

# NEW ZEALAND CLAY TARGET ASSOCIATION INC

## EVENT MANAGEMENT GUIDE



**November 2019**

This document has been compiled to be used as a guide for clubs running major NZCTA events. It is not a set of rules for how to run an event but simply a source of information that clubs can refer to when they are preparing for an event. Rules for events can be found under Section 2 of the NZCTA Rulebook.

# CONTENTS

ADMINISTRATIVE .....	2
HEALTH & SAFETY .....	3
FIELD .....	3
Prior to the event .....	3
During the event .....	4
SHOOT MARSHALL.....	4
AMMUNITION.....	5
GUN STORAGE.....	5
CATERING.....	5
BAR .....	5

## ADMINISTRATIVE

- a) Apply to the National Secretary to host the event (be aware of cut-off date for application)
- b) Approve NZCTA event contract with committee, sign and return to NZCTA
- c) Confirm shoot programme with committee including trophy matches and team events
- d) Arrange people to be in charge of organising the following areas:
  - Health & Safety
  - Field
  - Ammunition
  - Gun storage
  - Catering
  - Bar
  - Appoint a Shoot Marshall
  - Appoint and notify a Jury (Section 4-07) (Arrange with Club President/Shoot Management, attending NZCTA Councillors, Shoot Marshall)
- e) Place an advertisement in Gunshot in reasonable time before the event - be mindful of cut off dates for publication.

Include in the advertisement:

  - Number of targets per event (this is set by NZCTA for association matches, and by the host club for any trophy matches)
  - Cost of targets (be aware of maximum price limit set by NZCTA)
  - Entry fee (this is set by NZCTA for association matches, and by the host club for any trophy matches)
  - Grades
  - Daily start time
  - Order of events
  - Close off for entries (pre-nomination or daily)
  - Pre-squadding if available
  - Club address and contact information
- f) Entry forms in event order including available options and exact costs
  - Open Championship
  - Category Only
  - Trophy matches
  - Other – eg, High Gun Provincial Team, Family team, 2 and 5 Person Skeet team. (Confirm with NZCTA any other trophies to be competed for that are applicable to the tournament and how they are to be run including count back system if required)
  - Consider a tick box on entry form if shooter is an Official Referee (make list available to Shoot Marshall for shoot offs)
- g) Be aware of your obligations under the Employment Contract Act if you are employing staff - consider using a Short-term or Temporary Employment Contract for any that will be paid wages
- h) Form for campers including proof of current electrical WOF
- i) Ensure sashes and badges/medals are all correct when received from NZCTA
- j) Confirm Championship sponsors with NZCTA and what prizes they will provide
- k) Confirm any trophy match sponsors and what prizes they will provide
- l) Provide all information required for the compilation of a tournament programme book (if applicable), to NZCTA
- m) Ensure a photographer for presentations
- n) Appoint someone to be in charge of cleaning inside the clubhouse and toilets
- o) Ensure sufficient quantities of cleaning products and sanitary units and check vacuum cleaner is in good working order
- p) Consider having club merchandise available for purchase
- q) Appoint someone to organise raffles
- r) Ensure EFTPOS facilities where required
- s) Arrange suitable floats where required – ie office, ammunition sales, bar (consider having 2 floats for bar and ammunition sales as they may not get processed each night)
- t) Arrange appropriate payment system for practice field eg, coin machine, tokens, tickets
- u) Score sheets (consider printing shoot off score sheets on different colour paper to event ones). Also have waterproof sheets available for use if necessary and some form of protection for the sheets
- v) Ensure sufficient quantity of clipboards for score sheets
- w) Presentation sheets
- x) Membership application forms
- y) Long-run application forms

- z) Applicable teams sheets to go on scoreboard and be filled in after each event
- aa) Ensure sufficient levels of office equipment and stationary supplies
- bb) Process online entries and any pre-squadding
- cc) Appoint sufficient number of office staff and determine what the “office system/process” will be to perform the following:
  - Registrations – check shooter is current member of their national organisation, grade, category and handicap (over last 400 targets)
  - Squadding
  - Handicapping prior to Handicap event- refer to Section 3 of NZCTA Rulebook
  - Data entry into computer
  - Checking score sheets
  - Confirming shoot off names (suggest a manual checklist off score sheets to verify against computer)
  - Scoreboard (name, category, grade, score)
  - Handicap books
  - Completing presentation sheets
  - Posting of grade placings and payouts and sweeps results and payouts at the completion of each event for competitors to check
  - Paying out prize money and sweeps
- dd) Upon completion of the event (within 14 days), send results (including team qualifying scores eg Nth/Sth, Worlds), shoot report, photos and applicable levies and fees to the NZCTA

## HEALTH & SAFETY

- a) Ensure NZCTA Health & Safety Policy has been reviewed, signed and displayed
- b) Ensure that the H&S Policy is implemented (refer to NZCTA Health & Safety Manual) to include but not restricted to the following:
  - Identify and record actual and potential hazards and risks
  - Remedy or mitigate identified hazards and risks
  - Ensure appropriate H&S signage
  - Ensure the NZCTA Club Member & Volunteer Workers Management form has been read and signed
  - Ensure all people involved with machinery on the ground are properly trained
  - Ensure sufficient PPE (Personal Protective Equipment) is available for use
  - Ensure evacuation and emergency procedures are identified and advertised
- c) Compile a list of Range Safety Officers from within the club, and have available
- d) Consider some club members to receive basic first-aid training and keep a register of names in case of accident or injury requiring assistance
- e) Consider hiring a defibrillator if club does not own one and organise training if required

## FIELD

### Prior to the event

- a) Appoint a person to manage the field crew – determine if paid or volunteer
- b) Arrange sufficient quantities of targets needed for all Championships, shoot offs, trophy and team events
- c) Ensure all traps and voice release gear have been thoroughly checked and tested. Have a spare trap machine, spare parts and batteries available for the duration of the championships
- d) Clean out the trap houses
- e) Check and remark shooting lanes and trap houses if necessary
- f) Ensure that the outside scoreboard is cleaned and erected
- g) Arrange competent trap mechanics – confirm terms of engagement
- h) Appoint competent trap setters
- i) Arrange staff to run practice fields – confirm terms of engagement
- j) Arrange staff to fill traps, do rubbish – consider approaching nearby clubs or junior shooters to run a field – confirm if they are volunteering or to be paid. (Club could pay championship entry for junior shooters as an incentive, lunch vouchers and free water)
- k) Ensure each trap house has a warning indicator (flag/cone) to be displayed when a person is in the trap house
- l) Arrange suitable vehicles for shifting targets to traps and doing rubbish run at end of each day

- m) Arrange suitable methods for disposing of rubbish (skips, recycling bins) and arrange with waste management company to empty during the tournament
- n) Consider the use of golf cart(s) or similar for Shoot Marshall or admin staff to attend fields
- o) Consider carrying a first-aid kit on these vehicles
- p) Consider placing gazebos in suitable positions between fields for shelter of competitors and spectators
- q) Arrange extra toilet facilities (portaloos) and site appropriately along the fields. Confirm with the supplier how often these will be exchanged for clean ones. Appoint someone to regularly check and maintain sufficient level of toilet paper, hand cleaner, hand towels in all toilet facilities
- r) Check when the septic tank was last emptied and if necessary ensure it is done
- s) If there are to be people camping on the ground ensure all power boxes have been checked
- t) Mark out campsites
- u) Arrange extra ablution blocks for campers if necessary
- v) Mow/clear the grounds including parking and camping areas, and trade sites
- w) When required by a sponsor, ensure a caravan/tent site in a position reflecting the relative status of the sponsor is made available (NZCTA to provide this information)

### During the event

- a) Consider using RT's for fast communication (trap mechanics, shoot marshall, field manager, office)"Field Manager" to liaise regularly with Shoot Marshall
- b) Ensure that targets are loaded into trap houses daily and prior to the commencement of the days shoot to ensure smooth running of the days shoot program
- c) Ensure sufficient levels of targets are maintained on the trap machines to enable a squad to complete the full match
- d) Set the fields (in conjunction with NZCTA Councillor) in such a way as to comply with NZCTA rules prior to commencing the event each day
- e) Set out the Voice Release system on each field prior to commencing the event each day
- f) Ensure trap mechanics are on the Club grounds at all times during the conduct of the Championships. Trap mechanics can be signalled by the use of a small red flag.
- g) Ensure sponsors flags/signage are displayed prominently (liaise with NZCTA)
- h) Ensure red flags are flown and any necessary signage is displayed at suitable positions around **any** entry at the grounds and at the Clubhouse signifying danger
- i) Ensure campers are aware of the time gates will be locked each night
- j) Ensure the grounds and access ways are kept clean & tidy and free from rubbish
- k) Ensure staff are given adequate breaks during the day

### SHOOT MARSHALL

- a) Appoint someone to fill the role – determine if paid or volunteer
- b) Become familiar with the events for each day as per the official program
- c) Liaise with the "Field Manager" a day ahead of each days event to confirm how many and which fields will be used and also the location of practice fields, so that trap draw/squad rotation can be posted
- d) Confirm with attending NZCTA Councillors the names of the Shooters Representatives (Section 4-06) each day and ensure these are prominently displayed
- e) Ensure squad numbers are in place on each field
- f) Ensure score sheets are delivered to each appropriate field, then collected again and delivered to the office
- g) Liaise with office manager on progress of the event
- h) Liaise with field manager and office manager in regards to timing of starting the next event of the day (if is one)
- i) Be aware of allowing office the time they need to process the match scores and produce shoot-off score sheets
- j) Inform shooters of any changes to trap draw etc if required
- k) Inform shooters of program for the day- how it will be run
- l) Regularly thank the sponsor for each event during the day and remind shooters to visit any trade sites
- m) Regularly remind shooters to adhere to H&S and also Arms Code – specifically gun security in vehicles
- n) Remind shooters to make themselves familiar with emergency procedures specific to that club
- o) Liaise with office manager and club administrator to compile a summary at the end of each days shooting for the report for Gunshot

## **AMMUNITION**

- a) Arrange a suitable person(s) to sell ammunition - determine if these are employed by the club or volunteer
- b) Arrange enough ammunition needed for all Championships, shoot-offs, trophy and team events
- c) Determine if the club will sell the ammunition or the suppliers will and how this will be set up financially – will the club receive a percentage of sales if supplier sells?
- d) If the club will be selling the ammunition, ensure the brands of any Association sponsors of the tournament are immediately available for sale
- e) Arrange secure storage facilities
- f) Arrange payment facilities
- g) Arrange forms for recording sales
- h) Ensure staff understand the procedures for recording sales and only selling to firearms licence holders
- i) Ensure staff check any float each morning, count the till and also do a stock reconciliation at the end of each day

## **GUN STORAGE**

- a) Arrange a suitable person(s) to run the gun storage facility – determine if they are paid or volunteer
- b) Arrange a secure area that meets NZ Police and Firearms Act requirements
- c) Determine a system for identifying individuals firearms – eg numbered/named stickers on each gun case matching a register that is signed at both check-in and out
- d) Ensure staff understand the procedures for checking guns into and out of storage, including only giving a gun to a firearms licence holder

## **CATERING**

- a) Determine what arrangement caterer to operate by - contracted (outsourced) by the club? Payment of set fee to club or a proportion of takings? Consider asking them to sponsor an event?
- b) Arrange catering appropriate to the numbers expected to attend
- c) Confirm the availability of food for people with food intolerances/allergies
- d) Confirm what facilities the club need to provide to the caterer and what they will provide
- e) Confirm caterer has appropriate H&S policy, food licences, and public liability – what is the requirement if not employed by the club?

## **BAR**

- a) Arrange competent appropriate bar staff – determine if these are employed by the club or volunteer
- b) Ensure club has the appropriate (and current) bar licence – obtain this from local council
- c) Arrange the appropriate quantity of both alcoholic and non-alcoholic beverages including ice
- d) Confirm who will and when collect the beverages and keep a stock inventory each day
- e) Check refrigeration units are in safe working order
- f) If required arrange the hire of a chiller trailer, ensure that it will be parked securely with a power supply and mitigate any hazard it may pose
- g) Ensure staff are familiar with and adhere to the terms of the bar licence
- h) Compile a pricelist and display appropriately
- i) Ensure staff check the float each morning, count the till and also do a stock reconciliation at the end of each day
- j) Ensure prominent appropriate signage (minors won't be served, intoxicated won't be served, local taxi details etc)
- k) Ensure food is available while alcohol is being served. Who will arrange the food? - Bar snacks? BBQ?
- l) Check glasses and utensils – ensure hygiene, safety, appropriate cleaning facility
- m) Arrange bins in the bar for bottles (for recycling) and for other rubbish and ensure these are emptied daily