



Quantico Shooting Club

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SOP: Tasks of the Match/Clinic Director

There are several tasks or responsibilities of the Match Director and they include:

1. Secure judges from the sanctioning organization such as the NRA, CMP, etc.
2. Submit the pre-match paperwork to the sanctioning organization.
3. Submit match bulletin or similar to QSC for posting on website/calendar/etc.
4. Submit appropriate match/clinic, etc. pre-registration form when applicable OR use the QSC forms
5. Reserve the appropriate range via QSC
6. Appoint personnel to conduct the match such as RSO, OIC, Line Caller, Pit Boss, etc.
7. Order awards if appropriate.
8. Order materials for targetry and organize a working party to make targets.
9. Order any other required equipment or materials, via QSC if necessary.
10. Submit scores to sanctioning organization along with any other post-match paperwork.