



Match Director Guidelines

1. **Objective:** The objective of this document is to ensure consistently safe, successful, and enjoyable matches.
2. **Scope:** This document outlines MWT match director responsibilities.
3. **MD Requirements:** A Match Director (MD) must be a current IDPA Safety Officer, an HSC member in good standing, and a person currently active in MWT.
4. **General:** As a leader of the event preparation, MD will:
 - 4.1. Set the number of stages, pits selection and layout.
 - 4.2. Compile Courses of Fire (CoF).
 - 4.3. Recruit a volunteer work crew.
 - 4.4. Set a positive attitude for the match.
 - 4.5. Commit to the schedule outlined in this document.
 - 4.6. (Recommended) Recruit an assistant match director (AMD) to help with the outlined duties.
5. **Goals:** MetroWest Tactical has become known for high-quality stages at all of its matches and intends to continually earn this reputation. Efficient execution of high-quality stages requires careful planning and preparation.
6. **Courses of Fire (CoF) Guidelines:**
 - 6.1. Sources of CoF: A MD has an option to create his/her own stages, solicit input from the staff and other group members, or find good ideas on-line.
 - 6.2. CoF descriptions with detailed notes on applicable rules and possible questions ensure a smoothly run stage, efficient match flow, and consistent officiating. An advance, pre-match discussion of the stages with the match staff will save countless hours on the match day.

- 6.3. Low-light stages are a trademark of the sport and MDs are expected and strongly encouraged to include one indoor, low-light stage in every MWT match. In order to avoid bottlenecks, indoor range CoF should be kept simple enough for quick reset and scoring.
 - 6.4. [CoF Template](#).
 - 6.5. [Helpful graphics templates](#) for CoF design.
 - 6.6. To prevent squad backups during the match, review stage designs for excessive resets and balance the overall match to avoid both very long (due to multiple strings, long reset times, etc.) and very short stages.
- 7. Timeline:** Unless specified otherwise, MWT matches follow the same timeline:
- 7.1. If at all possible, recruit some staff to set the props out in the pits the evening before the match to shorten the match day setup. Typically, 4-6 people for an hour or so is all that is needed to make the next morning's work much easier.
 - 7.2. MD/AMD Preparation 7:30 am.
 - 7.3. MD and AMD should arrive at HSC the day of the match at least 30 minutes prior to requested setup time to prepare as many props and supplies as possible outside the trailer for immediate distribution to arriving setup crews.
 - 7.4. Setup: 8:00 am.
 - 7.5. Walk-in registration 9:00-9:45 am.
 - 7.6. SO walkthrough 9:00-10:00 am.
 - 7.7. Safety briefing: 9:45 am.
 - 7.8. Match start (first shots): 10:00 am sharp.
- 8. Work crew:** Recruit the following staff using the Staff and General e-mail list, MWT Facebook Group, and personal contacts at least 4 weeks prior to match.
- 8.1. Setup/breakdown crew. For Club matches each stage should have a designated Stage Setup Officer (SSO) responsible for actual implementation of the CoF. SSO does not have to be the original CoF designer but should well understand the design details and assume responsibility for the setup.
 - 8.2. SO/ASO teams to run the expected number of squads. A recommended practice for Club matches is to rotate SO/ASO team with the same squad through all pits. For large sanctioned matches pit crews assigned to stages is a better option.
 - 8.3. Should you encounter problems with getting enough SO/ASO assistance please reach out directly to the MWT core team by e-mailing staff@metrowesttactical.com and ask for their help.

- 8.4. Recruit a person responsible for walk-in registrations, fee collecting, and accounting of all proceeds.
- 8.5. Arrange setting up the Wi-Fi network on the day of the match. Start with [Rick E.](#)
- 8.6. Arrange match scoring. Recruit a responsible person, arrange for tablets, software, posting instructions. Start with [Mike F.](#)
- 8.7. Make sure the match is set up in Practiscore and the link is sent to the General e-mail list and posted on the following FB Groups:
 - [MWT](#),
 - [NH Pioneer IDPA](#),
 - [NE Action Shooting Sports](#),
 - [Woburn Action Shooters](#),
 - [Worcester Pistol & Rifle](#).
- 8.8. During hot summer months, arrange for a person responsible for setting up water coolers in pits.
- 8.9. Arrange for a person (e.g. AMD or the Registration person) to do match briefing while you are tied up at the walkthrough. Make sure the person has all the talking points in writing. The briefing should be short and to the point; it is not a coaching session.

9. Paperwork. CoF should contain the following:

- 9.1. Stage Description/Name/Pit.
- 9.2. Scenario, when applicable.
- 9.3. Number/Type of Targets, including Non-threats.
- 9.4. Scoring instructions: How the stage is scored.
- 9.5. Start Position: Details on how the stage is to be started.
- 9.6. Stage Procedure: Detailed instructions for the stage.
- 9.7. Notes: Be as detailed as possible regarding officiating calls and penalties. Answer all anticipated questions. Strive to make the walk through quick and easy.
- 9.8. Customize the scoresheet template with stage names and delete/add number of strings/targets for each stage as needed.

10. Preparation. Four weeks before the Match:

- 10.1. Check on lunch arrangements 3-4 weeks prior to the match. Contact our lunch vendor, Bob Arsenault at bobarsenaultb@aol.com. Bob has gate key and has access to the Club grounds and the clubhouse.
- 10.2. Send [Tom K.](#) match info, especially anything special (number of stages, indoor/outdoor, specials such as DMG stage, side match, etc.) for a public announcement.
- 10.3. The Webmaster (start with [Tom K.](#); [Michael J.](#) is the backup) will be sending a “Call for Help” email with Match volunteer Google Form but you will be receiving replies and accepting (or rejecting) staff.
- 10.4. Get a link and a code for free pre-registration from the Webmaster and reply with it to all staffers that you accept. Ask them to register, no squadding is necessary. To all the others please send thanks-but-no-thanks response too.

11. Preparation. Three weeks before the Match:

- 11.1. Send CoF for safety/compliance review to [Michael J.](#), [Gene G.](#), and [Kevin C.](#) Collect feedback and discuss, if/as needed.
- 11.2. Once finalized, send COFs to [Mike F.](#) to configure scoring devices and [Tom K.](#) for posting on Practiscore.
- 11.3. Check the staff sign up results. If needed, ask the Webmaster to send a second call to Staff only. Make sure all who volunteered and got accepted have received a pre-registration code.
- 11.4. Assign staff to squads and send the list to [Tom K.](#) He will then assign the Match staff to squads on Practiscore.

12. Preparation. Two weeks before the Match:

- 12.1. Make sure you have access to the gate key, trailer, and the indoor storage room. Contact [Michael J.](#) in advance, if needed.
- 12.2. Verify that the range truck starts up, drives, stops, and appears in general working order one week prior to match date. Keys are in the trailer. Report all issues to [Gene G.](#) or [Kevin C.](#)
- 12.3. Check inventory of props against the COFs. Make a copy of the [match checklist template](#) and customize it for the match. Confirm props and supplies availability for the match by visiting the trailer. Contact [Kevin C.](#) with questions. Arrange for all additional needed props, and supplies.
- 12.4. Registration opens. Squad balancing will be happening in the background. With any questions, contact [Tom K.](#)

13. Preparation. A week before the Match:

- 13.1. Organize an SO box for each pit. As a minimum, SO boxes should contain: Stapler, staple refills, three rolls of brown pasters, a roll of black pasters.
- 13.2. Prepare for possible rain... Check the local weather report. If rain is forecasted or suspected, arrange for additional supplies as needed (possibly tarps, canopies, rugs, timer bags). Target rain shields are in the trailer.
- 13.3. Prepare and print all CoF. As a minimum, Each SO/ASO crew should have a full set of CoF for the match (2 per crew), and one CoF copy per SO box (1 full set). Each setup crew should have a copy of their stage CoF (1 full set). MD and AMD should have a complete set for use during the day (2 full sets). Add one spare set. (Example: for a 6-stage match print out 22 sets, separate one into individual sheets for setup, and another for SO boxes). Use economy (black and white) printing; there is absolutely no need to waste money on fancy printing services.
- 13.4. Check with the person responsible for registration that they will be able to sign-up walk-ins get them to sign a waiver and check that they would have change on hand in small bills.

14. Prepare your crew. The crew is what will make or break the match. Keeping them well informed of their responsibilities will ensure a well-run match.

- 14.1. 5-7 days prior to the Match date send email to ALL volunteers with their defined roles, start times. The Match Checklist spreadsheet works well for this purpose. Attach CoFs to your email.
- 14.2. Open an e-mail dialogue on CoF questions and other preparation steps. Anything that can be done 3-5 days in advance will pay off during the match.
- 14.3. Stage and Pit numbers should be assigned.
- 14.4. Chief and Assistant Safety officers (CSO/ASO) and setup teams should be defined.
- 14.5. Assign Stage Setup Officer (SSO) for each stage. If enough help is available, this person does not have to be a CSO/ASO during the match. Remind SSOs that setup starts at 8 am sharp.
- 14.6. Assign deputy SSOs as backup.

15. Match Day.

- 15.1. Open the gate and trailer upon your arrival to allow non-HSC members entry to the club. Give clubhouse storage keys to assigned Stage Setup Officer on the indoor stage.
- 15.2. Supervise initial distribution of props/targets to your Stage Setup Officers. Take advantage of the 30-minute window to disperse as many stages outside the trailer as possible. Everyone is there to help but keeping people on their assigned task is key to the scheduled timeline.

- 15.3. Assign to your AMD the task of dispersing stage props and then start making rounds checking on stage crews for any needs or issues. The AMD should pay particular attention to where the props are taken from so that they are returned to their proper, original locations.
- 15.4. During the setup MD and AMD should walk through the pits to see if anyone needs specific help with specialized props and to look for SO traps, scoring/rules, or other issues. Feel free to recruit other core MWT members who aren't setting up stages to help as well. This should occur with sufficient time to correct any problems prior to the walkthrough.
- 15.5. Walk SOs through all stages before the Match. Target time to do this is 9:00 am sharp. Inform your SOs to meet at the registration area or the starting pit for the walkthrough at 9:00 am sharp.
- 15.6. At 9:45am the AMD or another deputy conducts a Safety Briefing according to MWT standards outlined in the [Safety Briefing](#) document. The safety briefing takes place at the first Action pit and **is mandatory** for all competitors.
- 15.7. At the briefing, make sure each squad knows their starting pit. Also notify competitors what time lunch will be available and that we will not be stopping the match for a lunch break.
- 15.8. At 10:00 am first shots should be fired.
- 15.9. As soon as the match starts, lock the gate down to prevent unauthorized access to the club grounds.

16. During Match.

- 16.1. Float between pits to observe the match flow. Be available to answer any questions from SOs or help with any issues.
- 16.2. Hand out lunch tickets to the Match Crew. Contact [Gene G.](#) or [Michael J.](#) for details.
- 16.3. Be prepared to address questions on the rules, their interpretations, scoring disputes, and the penalty calls. Have a copy of the current Rulebook handy to verify the rules. Don't simply rely on the claims that "the rulebook says..." Be prepared to make an informed, decisive call but, if you yourself are not completely certain (rules are indeed confusing!), accept the question and take time to find MWT core staff or at least experienced competitors to discuss a contentious point. Some issues may have already been agreed upon and accepted as MWT policy guidelines. In general, when in doubt - decide in favor of the shooter. When not in doubt - support your SOs.
- 16.4. Actively manage match flow. In case of backups, an AMD should act as an auxiliary CSO.
 - If a slow *squad* is causing backups, the AMD should take small groups of competitors who have finished the bottleneck stage to the next, empty pit,

do a walk-through and personally run them through the stage. This should continue until the backup is cleared and normal flow resumes.

- In rare cases when problems on a certain *stage* cause a backup, at the discretion of an MD, AMDs may jump small groups of waiting competitors to the next empty pit and personally run them through the stage there.

17. After the Match:

- 17.1. Supervise cleanup after the match. Check with the scorekeeper and make sure CSOs know that it is okay (or not!) to tear down the stage after their last shooter.
- 17.2. The AMD should remain at the trailer to ensure proper re-stocking of props and supplies to their original locations.
- 17.3. Make sure no valuables or overflowing trash bins were left in the pits, all props and supplies are accounted for and properly stored, trash put in the dumpster, storage facilities locked, gate closed, keys returned to the IDPA Committee Chair ([Michael J.](#)) or his appointee.
- 17.4. Make sure the scorekeeper has all the tablets.
- 17.5. Verify that the results are uploaded to Practiscore AND posted on www.metrowesttactical.com
- 17.6. Report to IDPA Chair all the supplies that need to be replenished and any other improvements and suggestions that you may have.

17.7. Thank you for being a MWT Match Director!

18. Contact info:

- Michael J., IDPA Chair, michaelj@metrowesttactical.com
- Gene G., IDPA Vice-Chair, geneg@metrowesttactical.com
- Kevin C., kevinc@metrowesttactical.com
- Mike F., mikef@metrowesttactical.com
- Rick E., ricke@metrowesttactical.com
- Tom K, tomk@metrowesttactical.com