 4	7B thru 18A	Safety # 14	30B thru 41A
Safety # 5	7B thru 18A	Safety # 15	30B thru 41A
Safety # 6	7B thru 18A	Safety # 16	30B thru 41A
Safety # 7	7B thru 18A	Safety # 17	42A thru 45B
Safety # 8	19A thru 22B	Safety # 18	42A thru 45B
Safety # 9	19A thru 22B	Safety # 19	46A thru 47B
Safety # 10	23A thru 25B		

## Console Positions

Consoles should be positioned between the following positions

Console #1	5 - 6	(1 person for each team match)
Console #2	15 - 16	(1 person for each team match)
Console #3	25 - 26	(1 person for each team match)
Console #4	35 - 36	(1 person for each team match)
Console #5	45 - 46	(1 person for each team match)
Console #6	55 - 56	(1 person for each team match)
Console #7	63 - 64	(1 person for each team match)

## Sub Towers

Sub Tower #1	(1 person for all individual matches / 2 people for all team matches)
Sub Tower #2	(1 person for all individual matches / 2 people for all team matches)
Sub Tower #3	(1 person for all individual matches / 2 people for all team matches, if needed)

## Minimum Line Judges Required

Line Judge # 1	1A thru 6B
Line Judge # 2	7B thru 18A
Line Judge # 3	7B thru 18A
Line Judge # 4	19A thru 22B
Line Judge # 5	23A thru 25B
Line Judge # 6	26A thru 29B
Line Judge # 7	30B thru 41A
Line Judge # 8	30B thru 41A
Line Judge # 9	42A thru 47B
Line Judge # 10	Rotate Relief
Line Judge # 11	Rotate Relief

**Total Minimum Line Judges Required = 11**

**Note: These are minimums and may need to be adjusted during heavy range use.**

# Staffing Schedule - Safeties

Note: the same person can be scheduled for both shifts, if needed. This is a list of required coverage hours.

Position	Wednesday		Thursday		Friday
	9:00 - 1:00	1:00 - 5:00	8:00 - 12:30	12:30 - 5:00	8:00 - 12:00
Safety #1					
Safety #2					
Safety #3					
Safety #4					
Safety #5					
Safety #6					
Safety #7					
Safety #8					
Safety #9					
Safety #10					
Safety #11					
Safety #12					
Safety #13					
Safety #14					
Safety #15					
Safety #16					
Safety #17					
Safety #18					
Safety #19					

## Staffing Schedule - 4-Wheelers

Sub Tower	Wednesday		Thursday		Friday		Saturday	Sunday	
	9:00 - 1:00	1:00 - 5:00	8:00 - 12:30	12:30 - 5:00	8:00 - 1:30	2:00 - 5:00	8:00 - 2:00	8:00 - 12:00	12:00 - 3:00
#1									
#1									

## Staffing Schedule - Consoles

Note: the same person can be scheduled for both Sunday shifts, if needed.

Position	Friday	Saturday	Sunday	
	12:00 - 5:00	8:00 - 2:00	8:00 - 12:00	12:00 - 3:00
Console #1				
Console #2				
Console #3				
Console #4				
Console #5				
Console #6				
Console #7				

## Staffing Schedule - Main Tower

Notes: Staff #4 should act as relief on Wednesday and Thursday; all 4 must be present during all team matches.

Main Tower	Wednesday		Thursday		Friday		Saturday	Sunday	
	9:00 - 1:00	1:00 - 5:00	8:00 - 12:30	12:30 - 5:00	8:00 - 1:30	2:00 - 5:00	8:00 - 2:00	8:00 - 12:00	12:00 - 3:00
Main Tower #1									
Main Tower #2									
Main Tower #3									
Main Tower #4									

# Staffing Schedule - Sub Towers

Notes: Sub tower #3 only staffed for Individual Matches if range is extended past position 47; all Sub Towers must be staff by 2 people during all team matches.

Sub Tower	Wednesday		Thursday		Friday		Saturday	Sunday	
	9:00 - 1:00	1:00 - 5:00	8:00 - 12:30	12:30 - 5:00	8:00 - 1:30	2:00 - 5:00	8:00 - 2:00	8:00 - 12:00	12:00 - 3:00
Sub Tower #1									
Sub Tower #1									
Sub Tower #2									
Sub Tower #2									
Sub Tower #3									
Sub Tower #3									

# Staffing Schedule - Line Judges

Note: the same person can be scheduled for both shifts, if needed. This is a list of required coverage hours. Line Judges #10 and #11 can be used as relief.

Position	Wednesday		Thursday		Friday
	9:00 - 1:00	1:00 - 5:00	8:00 - 12:30	12:30 - 5:00	8:00 - 12:00
Line Judge #1					
Line Judge #2					
Line Judge #3					
Line Judge #4					
Line Judge #5					
Line Judge #6					
Line Judge #7					
Line Judge					



<b>#8</b>					
<b>Line Judge #9</b>					
<b>Line Judge #10 (Relief)</b>					
<b>Line Judge #11 (Relief)</b>					

# Registration Officer

Suggested Manpower: 8-10 during peak times, 18-24 on daily rotation

Registration – 4, Bridge – 2, Bill Black Gate – 2, Fork in road by Registration – 1

The Registration Officer has the responsibility of scheduling staff and supervising the operations of Registration, the Bill Black Gate Entrance, Visitor Registration / Parking, Upper Road / Bypass Road, and Traffic Control, including the bridge to the range. Staffing *must be scheduled* to maintain these operations at all times. Consider any needs or requirements of the staff while scheduling and every attempt should be made to assure each member is scheduled for 8-hour shifts. Be sure you know the arrival time of the staff in order to ensure there are no lapses in coverage. See attached *Sample* schedule.

## **The scheduled operational times are listed below:**

- The **Registration Building** will open Tuesday at 12:00 noon for target pickup and registration and remain open 24 hours per day until Sunday at 12 noon if the Musket event is one phase, or until 2:00 PM if the Musket event is two phases.
  - NOTE:** The Registration Officer may decide to open earlier than the scheduled time to provide training to all staff personnel. This will assure flexibility in the event that a staff member is unable to fulfill their obligation.
- The **Bill Black Gate / Visitors' Station** will be staffed from 7:00 AM to 7:00 PM Wednesday through Saturday and from 6:00 AM to 12:00 noon on Sunday if the Musket event is one phase, or until 2:00 PM if the Musket event is two phases. Under no circumstances should the gate be opened unless authorized personnel are present at the gate - this is to prevent unauthorized entrance to the fort.
- The **Upper Road Bypass** will be staffed 7:00 AM to 7:00 PM Wednesday through Saturday and from 6:00 AM to 12:00 noon on Sunday. The gate should remain open after 12:00 noon on Sunday for exiting vehicles. On Thursday, Friday and Saturday, consideration may be given to keeping the gate open later if traffic is heavy AND if personnel are available in order to ease the burden on Registration and increase access for members.
- The **Traffic Control (bridge)** will be staffed from 7:00 AM to 6:00 PM Wednesday through Saturday and from 6:00 AM to 2:00 PM on Sunday or until the completion of the skirmish (if the Musket event is only one phase, Traffic Control may be relieved when the Main Range has been cleared.
- If there are two phases of Musket on Sunday, general cleanup can begin when the second phase starts. One staff member should remain at the Registration building until 1:00PM.
- As the Registration Officer for a National Skirmish, it is YOUR responsibility to share the information within this manual with your entire staff.
  - YOU are responsible for making sure everyone understands their job, what is expected of them, and how to perform their tasks - do NOT assume that “everyone knows what to do.”
  - DO hand out copies of applicable portions of this Manual to your staff to read and understand.
  - If you are shorthanded, ASK the Skirmish Adjutant or Skirmish Director for assistance.

**Most of all, have fun and treat every Member\Guest\Visitor with respect.**

## **Registration**

All Registration Staff must be courteous and professional at all times. Registration has the goal of processing all Members, Guests, Visitors, Sutlers, Media and VIP Guests as quickly as possible while issuing vehicle passes and skirmish information. To relieve congestion at the Registration Building during daylight hours, already processed Members may enter using the Upper Road Bypass or the Bill Black Gate / Visitors' Station.

A laptop will be provided by the IT Manager. Each registered member's name, membership number and team number must be entered into the software – the Skirmish Registration Officer will provide training on the laptop and software. To reduce errors, it is best one individual does all data entry.

The Executive Secretary will provide a packet of information labeled "Registration," which contains a list of all teams and members. Make sure this packet remains in the Registration building during the entire skirmish as it is for your usage should an issue arrive.

The Registration Staff must have a designated person each shift to check if team materials (targets, team bridge pass, patches, streamers, etc.) have been collected. If not, the designated person should bring the targets/packets to the vehicle and the member must sign that the unit materials have been received.

**NOTE:** Only members of that unit may pick up target/team materials - NO EXCEPTIONS!

Each vehicle entering Fort Shenandoah for the *first time* must be required to do the following:

### ➤ **MEMBERS**

- All N-SSA Members in the vehicle must show a current N-SSA membership card, provide the membership number(s) and last name(s), *or* (per email from Executive Secretary on 8/17/2021) a show a photo of the membership card on the member's phone.
- Registration must enter each member's name, membership number and team number into the database on the laptop provided by a National Staff Officer.
- Registration will then issue:
  - A vehicle pass - inform the member(s) that it must be filled out and placed on the rearview mirror. Staff shall write the driver's competitor number on the vehicle pass.
  - An official Skirmish Program,
  - Team materials - if they have not yet been picked up *and the arriving member is willing to do so* (the member must sign that unit materials have been received), and
  - Any other items / information that has been placed at Registration by the N-SSA for distribution.

**NOTE:** Individual Member BRIDGE vehicle passes shall be issued ONLY to units that camp on Artillery row. NO EXEPTIONS! All other members receive the standard vehicle pass.

### ➤ **GUESTS**

- Non-members (Guests) are only allowed on N-SSA property if they have been either pre-registered by an N-SSA member OR they are personally escorted onto the Fort by an N-SSA member after registering.

- After arriving at the main Registration Building, Guests must:
  - Provide their full name and picture ID (driver's license, passport, etc.)
  - Receive a green wristband to distinguish them as a Guest
  - Receive a Guest Vehicle Pass
  - Pre-registered Guests can then be allowed to travel to the campsite of the Member who pre-registered them
  - Guests who are NOT pre-registered must park out of the way and call their point of contact to meet them at Registration
    - Guests must not block traffic flow while waiting,
    - Guests should not be permitted to leave the Registration area until a Member has arrived to escort them or has vouched for them by phone with the registration staff.

## ➤ VISITORS

- Registration:
  - All visitors shall be registered at the Bill Black Gate / Visitors' Station
  - Visitors are only allowed on the property between 7:00AM and 7:00PM.
- Documentation:
  - The name of the visitor must be put on a Visitor Vehicle Pass
  - Visitors will receive a red wristband to distinguish them as a Visitor
- Parking:
  - Visitors should be directed to the Visitor Parking Lot across from the Bill Black Gate / Visitors' Station, **NO EXCEPTIONS** unless the Visitor Parking Lot is completely full.
    - If the Visitor Parking Lot is full, the visitor shall be directed to the Overflow Parking Area – this area can change but is generally the field by the pond in Area 2.
    - If both areas are full, the visitor must be directed to Registration where a staff member must escort the Visitor to an alternate parking location.
- Entering the Fort:
  - Visitors shall enter the Fort by foot by walking down the road towards the Registration building.
  - Do NOT allow Visitors to walk through the campsite area via the Bill Black Gate / Visitors' Station.
- Handicapped Permits / Medical Passes
  - Visitors with state-issued Handicapped permits/plates or Medical Passes shall be allowed to park in the Handicapped parking lot across from Sutler's Row or in *any* Medical Parking lot, including those near the range after registering as normal.
  - Only the Executive Secretary may issue Medical Passes.

## ➤ EMS, SUTLER, RURITAN, NRA

- EMS Crew / Ambulances are allowed to proceed directly to the bridge.  
In the case of an emergency, the Provost should be waiting to escort them to the area where they are needed.
- Sutlers shall be issued a Sutler Vehicle Pass.
- All Ruritan personnel shall be issued a Ruritan Vehicle Pass.
- NRA Employees are to be treated like Sutlers.

➤ **VIP, PRESS**

- VIP and PRESS are generally present by invitation and should be pre-registered and have a packet available.
- When a VIP or Press member arrives, contact the Provost Guard, Skirmish Adjutant, or the National Commander, who should then contact the N-SSA Public Information Officer - DO NOT allow VIP's or Press on the property without an escort.
- All VIP or Press must be issued an ID tag and a VIP/PRESS Vehicle Pass with the person's name on both.

➤ **TRAFFIC FLOW AT REGISTRATION**

- Maintain two lanes of traffic during busy times to minimize waiting times.
- During busy times, if the member is NOT picking up targets, simply write down their membership number, issue the vehicle pass, distribute handouts/programs/etc., and send them on their way. Then when time permits, enter their number into the laptop inside the Registration Building. This list must be updated regularly so that the staff can determine if a member has arrived at Fort Shenandoah in the event of an emergency.

➤ **RADIOS**

- Four (4) radios must be obtained from the Adjutant
  - Two (2) for Registration and the Visitor Gate.
    - Maintain one radio at Registration and one at the Visitor gate during operating hours.
    - The Visitor gate radio should be picked up from and returned to the National Staff building each day.
  - Two (2) for Bridge staff - one radio on each side of the bridge.
- Registration is manned 24-hours/day; the Registration Office may request a battery charging station from the Skirmish Adjutant.
- Registration Staff must take Emergency messages for members. The Provost Guard should be contacted for delivery of these messages.
- All Registration staff should review the Communications Manual for channel designations.

Registration Staff must follow the procedures at all times, but there is no time for authoritative attitudes. If a friendly conversation cannot smooth out a problem, the Registration Officer or the Provost Guard should be contacted.

Make visitors and guests aware of the rules that pertain to them. We cannot expect them to abide by our rules if we do not advise them in advance.

## **Upper Road Station**

The primary function of the Upper Road Station is to divert all vehicles with *valid vehicle passes* to the Upper Road allowing them to bypass the Registration area. This shall be staffed by the Skirmish Registration personnel.

### **Tasks:**

- Open gate when staffed
- Close gate when unattended
- Direct vehicles with vehicle passes to use the Upper Road
- Direct all vehicles *without* vehicle passes to Registration
- Direct all Visitor foot traffic towards Sutler's Row or the Main Range
- Leave the gate open on Sunday for vehicles exiting the property

## **Bill Black Gate / Visitors' Station**

The primary function of the Bill Black Gate / Visitors' Station is to register visitors and help with congestion at Registration by operating the entrance to Bill Black Road. **During peak visiting days (Friday, Saturday, and Sunday), personnel from the Visitors' Committee should assist with visitor registration and parking.**

### **Tasks:**

- Register Visitors / issue Visitor ID Badges / issue Visitor Vehicle Passes.
- Issue an official National Skirmish Program and/or any other items the N-SSA has instructed to hand out to visitors.
- On Thursday night, set up the Visitors' Parking Lot lanes (with ribbon) to maximize available parking. Maintain the Visitors' Parking area Friday - Sunday.
- Direct visitors to park across the road from the Bill Black Gate / Visitors' Station and maximize the parking in that lot.
- When the Visitor Parking Lot is full, direct the visitor to the Overflow Parking Area as indicated by signs
- Allow Members with properly registered vehicles (having a valid vehicle pass) to enter the Bill Black Gate to relieve congestion at Registration.  
**Any time the Bill Black Gate / Visitors' Station is not staffed the gate MUST be locked.**
- The Bill Black Gate / Visitors' Station Staff must be trained by the Registration Officer or the Adjutant on the use of radios. All radios must be checked out each day and turned in at the completion of the day for charging
- All traffic entering and exiting the Bill Black gate MUST be directed by the registration staff to avoid accidents. Large trailers and motor homes cannot exit due to the limited turning space and the placement of the Visitors shack. Allowing campers to exit through the Bill Black gate at the end of the skirmish relieves a great deal of congestion on the bridge area.

## Traffic Control

The primary function of the Traffic Control Staff is to ensure only authorized vehicles cross the bridge and to keep both pedestrian and vehicle traffic flowing at the intersection on the Sutler side of the bridge.

Maintaining proper flow of traffic on the intersection of Union Ave and Confederate Road (near Sutler Row) is a difficult job during daylight hours. Many drivers fail to use turn signals and vehicle passes can be difficult to see through tinted windows. Traffic Control Staff must exercise patience and maturity as to avoid conflict and confusion. During team events on Friday, Saturday, and Sunday, this intersection becomes extremely busy. Make sure the person(s) working this location know what to expect and have planned how to keep things moving and calm. Have them learn simple traffic hand signals (see “Techniques of Traffic Law Enforcement” [below](#)), and a good sense of humor and flexibility are key to success.

### **Tasks:**

- Traffic control staff shall wear high-visibility vests at all times - NO EXCEPTIONS!
- Emergency vehicles will *always* have the right of way over any other traffic.
- Host Staff, Logistics wagons, and Artillery/Mortar vehicles crossing the bridge have the right of way.
- Pedestrian walkways are one way and pedestrians must stay out of the vehicle lane on the bridge.  
**Exception:** Marching team units may use the vehicle lane on the bridge and will be given the right of way.
- A Cannon or Mortar acts as a Bridge Pass, but only in preparation for the competition or going to have the piece inspected.
- Ensure that only vehicles with proper Bridge or Team Passes are allowed to cross the bridge.
- Both sides of the Bridge must work together to ensure the other side knows a vehicle is coming.
- During heavy traffic times, allow several vehicles to go across the bridge from one side to speed up the process.
- Bridge Staff must be trained by the Registration Officer or the Adjutant on the use of radios. All radios must be checked out each day and turned in at the completion of the day for charging.

### **DURING THE MORTAR OR CANNON MATCH:**

- Direct all Cannon Crews and Mortar Crews to turn right and proceed down Artillery Row. They are to turn onto the Main Range near **Position 52/53** and to drive down the Gravel road. Do *not* allow them to park near Memorial Park or turn left *except* **Phase 1 Artillery Positions 1-3 and Mortar Positions 1-22**. This will be normal procedure unless range conditions force a change of plans. If this occurs, the Skirmish Director / Adjutant will provide specific instructions that must be carried out.
- A member of the Provost Staff will be on Artillery Road (near position 52/53) to direct incoming Artillery traffic towards the Gravel Road.



**Bridge Passes include the following:**

- Host Staff
  - Medical Passes
  - Handicap (any and all state handicap plates or placards)
  - Ruritan Parking
  - National Statistical Staff
  - Member Bridge Pass
  - National Board Member – White 5x7 pass
  - National Staff Member – White 5x7 pass
  - Committee Chairs – White 5x7 pass
  - Regional Commanders – White 5x7 pass
  - EMS
  - Team Parking
  - Press Parking
  - VIP Parking
- The Registration Officer must ensure that all Traffic Staff understand all the Bridge Passes and know how to direct them.
- The Registration Officer should check on the bridge during shift changes and ensure the operation is smooth.

## ***Techniques of Traffic Law Enforcement***

- b) To stop traffic - Two motions are required. Extend the arm straight out and point at the driver who is to stop. Make eye contact with the driver and when you have his attention raise your hand (not arm) so that your palm is toward the driver. Hold this position until the driver stops. After the driver has stopped repeat the same movement with the other lane of traffic with the other arm. Keep both arms in the stop position until all movement has stopped in both directions. With traffic stopped turn your sides parallel to the traffic you will be starting.
- c) To start traffic - Two motions are required. First, point with the arm and finger directly to the driver you want to start. When eye contact is made, turn palm up and raise the hand to a position slightly past the center of your face. Bend the arm only at the elbow. If the driver does not move immediately repeat the signal. After traffic has begun to move signal the other lane in the same manner using the other arm. Continue to use this signal to instruct drivers to proceed.
- d) Right turn - Signals for a right hand turn depend on the direction the vehicle is approaching from. If the vehicle approaches from the right, point to the driver with an extended right arm. As the driver makes eye contact swing your arm in the direction of the turn. If the driver approaches from the left, use the left arm. Swing the arm in the direction the driver wants to go.
- e) Left turn - When directing a driver wishing to make a left turn, you may need to direct the vehicle to stop. Next, hold the opposing flow of traffic. If the turning vehicle is approaching from the left, the opposing traffic should be stopped with the right hand. With traffic stopped, signal the turning driver by extending the left arm and pointing. Signal the driver by indicating a path in front of you and not around you. If the driver attempts to swing around you step backward and repeat the signal directing the vehicle in front of you.

If the vehicle approaches from the right, turn to opposing traffic and halt with right hand again using the left arm to indicate a turning path in front of you like above.

# Registration Officer's Schedule

## Prior to Nationals

- Contact Staff and create a schedule based on attendance and any limitations.

## Saturday – Sunday

- Meet with Staff and review schedule. Make any adjustments to schedule to assure proper staffing level. While most communication should have been completed prior to Nationals, there are always non-commitments. If you have to under-staff an area, the Visitors' Station on Wednesday-Friday can be maintained with 1 (one) staff member, providing someone checks on them for temporary relief.
- Get Keys from the Adjutant
- Open Registration Building / clean and prep for operation
- Prep or set up easy-up tents across from Registration Building
- Organize and stage all team target rolls, when received (create a master list of all target rolls)
- Organize and stage team bags with patches and streamers, when received
- Ensure all lights are functional
- Organize check-in list for inside Registration and also outside for processing lanes
- Organize and stage any additional items to be handed out
- Ensure all vehicle passes are located in the Registration Building
- When completed, help other staff with weekend work - focus on target prep as it helps organize the targets for the registration building

## Monday – Tuesday

- Complete any work not finished on weekend
- Meet with Skirmish Director to ensure everything is ready
- Get radios for the Registration Staff from the Adjutant and review the Communications Manual
- Open Registration at 12:00 noon on Tuesday
- Ensure all Visitor information, visitor check-in list, badges and vehicle passes are placed in the Bill Black / Visitors' Station

## Wednesday – Saturday

- Supervise all operations of Registration
- Conduct any meetings required with staff on problems encountered
- Coordinate with Staff / National Officers with problems or Press/VIP

## Sunday

- Complete the Registration schedule
- After the beginning of the second phase of Musket, break down all items at all locations and return to storage location
- Lock all buildings / gates when completed
- Return all parking passes, handouts, rosters, schedules, targets and team packets that were not used to the Adjutant - do NOT leave any paper material in the Visitor or Registration building
- Return Keys & Radios to the Adjutant (Host Staff Building near the bridge)

# Registration Schedule

## Tuesday

Registration		Name	Team
12:00PM (noon) to 6:00PM	Inside #1		
	Inside #2		
	Outside #1		
	Outside #2		
6:00PM to 12:00AM (Midnight)	Inside #3		
	Inside #4		
	Outside #3		
	Outside #4		
<b>Bill Black / Visitors'</b>	Not Staffed		
<b>Upper Road</b>	Not Staffed		
<b>Bridge Control</b>	Not Staffed		

## Wednesday

Registration		Name	Team
12:00AM to 7:00AM	Inside #5		
	Outside #5		
7:00AM to 3:00PM	Inside #1		
	Inside #2		
	Outside #1		
	Outside #2		
3:00PM to 11:00PM	Inside #3		
	Inside #4		
	Outside #3		
	Outside #4		
<b>Bill Black / Visitors'</b>			
7:00AM to 1:00PM	Staff #1		
1:00PM to 7:00PM	Staff #2		
<b>Upper Road</b>			
7:00AM to 1:00PM	Staff #3		
1:00PM to 7:00PM	Staff #4		
<b>Bridge Control</b>			
7:00AM to 12:30PM	Staff #5		
	Staff #6		
12:30PM to 6:00 PM	Staff #7		
	Staff #8		

## Thursday

Registration		Name	Team
11:00PM to 7:00AM	Inside #5		
	Outside #5		
7:00AM to 3:00PM	Inside #1		
	Inside #2		
	Outside #1		
	Outside #2		
3:00PM to 11:00PM	Inside #3		
	Inside #4		
	Outside #3		
	Outside #4		
<b>Bill Black / Visitors'</b>			
7:00AM to 1:00PM	Staff #1		
1:00PM to 7:00PM	Staff #2		
<b>Upper Road</b>			
7:00AM to 1:00PM	Staff #3		
1:00PM to 7:00PM	Staff #4		
<b>Bridge Control</b>			
7:00AM to 12:30PM	Staff #5		
	Staff #6		
12:30PM to 6:00 PM	Staff #7		
	Staff #8		

## Friday

Registration		Name	Team
11:00PM to 7:00AM	Inside #5		
	Outside #5		
7:00AM to 3:00PM	Inside #1		
	Inside #2		
	Outside #1		
	Outside #2		
3:00PM to 11:00PM	Inside #3		
	Inside #4		
	Outside #3		
	Outside #4		
<b>Bill Black / Visitors'</b>			
7:00AM to 1:00PM	Staff #1		
	Staff #2		
1:00PM to 7:00PM	Staff #3		
	Staff #4		
<b>Upper Road</b>			
7:00AM to 1:00PM	Staff #5		
1:00PM to 7:00PM	Staff #6		
<b>Bridge Control</b>			
7:00AM to 12:30PM	Staff #7		
	Staff #8		
12:30PM to 6:00 PM	Staff #9		
	Staff #10		

## Saturday

<b>Registration</b>		<b>Name</b>	<b>Team</b>
11:00PM to 7:00AM	Inside #5		
	Outside #5		
7:00AM to 3:00PM	Inside #1		
	Inside #2		
	Outside #1		
	Outside #2		
3:00PM to 11:00PM	Inside #3		
	Inside #4		
	Outside #3		
	Outside #4		
<b>Bill Black / Visitors'</b>			
7:00AM to 1:00PM	Staff #1		
	Staff #2		
1:00PM to 7:00PM	Staff #3		
	Staff #4		
<b>Upper Road</b>			
7:00AM to 1:00PM	Staff #5		
1:00PM to 7:00PM	Staff #6		
<b>Bridge Control</b>			
7:00AM to 12:30PM	Staff #7		
	Staff #8		
12:30PM to 6:00 PM	Staff #9		
	Staff #10		



## Sunday

Registration		Name	Team
11:00PM to 7:00AM	Inside #5		
	Outside #5		
7:00AM to 12:00/2:00PM	Inside #1		
	Outside #1		
<b>12:00/2:00PM</b>	<b>Closed</b>	<b>Clean out Registration Building and lock. Return items to Host Staff Building (Adjutant)</b>	
<b>Bill Black / Visitors'</b>			
6:00AM to 12:00AM	Staff #1		
<b>12 Noon – 1 Phase 2:00 PM – 2 Phases</b>		<b>Lock Bill Black Gate</b>	
<b>Upper Road</b>			
6:00AM to 12:00 Noon	Staff #3		
<b>12:00 Noon</b>	<b>No Staff</b>	<b>Leave gate OPEN for exiting traffic</b>	
<b>Bridge Control</b>			
6:00AM to 10:00AM	Staff #4		
	Staff #5		
10:00AM to 2:00PM	Staff #6		
Or completion of Skirmish	Staff #7		
<b>4:00PM</b>	<b>No Staff</b>		

# 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

# Email to Staff Officers & Team Commanders

**NOTE:** This is a sample version of a letter that can be sent to Host Staff Officers and Host Team Commanders. Anything requiring personalization is shown in brackets [sample].

[March 1, 2022]

TO: Staff Officers & Team Commanders

Enclosed you will find your team's Fall Nationals work assignments - please share with your team. For those of you who are staff officers, you will find your full work force currently assigned to you. As everyone knows, there can be last minute changes to cover areas where people are needed. If you already know of changes that need to be made, please let us know so that we can adjust the schedules. Also included is the Program for your planning purposes.

## General Information

- Host staff may bring ATV's/Golf Carts to use ONLY while working.
- While uniforms are not required, Membership Cards are required to be on your person while working. If you leave your card at home, see the Executive Secretary for a replacement.
- Hot showers are available at Candyland Campground for Skirmish Host Staff – see the Adjutant for passes.

## Preliminary Schedule

*Check white board outside of barn for daily work schedule Sat, Sun, Mon & Tues*

### **Saturday, [date]**

**8:00 a.m.** – All members present report to the barn for work assignments. Some assignments have already been made, specifically Stat House, Sanitation and Artillery.

Everyone else will be assigned work detail.

- Range preparation
- Tower & Sub Tower preparation
- Frame preparation
- Target preparation

**2:00 p.m.** – Staff Officer Meeting with Skirmish Director and Skirmish Adjutant, Ruritan's Pavilion

### **Sunday, [date]**

**9:00 a.m.** – All members present report to the barn for work assignments.

- Complete Saturday's work, if necessary
- Grounds work, weed eating, trashcans, etc.

**1:00 p.m.** – Staff Officer & Team Commander Meeting with Skirmish Director and Skirmish Adjutant, Ruritan's Pavilion. Host team and Staff Officer packets distributed.

### **Monday, [date]**

**9:00 a.m.** – All members present report to the barn for work assignments.



- Complete any work necessary
- Registration Staff excused for the day, as they start work on Tuesday.

**1:00 p.m.** – Staff Officer Meeting, Ruritan’s pavilion

**Tuesday, [date]**

**9:00 a.m.** – Staff Officer Meeting, Ruritan’s pavilion

- Finalize any items that need attention.
- Radios distributed, if not scheduled for Wednesday.
- If all the work has been completed, this will be a day of rest for the Host Staff.

**5:00** – Host Staff Social & Dinner

**Wednesday, [date], through Saturday, [date]**

**8:00 a.m. Required Training**

- Stat House Personnel – [location]
- All Range Personnel for Safety Training (including Revolver Range) – [location]

**8:15 a.m. Required Training**

- Line Judges – [location]
- Ordnance – [location]
- Tower/Sub Tower Staff – [location]

**Remainder of day(s)** – Per Program Schedule

**Sunday, [date]**

- Per Program Schedule
- Clean up - Everyone
- Turn in keys to Adjutant
- Turn in radios to the Adjutant

**Monday, [date]**

Skirmish Director – Walk-through with the Property manager

**[BOD Report Due Date]**

All Staff Officers are required to submit a written report to the Skirmish Director to be compiled and submitted to the Board of Directors for the [January/August] Board Meeting.

Thank you for all that you are doing,  
[Skirmish Director Name]

# Sanitation Officer

Suggested Manpower: 8-12

The primary function of the Sanitation Officer is to ensure the cleanliness and proper functioning of all facilities at Fort Shenandoah.

The Sanitation Officer will be responsible for scheduling and supervising the Sanitation Crew for the entire week of the National Skirmish.

The Sanitation Officer should contact the National Sanitation Officer prior to arriving to get a brief overview of the tasks at hand.

The Sanitation Officer must meet with the Property Manager for instructions before starting any duties. This is important because issues and procedures can change. The Property Manager will give instructions on materials to be used, how to use them, where they are located and what to do if materials run out.

- Note: It is a common mistake for Sanitation Crews to stock or use too much cleaning material. Stress to the crew that all these items are expensive and each skirmish is on a budget.

## Staffing

It is very important to have enough staff on hand for the work weekend as all facilities must be opened and thoroughly cleaned, including pressure washing, insect / bee removal, any needed repairs, and stocking of materials.

The Sanitation Crew needs to have vans, trucks or pull-behind utility trailers that are capable of transporting all tools and supplies needed. Contact your staff prior to Nationals to ensure that the proper vehicles are available and brought to the Fort.

The personnel for this assignment must agree to arrive early to perform thorough cleanings, stay through the completion of the skirmish, and then perform one final cleaning late Sunday afternoon. If any staff does not agree to contribute his/her fair share of the work, it is suggested they be replaced. The people who perform this job must be commended for both their attitudes and for volunteering for this “crappy” assignment. DO NOT underestimate the importance of this job and the staff.

## Schedule

The Sanitation Officer must schedule the staff to make rounds of all facilities on a continuous basis from 12:00 noon on Tuesday through the completion of the skirmish, on a 6:00AM to Midnight schedule. Each crew should contain 3/4 people, and 2 crews at a time should be making rounds. Split the property in half when doing rounds – a map of the property listing all toilet facilities, including porta-johns, is available from the National Sanitation Officer.

The Sanitation Officer must ensure that there is a minimum of 5 visits per day at the Sutler, Statistical and Artillery Row facilities, and a minimum of 4 visits per day to all other facilities. Emergency runs will be made as necessary. To head off possible problems, the Sanitation Officer should make periodic

inspections of all facilities and adjust the schedule / performance of the crew. Keep apprised of current weather conditions and the forecast as weather plays a big factor on the need to clean.

### **Duties**

With the latrines closed, the crew should break up and perform different tasks which include the following:

- Sweep
- Empty garbage
- Clean toilets and urinals with low-acid toilet bowl cleaner (Snobowl works great)
- Wipe down toilet seats with cleaner
- Clean sinks
- Clean mirrors
- Replace urinal bricks, as needed - one per urinal is plenty
- Replace paper towel rolls only when empty - these are expensive
- Spray doors, urinals, back and underside of toilet tanks and stall walls with bleach water. Use ½ cup bleach to 1 gallon of water, garden pump-type sprayers work the best for this task
- Spray wall in front of urinals with same bleach water solution and sprayer
- Check toilet paper, as needed – changing the larger toilet paper dispensers requires having the proper key(s); check with the Property Manager
- Mop the floor
- After mopping, spray the floor under the urinals with bleach water solution.

The Sanitation Officer should ensure that some members of the staff can deal with minor maintenance issues. Contact the Property Manager for any parts / special tools needed and close the toilet / urinal until repaired.

### **Supplies**

All cleaning supplies are supplied by the N-SSA and located in the barn under the control of the Property Manager. The Sanitation Officer must ensure that all materials are used properly and the storage location for these materials remains locked at all times when unattended. The Sanitation Officer must also ensure that the staff utilizes these materials as economically as possible while ensuring the facilities remain stocked.

Supplies to take on rounds:

- 1 good mop per crew; check the condition of the mops before starting rounds (6 total)
- 1 mop bucket and wringer per crew (6 total)
- 1 broom per crew (6 total)
- 1 toilet bowl brush per crew (at least 4 total)
- Plenty of rags; one box per crew per day is average (at least 4 boxes total)
- 2 bottles of Windex per crew (at least 8 total)
- At least 2 bottles of bowl cleaner (at least 36 total)
- A pump-up style sprayer filled with bleach water solution (½ cup bleach to 1 gallon of water) - this is what really kills germs and odors while saving time mopping.
- Small tools to repair porta-johns latches
- Make sure each crew has 2 folding signs for closing the facilities.

Pressure Washer(s) – as needed:

- A pressure washer can be used in foul weather, if there has been an overflow, or to clean porta-johns
- Make sure there are at least two 50 foot hoses for use with the pressure washer(s).

### **Suggestions for Sanitation Crew**

- Start each shift with a bleach water solution under the urinals.
- Purchase a case of inexpensive liquid-type soap and place a bottle in each restroom; replace as necessary.
- It is suggested to have a female on each crew but is not necessary. Having a female can help clearing the female side of the facility faster and a female touch on the female side can be helpful. All hand can clean both sides.
- Keep an eye on materials and deal with shortages before they happen.

### **Water Pressure**

Water pressure is a big problem at Fort Shenandoah. Signs should be posted at all water hookups prohibiting camper hookups from 7:00-9:00AM and 4:00-7:00PM as the combinations of campers hooking up, individuals not holding down the flush knob until finished flushing, and too many toilets being flushed at one time will be the biggest reason for stoppage problems. If a stoppage occurs, it can be corrected by flushing the toilet and holding down the flush knob until finished; plungers may be needed. Remember to not flush all toilets at one time while cleaning.

### **The Sanitation Officer must ensure that the crew understands the following:**

- The work weekend is of major importance. This will require the most amount of work performed for the week. While cleaning top to bottom, repairs will have to be made. Many seats will be loose and some toilets may be loose from the floor. Make sure a pressure washer is used; members who can bring additional pressure washers are a help. There should be plenty of rubber gloves, paper towels, and toilet paper for the week.
- The facilities must be cleaned at least 4 times per day Wednesday through Sunday – a crew of 3/4 people can make a rounds of half the property in about 2 ½ hours.
- Designate someone on staff to make emergency runs when needed. The Sanitation Officer will be notified of any emergency and the response must be prompt.
- The latrines must be cleared of people and closed while cleaning. This alone may take several minutes to accomplish. Do not start cleaning until the facility is closed due to safety issues - the low acid toilet bowl cleaner and bleach water can react with skin to cause damage.

Radios must be checked out by the Adjutant and batteries must be charged at the radio storage location.

The Sanitation Officer's report should include a list of workers and shift assignments, problems encountered, and any resolutions. It should also include suggestions for future Sanitation Officers.

## **Sanitation Officer's Schedule**

### **Prior to Nationals**

- Contact the National Sanitation Officer and Property Manager to review duties and supplies
- Contact Sanitation Staff to coordinate vehicles and/or additional pressure washers to be brought to the Fort, as well as to confirm willingness to perform sanitation duties as assigned.

### **Saturday – Sunday**

- Get keys from the Adjutant – including plastic keys for large toilet paper dispensers
- Meet with the Property Manager for instructions
- Organize / inventory material
- Organize / inventory equipment
- Set up material / equipment for 4 crews (2 working at a time)
- Perform initial top-to-bottom cleaning of all latrines / porta-johns
- Stock all latrines / porta-johns
- Supervise all Sanitation operations

### **Monday – Tuesday**

- Get radio from the Adjutant and review the Communications Manual
- Meet with the Skirmish Director to ensure everything is ready
- Meet with the Property Manager for instruction, if needed
- Perform one run on Monday to check all facilities
- Start normal operations on Tuesday at 12:00pm (noon)
- Supervise all Sanitation operations

### **Wednesday – Saturday**

- Supervise all Sanitation operations
- Coordinate with the Property Manager on major issues
- Coordinate with the Property Manager on material shortages
- Keep the Adjutant informed on the state of operations
- Conduct any meetings required with staff to deal with issues
- Perform checks to verify the status of the facilities

### **Sunday**

- Supervise all Sanitation operations
- Perform normal operations until 2:00PM
- At 2:00PM start the final cleaning round
- Wait to do the range facilities last, after phase 2 musket is over
- Check with the Adjutant to obtain additional staff for the final cleaning round - all the help that can be obtained will be appreciated
- Return all items to the storage location in the barn and lock the door
- Return the keys to the Adjutant
- Return the radio to the Adjutant

# 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.

# 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

# **North-South Skirmish Association**



## **Procedures for Safety Officers**

January 1, 2022

# Introduction

One of the most important duties of the host teams at a National Skirmish is ensuring the safety of the competitors by providing safety officers to monitor individual matches. This booklet is intended to spell out the duties of the line safety and instruct them on proper procedures for performing their duties. Applicable rule numbers appear at the end of each statement.

## Duties of a Safety Officer during Individual Matches

It is the safety officer's job to observe and monitor all aspects of firearms handling during individual matches to help eliminate possible accidents.

**Safety Officers must inform competitors of safety violations and must stop unsafe practices when observed. (Rule 4.15.d)**

In addition, the safety officer has other duties not directly related to the loading, shooting, and clearing of firearms. In performing the job, the safety officer will:

1. Monitor competitors' loading procedures,
2. Clear all firearms firing on his/her assigned positions,
3. Ground fouled or malfunctioning firearms during the relay,
4. Signal the tower, using the green/red safety flag,
5. Maintain general safety on the range side of the fence line,
6. Assist members of the Inspector General's staff in conducting random inspections, and
7. Remove targets at the end of each individual relay.

### 1. Monitoring Competitors' Loading Procedures

It is the duty of the safety officer to monitor loading procedures. This includes the snapping of caps before loading, through the loading and firing of each shot, and ending with the final clearing of the firearm from the line.

## **Snapping caps**

The snapping of caps before loading is not required; however, if the competitor does snap caps, the first cap snapped must be fired downrange from the shoulder. (Rule 4.16)

## **Loading Muzzleloading Arms (Muskets, Smoothbores, Musketoons)**

All loading procedures for muzzleloading arms must be done in accordance with N-SSA Skirmish Rules Sections 20.2 and 20.2.1.

Loading shall commence with the butt of the firearm on the ground or on the foot, with the hammer down on the last cap fired. (Rule 20.2.a)

Powder charges shall be placed in the muzzle so that the hand does not remain in the line of fire. (Rule 20.2.b)

Projectiles shall be held between forefinger and thumb and placed in the muzzle so that the hand does not enter the line of fire. (Rule 20.2.c)

No part of the body shall be used to start the bullet into the bore. (Rule 20.2.d)

The palm of the hand shall not be placed over the end of the rammer while ramming. (Rule 20.2.e)

If the rammer is returned to the piece, it should be pulled down by the little finger, keeping the hand out of the line of fire. (Rule 20.2.f)

The ramrod shall not be placed flat on the ground between shots and at no time shall it be placed in a location that would necessitate or permit the competitor to place his/her body or head in front of the muzzle while loading. (Rule 20.2.g)



The ramrod may be held in the hand, leaned against the body, stuck in the top of a shoe or boot, leaned against a bayonet or edged weapon of the period, leaned against a telescope stand, or stuck in the ground rather than being returned to the piece between shots. (Rule 20.2.h)

No other ramrod holders are permitted. (Rule 20.2.i)

The arm shall not be capped or primed until the loading procedure has been completed. (Rule 20.2.g)

Smoothbore projectiles are to be round ball only. The ball may be wrapped with aluminum foil, with or without grease. The use of paper or cloth patches or over powder wads is prohibited. (Rule 22.1.1).

**In loading a flintlock arm, all of the previous procedures are to be followed in addition to:**

Before loading or reloading, the leather frizzen cover must be placed over the frizzen. (Rule 20.2.1.a)

The cover must remain in place until the loading process is complete and the arm is at the horizontal and ready to be primed (Rule 20.2.1.b).

After loading is complete and the arm is at the horizontal, the frizzen cover shall be removed and the priming charge poured into the pan. (Rule 20.2.1.e)

In the use of flintlock firearms, priming powder must be provided as part of a prepared cartridge but separate from the main charge. The use of priming horns or any other such container is prohibited. (Rule 22.6.d)

Flintlock arms must be equipped with a flash guard to direct the flash from the touch hole upwards. (Rule 20.14.1.a)

## **Loading Single Shot Breechloading Firearms (Breechloading Carbines, Single Shot Cartridge Arms)**

All loading procedures for these arms must be in accordance with N-SSA Skirmish Rules Section 20.5.

Single shot Breechloading firearms may have cartridges made of metal, paper or plastic and may be either internally or externally primed. (Rule 20.5.a)

The arm must be held pointed downrange, with the barrel at or below the horizontal. (Rule 20.5.b)

The cartridge will be inserted into the breech, and the breech then closed. (Rule 20.5.c)

If the arm is externally primed, it will then be capped. (Rule 20.5.d)

## **Loading the Henry Rifle**

All loading procedures for the Henry must be done in accordance with N-SSA Skirmish Rules Section 20.3.

The barrel of the firearm must be pointed downrange, in a near horizontal position, while loading. (Rule 20.3.a)

During individual matches, Henry firearms must be loaded and fired with single rounds. The magazine shall not be used in individual match competition. (Rule 20.3.e)

## **Loading the Spencer Rifle and Carbine**

All loading procedures for the Spencer must be done in accordance with N-SSA Skirmish Rules Section 20.4.

The barrel of the firearm must be pointed downrange in a near horizontal position during loading and reloading. (Rule 20.4.a)

The Spencer magazine may be loaded or reloaded with a Blakeslee loading tube. Lacking the Blakeslee device, the firearm must be loaded singly with loose ammunition directly into the breech. (Rule 20.4.b)

## **Loading Revolvers**

All loading procedures for revolvers must be done in accordance with N-SSA Skirmish Rules Section 20.6.

A revolver cylinder may be loaded in place or removed and loaded in a loading device. (Rule 20.6.a)

Filler or wads may be used in the chambers and all chambers must be greased. (Rule 20.6.b)

The chambers shall not be capped until the revolver is on the firing line and the cylinder is in place in the revolver. (Rules 20.6.d.1 & 2)

A capping device may be used for revolvers. (Rule 20.6.d.4)

## **Loading Single Shot Pistols (Percussion)**

All loading procedures for single shot pistols must be done in accordance with N-SSA Skirmish Rules Section 20.7.1

Loading shall commence with the butt of the arm placed in a loading stand with the hammer down on the last cap fired. (Rule 20.7.1.a)

Loading procedures are in accordance with standard safe muzzleloading firearm practices. (Rules 20.7.1.b thru h)

## **Single Shot Pistol (Flintlock)**

All loading procedures for single shot flintlock pistols must be done in accordance with N-SSA Skirmish Rules Section 20.7.2

Before loading or reloading the leather frizzen cover must be placed over the frizzen. (Rule 20.7.2.a)

Loading shall commence with the butt of the arm placed in a loading stand. (Rule 20.7.1.a)

Loading procedures are in accordance with standard safe muzzleloading flintlock firearm practices.  
(Rule 20.7.1 & 20.7.2)

## **General Loading Instructions**

The firearm should be brought to the shoulder as horizontally as possible and in such a manner that the line of fire from the muzzle does not point above the backstop.

All rounds must be loaded from prepared cartridges. The use of powder flasks or powder horns or loading from anything but prepared individual charges is prohibited. (Rule 22.5.c)

## **2. Clearing Firearms When Shooting Has Been Completed**

It is critical that every firearm leaving the line at the end of an individual relay has been cleared to determine that it is unloaded and safe. No firearm shall be allowed to leave the firing line until the clearing procedure has taken place per rule 17.1.5.

### **Clearing a Muzzleloading Arm**

The safety officer shall observe the competitor as he/she fires two caps from the arm. (Rule 20.11.i)

The first cap must be aimed downrange and fired from the shoulder, and the second while the firearm is pointed at a safety flag or at the ground in advance of the line. (Rule 20.11.i)

The safety officer shall observe that the second cap causes movement of the flag, or of grass or dirt on the ground. (Rule 20.11.j)

When the competitor has been inspected thus, the competitor shall be released from the firing line. (Rule 20.11.k)

### **Clearing Flintlock Arms**

The competitor shall prove that the arm is unloaded by placing the ramrod in the barrel and noting how much extends from the barrel. Then he/she shall withdraw the ramrod from the barrel and demonstrate that there is not a charge in the barrel by placing the ramrod alongside the barrel. (Rule 20.14.a)

The ramrod must extend at least to the touch hole (Rule 20.14.b).

### **Clearing Single Shot Breechloading Arms**

These arms shall be cleared by looking through, or into, the breech to observe that the chamber is unloaded. (Rule 20.12.a)

Following this, an inspection of the barrel must be made to observe that the barrel is clear. (Rule 20.12.b)

This inspection may be done by looking through the barrel from the breech end, or by insertion of a cleaning rod through the muzzle until its tip is clearly observed in the breech opening of the arm. (Rule 20.12.c)

### **Clearing Henry Rifles**

Empty the arm of all cartridges, leaving the action open. (Rule 20.15.a)

Check the magazine by observing that the follower is fully seated and can be seen moving inside the action. (Rule 20.15.b)

Have the competitor rotate the arm so that the empty magazine tube may be observed through the slot. (Rule 20.15.c)

Check the bore by inserting a cleaning rod, dowel, or similar device from the muzzle until the tip is seen in the breech, thereby assuring that the barrel is clear. (Rule 20.15.d)

### **Clearing Spencer Arms**

Empty the arm of all cartridges and remove the magazine feeder tube. (Rule 20.16.a)

Check the magazine by cycling the action twice and looking through the magazine tube from the butt plate. (Rule 20.16.b)

Check the bore, either by looking through the barrel from the breech, or by inserting a cleaning rod from the muzzle until the tip is seen in the breech. (Rule 20.16.c)

### **Clearing Revolvers**

Before retiring from the firing line, the competitor shall unload his/her revolver and place it on half-cock so it may be inspected by the safety officer. (Rule 20.13.a)

The cylinder must remain in the revolver during the clearing process. (Rule 20.13.b)

The safety officer shall check all nipples for unfired caps and chambers for unfired rounds (Rule 20.13.c).

## **3. Ground Fouled or Malfunctioning Firearms During a Relay**

Fouled or malfunctioning arms shall be dealt with in accordance with Sections 20.9 and 20.10 of the N-SSA Skirmish Rules. The safety officer may assist the ordnance staff in any way necessary to clear the firearm and keep the flow of the skirmish going.

## **Clearing Firearms During a Relay**

If a competitor's arm becomes fouled or disabled during an individual event, he/she MAY use whatever means, tools, or parts as may be available to clear the arm or replace broken parts. (Rule 20.9.2.a)

Another individual may assist the competitor. (Rule 20.9.2.b)

The arm may NOT be cleared through the muzzle while on the firing line. (Rule 20.9.2.c)

If necessary, the arm may be cleared by the skirmish staff using a gas bottle during a relay, but only if there are no other competitors on the same firing position (Rule 20.9.2.d).

If the arm is cleared and/or repaired during the relay, the competitor may continue the match on that relay, or may elect to finish the match on the next individual relay of the same duration. (Rule 12.6.b)

## **Disabled Arms**

Do NOT show the red flag if a competitor's firearm becomes fouled during a relay. If the fouled arm cannot be cleared on the line, at the end of the relay show the red flag when the command comes from the tower asking if the line is clear. Arms that cannot be cleared by either the competitor or by a gas bottle shall be removed from the line by the ordnance staff in a designated vehicle to a safe area set aside for that purpose.

## **Muzzleloading Arms**

A muzzleloading arm must be flooded before a ball puller may be used to withdraw the ball. (Rule 20.10.1.c)

## **Cartridge Arms**

If a breechloading arm firing self-contained cartridges must be cleared by pushing a cartridge from the breech by inserting a rod through the bore via the muzzle, a rag or patch must be placed in such a position as would prevent the primer from being struck against the firing pin. (Rule 20.10.2)

## **Revolvers**

If a disabled revolver cannot be fired, it must be cleared in the following manner:

Remove the cylinder only after the safety officer checks to see that there are no live caps on the cylinder. (Rule 20.10.3.a)

Then remove the nipple from each fouled chamber, empty as much powder as will flow out, flood the chamber, and push the ball out from the rear or pull it with a ball puller. (Rule 20.10.3.b)

## **Disqualification of a Fouled Firearm**

If a firearm has been fouled/disabled and cleared three (3) times in one skirmish, including individual and company matches, it shall be declared unfit for competition and may not be used again in that skirmish (Rule 20.10.4).

## **4. Signal the Tower Using the Green/Red Safety Flag**

The safety officer shall have the green flag showing at the beginning of and during the relay to show the tower that there is nobody forward of the firing line and it is safe to shoot. A safety officer shall not stop a relay for a fouled or malfunctioning firearm but shall act as outlined in Section 3 of this manual.



The red flag must be raised in only TWO situations:

After the 'Cease Fire' command has been given from the tower, to inform the tower that there is a fouled arm on that position. (Rule 4.15.e.1)

During an event if there is a condition on that position that requires the immediate cessation of fire; for example, a medical emergency requiring the immediate attention of medical personnel. (Rule 4.15.e.2)

## **5. Maintain General Safety on the Range Side of the Fence**

### **Main Range**

Smoking and vaping are prohibited in front of the safety line. (Rule 39.1)

Shooting boxes and equipment must be no less than 10 feet behind the firing line and no less than 3 feet forward of the spectator line. (Rule 25.1.5.c)

There shall be no open flame of any kind in front of the safety line of the range. (Rule 17.4.a)

Skirmishers who use open flame to black the sights of their firearms must be behind the safety line to do so (Rule 17.4.b).

The firing line is a straight line between the position markers. (Rule 25.1.1.a)

Competitors may stand with the forward foot on the firing line or may straddle it (stand with one foot forward and one foot completely behind), during company or individual match competition. (Rule 25.1.1.b)

### **Revolver Range**

Smoking and vaping are prohibited in front of the safety line. (Rule 39.1)

There shall be no open flame of any kind in front of the safety line or fence of the range. (Rule 17.4.a)

Skirmishers who use open flame to black the sights of their firearms must be behind the safety line to do so (Rule 17.4.b).

All loading gear and shooting kits shall be placed on or under the loading bench. (Rule 7.11.b.1)

Shooters shall stand behind the loading bench for loading and shooting. (Rule 7.11.b.2)

There shall be no open powder containers on the loading bench. (Rule 7.11.b.3)

Loading shall be done from sealed containers, each holding one premeasured charge. (Rule 7.11.b.4)

## **6. Assisting the Inspector General's Staff**

The IG randomly selects 'positions' to be inspected during each relay of individuals under the directives in Section 21 of the N-SSA Skirmish Rules. Upon direction of the IG, the safety officer shall assist in the random inspection, but at no time is the IG Corps to interfere with or distract any competitor unless the issue is of immediate safety.

The IG will usually approach the safety officer to inform him/her that a drawn inspection will be taking place on a position.

When the competitor is finished firing, the safety officer will clear the arm using the prescribed measures in this booklet.

Once the arm is cleared, the safety officer will release the competitor into the custody of the IG staff for inspection.

## **7. Removing Targets at the End of Each Relay**

It is the duty of the safety officer to remove competitors' targets once the relay has ended and the line has been cleared. At no time is a competitor to remove his/her own target from the backer.

In performing this job, the safety officer should remove all staples in the targets, to prevent injury to other members of the skirmish staff.

When removing targets from the backers, make sure the target being removed has been shot.

It is a good idea to have a set of needle nose pliers, thin blade screwdriver or pocketknife to assist in removing staples.

In removing the targets, please try not to tear or otherwise damage the shot target.

If a competitor has failed the IG inspection as spelled out in the previous section, the Stat House copy of the failure form must accompany the competitor's target to the stat building for disqualification.

## **General Rules of Competition**

When an individual target and/or backer blows from the frame during an individual match, the shooter may be granted an alibi if, to the satisfaction of the Individual Match Officer or Skirmish Director, the target was not blown off due to the carelessness of the shooter. (Rule 12.7.a)

If an alibi is granted, the shooter must complete the number of unfired rounds in the next individual match relay of the same time duration. (Rule 12.7.b)

An alibi shall not be granted if the shooter cannot find his target that was blown off the frame. (Rule 12.7.c)

Competitors are to fire from the same numbered position on which the target is posted. (Rule 12.9.a)

Staples are not to be placed in any part of the scoring area of the target. (Rule 12.8.a)

During the individual matches, all loading and firing must be done by the competitor. (Rule 18.3.1.a)

Assistance is permitted from behind the firing line as long as it does not interfere with other competitors. (Rule 18.3.1.b).

A competitor may have one coach, as long as the coaching does not interfere with other competitors. (Rule 18.4.1)

A competitor may have the help of a spotter, as long as the spotting does not interfere with other competitors. (Rule 18.5.1)

All revolvers shall be fired by holding the revolver in one hand only, supported by the strength of the arm, the other arm being used in no way to support the revolver or the shooting arm. (Rule 18.17.1.a)

All portions of the revolver shooter's clothing, body and firearm shall be clear of artificial supports. (Rule 18.17.1.b)

Competitors may stand with the forward foot on the firing line or may straddle it (stand with one foot forward and one foot completely behind), during company or individual match competition. (Rule 25.1.1.b)

## **General Courtesy**

Be attentive to what is going on at the positions you are monitoring. Your primary job is to watch the shooters.

Be ready to clear a competitor's firearm when requested.

Please do not engage in conversations with others during a relay that might distract shooters while they are firing a match. This includes conversations with competitors when you are clearing their firearms.

If you should spot an infraction in any of the safety rules, bring it to the competitor's attention in a friendly, but firm, manner. Try not to do it while the competitor is shooting unless the infraction causes an immediate safety issue for the competitor or those surrounding him/her.

**If questions arise that are not covered in this manual or by the National Safety Officer during training, please contact your Range Support Officer.**

**Each national, target labels are color coded by firearm. The correct color codes for this national are:**

**Musket** \_\_\_\_\_

**Carbine** \_\_\_\_\_

**Revolver** \_\_\_\_\_

**Breechloading Rifle/Carbine II** \_\_\_\_\_

**Smoothbore** \_\_\_\_\_

**Single Shot Breechloader** \_\_\_\_\_

**Single Shot Pistol** \_\_\_\_\_

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**NOTES:**