



ARA Match Director: Duties and Responsibilities

The Official Rules will govern all ARA Matches. This section is provided as a guide only. Especially for new Match Directors.

As Match Director, you are one of the most important individual elements in ARA competition. Your task is to organize and encourage local competition making it fun and fair for all!

Match Directors organize Clubs into Sanctioned Clubs, according to ARA guidelines; ready the Range facility in such a manner so as to always provide adequate and safe target backers; make certain that adequate berms exist so that all bullets passing through each target will do so without ricochet; provide sturdy benches of similar construction and design for all competitors; advertise your schedule to as many interested competitors as possible in your locale; keep good, accurate records of the names of each registered competitor; select a target scoring team capable of correctly and accurately scoring all targets in a fair and unbiased manner; correctly and accurately calculate all aggregates and points in order to determine place of finish for each competitor; diplomatically settle any disagreements or misunderstandings; quickly send in each Match Report and appropriate fees to the Business Office following each event; note complaints or praise from each competitor regarding the manner that ARA events are conducted and report these to the Business Office if they might improve the manner in which ARA events are conducted.

Specifically, your duties are to:

- Affiliate your Club at the beginning of each competitive season by sending in the appropriate Club Sanction Fee to the ARA Business Office.
- Set schedules for ARA Club and Tournament events for each season. (Each club may host 2 Tournaments for double points each season.)
- Attempt to coordinate scheduling of events with Match Directors of nearby Clubs so as to prevent conflicting schedules, thereby maximizing each competitor's opportunity to participate in as many events as possible in a given region.
- Attempt to standardize all operations and procedures for maximum consistency with other ARA Sanctioned Clubs across the U.S.
- Study and maintain proficient knowledge of all ARA Rules for each current season and be capable of finding and/or explaining any Rule that comes into question. Enforce all ARA Rules in a diplomatic and impartial manner.
- Act as the liaison between all competitors and the ARA governing body.
- Watch for and be prepared to suggest improvements to the operations of ARA events, the implementation of ARA Rules, and communicate with other Match Directors and the Business Office on a regular basis.
- Vote on any proposed Rule changes or procedures from time to time.

Getting Started

Preparing the Range:

ARA requires a minimum of 4 benches at each range. Benches must be of similar, sturdy materials. This provides each competitor with an equal chance. It's unfair if you have four competitors shooting off sturdy concrete benches, and the fifth shooting off a rickety wooden table.



Target stands should also be sturdy. The backing should provide plenty of support for the targets to be stapled onto.

Most competitors carry their own shooting stools. However, you should provide a few simple stools just in case. These can be simple stools made of wood, or even a folding stool or chair.

Drawing for Benches:

Drawing for benches is mandatory. This is a relatively easy process. Depending on the number of benches you have, you should have a corresponding number of "chips." Each club shall have 2 bags with numbered chips placed in them. One bag will be blue and contain chips with corresponding bench number. One bag will be red and contain chips with the corresponding relay number. Blue for Bench and Red for Relay. The bags and chips are available from the ARA business office and will be sent to each new club when they become a sanctioned ARA club. Each competitor shall draw 1 chip from the blue bag and 1 chip from the red bag (if more than 1 relay) to determine bench placement.

Signing In:

Sign-In forms are available to download for FREE on the ARA website. You should make copies of these forms for use throughout the year. Computer-generated reports are acceptable. However, it is imperative that you follow the same order used on the official ARA forms. Please be sure to include the name of the Club, name of the Match Director, the date of the event, and the class (Unlimited or Factory).

After a competitor has drawn for his/her bench, they will sign in on the corresponding line on the Sign-In Sheet. For example, if a competitor draws the token that has the number 5 on it, he will begin on bench 5 and sign in on line 5. The number 5 becomes the competitor's number for that event and is marked on his targets. Names are not used on the targets, only the number.

Each competitor needs to accurately complete the Sign-In Sheet, including their ARA ID number which is most often the last four digits of his/her Social Security Number, plus the initials of his/her name. (Example: 1234ph). This number becomes his/her official ARA statistical number, which is needed for maintenance of ALL statistical computer database records. It is imperative that competitors sign-in consistently with the same numbers and initials each time or face the possibility that their scores may be improperly entered into the ARA database. If the competitor has never competed in an ARA event, their ARA ID number will be the last 4 digits of their social security number and their initials (1234ph).

As the competitors are signing in, they can easily indicate on the Sign-In Form whether they want to rotate benches or not. If a majority of competitors request bench rotation, then bench rotation shall be observed at that event. Check Section 10 of the ARA Rules for more specifics on bench rotation.

Each range is different. Some ranges may experience very different conditions at various sections of the shooting line. At these ranges bench rotation evens out the field for everyone. Other ranges may have consistent conditions across the entire line. No one has an advantage or a disadvantage by remaining at one bench.

If your range fits into the first description and you know that bench rotation will provide equal opportunity for all competitors, you can impose bench rotation. If you choose to impose bench rotation, please include that information with your club schedule.



Choosing Your Scoring Team:

The Scoring Team shall consist of at least three people. (Competitors MAY be on the Scoring Team.) However, it is recommended that members of the scoring team refrain from scoring their own personal targets, passing them instead to another member of the team. You also need to appoint at least one person to be the designated target retriever. These people are the only ones who should be handling the completed targets. Only those on the Scoring Team are allowed in the area where scoring is taking place.

You should provide adequate supplies for your Scoring Team: pens/markers, hi-lighters, Plugs, Magnifiers, and Scoring Board, as well as plenty of copies of the required ARA forms AND a copy of the ARA Rule Book (FREE to download and/or print on the ARA website). You may also want to have either staple pullers, a small knife, or a screwdriver available for the target retriever to remove staples.

Refer to Section 15 of the ARA Rules for guidelines on Scoring. If hand scoring, a scorer will mark with either a hi-lighter or with the letter "P" any bull too close to score without being plugged. If using the electronic OnTarget System, each "close" shot to be plugged will be marked with " *** ". **All shots marked to be plugged by hand scoring or the electronic OnTarget Scoring MUST be plugged and initialed by the plugger.** The plugger must initial the bull to indicate that it was plugged. If a shot is too close for one person to determine the score, a second member of the Scoring Team should view the shot. The second person needs to initial the score as well. Plugged scores that have two sets of initials will stand as marked. Plugged scores that only have one set of initials can be challenged.

Protest Period

Following completion of the event, the targets are to be handed out to the competitors for review. Competitors are allowed two minutes per target to review their targets for correct math calculations and that each shot is properly scored. Any competitor finding an error should show it to the Match Director who will advise the Scoring Team to recheck it. ONLY the Scoring Team, along with the Match Director, can make a change or correction.

Refer to section 16 of the ARA Rules for more information on the Protest Period.

Filling out the Match Reports:

The Match Reports are THE most important part of each event. If you have a computer and Excel, please use ARA excel SCOREKEEPER program that is available on the website. This program will greatly simplify your work as well as the ARA office. Read the instructions thoroughly. This will enable you to print out match reports for the competitors and to print out certificates to be given to the winners. The quickest way for your scores to be posted to the website is for you to e-mail the 'E-Mail File' to support@AmericanRimfire.com.

If you do not use a computer then you must write out the match reports. Please be sure to write in the name of the Club, name of the Match Director, the date of the event, and the Class (Unlimited or Factory). Scores must be entered correctly and neatly. Math needs to be double-checked for accuracy. There is no preference for what order the competitors are listed on the Match Report form. Some Teams put them in the same order of sign-in and some put them in finish order. Whatever is easiest for you is fine. My computer program will put them in the correct order, but some folks find it easier to award points and determine the winners when the order is by finish.



Points are figured by multiplying the number of targets by the number of competitors. If you are having a 5-target match, and you have 14 competitors, multiply 5 times 14 to get 70 points. The first place finisher would get 70 points. Then subtract the number of targets (5 in this example) to get 65 points, which would go to the 2nd place finisher. And so on down to the 14th place finisher who will get 5 points.

Refer to Section 19 of the Rule Book for more information on awarding points.

Record Targets:

Only potential NATIONAL Record Targets need to be sent to the Business Office for verification. The Match Director and the Scoring Team should verify any Club or State Record Target.

Potential National record targets must be signed ON THE FRONT of the target by the Match Director, the three members of the Scoring Committee and the Competitor. Sign on a non-record portion of the target. **The Competitor name, Club name, and date should be legibly written on the back.** Targets that do not comply with this Rule will not be verified as a record.

Refer to Section 18 in the Rule Book for more information regarding record targets.

Sending in the Match Reports:

The fastest way for scores to be posted to the website is for scores to be sent in via email to support@AmericanRimfire.com. Preferably, scores will be emailed in the excel Scorekeeper e-mail file format. However, if scores are not in the excel Scorekeeper format, please email a scan or picture of the score sheet which includes names and ARA ID numbers (THEY MUST BE LEGIBLE). If you cannot email the results, the results must be mailed with a postmark within 10 days of the match to be considered an ARA-sanctioned event and counted toward the ARA standings. Match Fees for both Club and Tournament matches are \$1 per competitor per target shot. (In the previous example, the match fees would be \$70.) Remember, ARA waives THEIR portion of any fees for eligible Junior competitors. Please indicate any Junior with an asterisk (*) on the forms. After scores are received, the Match Director will be emailed an invoice for match fees. Fees may be paid online via the link or mailed in to the ARA Business Office.

Anytime you have questions, do not hesitate to contact me!

Good luck and thanks for being part of ARA!

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