

GUIDELINES FOR RUNNING A NZCTA CHAMPIONSHIP

What needs to be done prior to a NZCTA Championship

- Advertising – Advertise in appropriate Gunshot issue. Note close off times are a month prior to issue. Entry costs are to be included.
- Finalise exact programme, order of events, sweeps and costs.
- Ammo – order sufficient quantities. Who is going to sell this? Float required.
- Targets – order sufficient quantities
- Catering – Organise outside catering if required. If doing this in house, organise supplies and float for the day.
- Bar – order sufficient supplies and organise a float for the day.
- Office – organise staff, equipment (envelopes, entry forms etc) and a float for the day. A Provincial requires 3 people and an Island requires 4 people (including the handicapper).
- Scoreboard – who is doing this on the day. Make sure sufficient equipment (pens) available.
- Shoot marshal – who is doing this on the day. Do they know the full programme of events.
- Trap Mechanic – organise
- Trap setters – organise
- Trap loaders – organise
- Trophies and prizes – The NZCTA will supply medals etc for NZCTA events but if the club is running trophy events, the trophies need to be organised.
- Photographer at presentations

Suggested float requirements for a South Island Tournament: \$2480.00 – (\$20-\$200, \$10-\$600, \$5-\$600, \$2-\$500, \$1-\$500, 50c-\$50, 20c-\$20, 10c-\$10)

For Provincials it is suggested you cut out \$20.00 notes and dropped other notes by \$100 (\$5-\$500)
This covered float for Kitchen possibly require more for Bar as they go through a lot of 1 & 2's

Other things to note for office (not sure of their computer programme), but re-check Handicaps (over the 400tgts) and HBD, re-check categories,

Know and be aware what team shoots are on Sth Is- Black 6 shooter agg. Millar Club 5 shooter SR, 2 & 5 man skeet and know how count back works some are still trying to do it from end not start.

Shoot Marshall have his programme order set displayed and stick to it

Separate Registration and squading windows.

Same squads for 3 days (sometimes takes a bit of effort) some clubs find it better not to worry about trying to squad re HBD marks as this confuses shooters.

Compulsory requirements:

- Entry forms for shooters. Costs must be clearly defined
- Entry forms for “category only” (Ladies, Juniors and Veterans). Costs must be clearly defined.
- Too team entry forms must be provided for shooters.
- Sweepstake results and pay outs must be posted on noticeboard asap after completion of each event.
- High Overall and Grade placing payouts must be posted on noticeboard asap after placings established by shoot offs.
- Payout envelopes at the end of the event must be provided with money inside. The envelope must have full details of each individual sweep and placing payout recorded

Things that must be done re conduct of events and fields:

1. Sequence of events to be as advertised prior and details displayed on grounds.
2. The club shall appoint a “Shoot Marshall” to control overall conduct and running of events. (This can be the President or a separate individual but they must take full responsibility for the conduct of the event in the field, ensuring that adequate facilities are available and that no time is wasted during the day or traps left idle).

3. Squad cards must be delivered either to the traps for each individual event or alternatively handed to the number one shooter of the squad to take to the trap, (this responsibility is not to be left to the shooters to pick them up from the office).
4. A squad board indicating each event information with what squad will shoot on which field. This must be visible within or adjacent to the club rooms.
5. Wet weather protection must be available to preserve score cards if required.
6. Referees and scorers from each squad must be marked on the cards or clearly indicated which number shooter of squad will be required to fill this role.
7. A shooter representative name (Councillor) must be displayed on the noticeboard in the club.
8. Close off entry times must be advertised and announced before entries are closed for individual events.
9. Shoot offs on day one will be conducted at the club's discretion as to what they deem the most suitable or their facility requirements. Day two must have all shoot offs held at the conclusion of the High Gun events.
10. In the event that shoot offs have to be ceased on day one and completed on day two, this will be done in consultation with shoot management, shooters rep and shooters.
11. Day two commencement time for shoot offs continuation will be set by shoot management and shooters rep.
12. Presentations will be conducted at the end of each day's competition.

Trap setting:

1. Trap setting will be done by the conduction club at a time deemed appropriate; clubs can expect a councillor to check the setting of all targets on all traps (when available).
2. Trap setting to be in line with NZCTA rules at all times and to best practice.
3. Voice release equipment must be available on all traps and checked prior to event to be functioning as expected.
4. Trap equipment to be of a suitable standard and maintained suitably for an event of this nature and in line with NZCTA rules.
5. Range Safety standards, equipment and safety shields to be in place as per NZCTA rules/Range manual requirements at all times during the tournament.

Sundry:

1. Catering to be of expected level for this type of tournament.
2. Ammunition supplies available to expected level for tournaments of this nature.
3. Toilet/bathroom equipment to a suitable expected standard.
4. Bar facilities and stock to expected standard.
- Adequate target stocks in traps to expected level and suitable products.

After the event: Bank proceeds, send results, photos and write up to NZCTA. Pay levies to NZCTA.