

# GETTING STARTED IN ARA

## Duties and Responsibilities of an ARA Match Director

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

You, as a Match Director, are one of the most important individual elements in ARA competition. Your task is to organize and encourage local competition.

You 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 and equipment list 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, equipment list 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.
- 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 so as to be consistent with other ARA Sanctioned Clubs across the U.S. and Canada.
- 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 governing Board of Directors.
- 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 propounded by other Match Directors or the Corporate Directors as may be appropriate, from time to time.

# Getting Started

## Preparing the Range:

ARA requires a minimum of 5 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. Upon sanctioning your club, you will receive a bag containing numbered tokens that are to be used specifically for the purpose of drawing benches. This is a relatively easy process. Depending on the number of benches you have, you should have a corresponding number of "tokens." The tokens are placed in the drawing bag so the competitors cannot see what number they are drawing. The number they draw is the bench they will start on.

## Signing In:

Sign-In and Equipment List forms are available on the ARA website or from the Business Office. 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 AND the date of the event.

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. Many Match Directors put the competitor numbers on the back of the target. This is encouraged.

Each competitor needs to accurately complete the Sign-In Sheet, including their ARA ID# which is usually 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).

*[This is the single greatest consumer of time that I have to deal with. Entering scores is a snap, but having to find the right competitor to match the numbers on the forms that are entered differently from match to match REALLY slows me down.]*

As the competitors are signing in, they can easily indicate on the Sign-In form whether or not they want to rotate benches. If a majority of the 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. (Personal note: Coming from personal experience, the scoring process is the most important part of each match. When other competitors are "hovering" and asking questions, they are distracting the scoring team. The team needs to be focusing on their task. Competitors will have their opportunity for questions soon enough!)

You should provide adequate supplies for your Scoring Team: pens/markers, hi-lighters, the Rig Plug (available from Killough Shooting Sports), magnifier and calculators, as well as plenty of copies of the required ARA forms AND a copy of the ARA Rule Book. You may also want to have either a small knife or screwdriver available for the target retriever to remove staples.

Refer to Section 14 of the ARA Rules for guidelines on marking plugged shots. All plugged shots should be marked with either a hi-lighter or with the letter "P" and the pluggers initials 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. READ SECTION 14.

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.

### **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 the scoring program that is available on the website. This program will greatly simplify your work as well as mine. 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. When finished you may e-mail the 'E-Mail File' to me at **dan@killoughshootingsports.com** instead of mailing in a written match report.

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 AND the date of the event. 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 2<sup>nd</sup> place finisher. And so on down to the 14<sup>th</sup> place finisher who will get 5 points.

Refer to Section 15 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. Do so on a non-record portion of the target. The Club name and date should be written on the back. Targets that do not comply with this Rule will not be verified as a record.

Refer to Section 27 regarding mailing in record targets.

### **Sending in the Match Reports:**

The results of each match must be postmarked within 10 days of an event to be considered an ARA-sanctioned event and counted toward the ARA standings. The Match Results form needs to be sent to the ARA Business Office along with appropriate match fees. 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.

There are two ways to send in your Match Reports:

- ❖ THE PREFERRED WAY – VIA EMAIL
  - Email the “Email file” from inside the scoring program to [dan@killoughshootingsports.com](mailto:dan@killoughshootingsports.com). This is the fastest and easiest way to get your scores into the ARA statistics and website.
- ❖ Mail your print out or hand written score sheet to the ARA business office.

There are two ways to pay your entry fees

- ❖ Pay online at KilloughShootingSports.com under the ARA section.
- ❖ Mail a check or money order to the ARA business office.

Anytime you have questions, do not hesitate to contact Dan Killough (325) 754-5771. Good luck and thanks for being part of ARA!

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