



Standard Operating Procedures

for the

Eastern Nebraska Gun Club

High Power Rifle Program

Version 1.1

1/21/2012

Prepared by: Bill Keil, ENGC VP, HPRp Director

Eastern Nebraska Gun Club - ENGC

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Revision History

Name	Date	Reason For Changes	Version
Bill Keil	1/18/2012	Initial draft.	1.0
Bill Keil	1/21/2012	Spelling corrections.	1.1

1. Introduction

1.1 Document Purpose

A Standard Operating Procedure (SOP) is a set of written instructions that document a routine or repetitive activity followed by an organization. The development and use of SOPs are an integral part of a successful system as it provides individuals with the information to perform a job properly, and facilitates consistency in the quality and integrity of an end-result. The term "SOP" may not always be appropriate and terms such as protocols, instructions, and worksheets may also be used. For this document "SOP" will be used.

1.2 Document Scope and Vision

This document SOP specifically calls out the High Power Rifle program (HPRp), facilitated at the ENGC. This document is laid out in a functional sequential order in which the program is done in a calendar year. Though it is not strict to this order, it is logical in sequence, and it is only suggested to be followed.

The SOP was originally written for the High Power Rifle Program (XTC), but 98% of the material covered within this SOP can be used for the Mid-Range and F-Class Programs also. Thus, when the "HPRp" term is used, it encompasses XTC, Mid-Range, and F-Class.

1.3 Program Purpose and Mission Statement

ENGC High Power Rifle Program's purpose is to offer High Power Rifle shooting opportunities for individuals around the Omaha NE area, and to maintain and develop the established program.

The objective of the ENGC High Power Rifle Program is to encourage good sportsmanship, marksmanship, and provide organized and sanctioned High Power Rifle shooting sports competition. Furthermore, we are striving to educate the youth and adults in the surrounding area of Omaha NE, in High Power Rifle marksmanship and to encourage good fellowship, self-discipline, organizational skills, and team play which are the essentials of good sportsmanship. In addition to competitor development, the ENGC High Power Rifle Program will follow set rules and report match activities to the appropriate sanctioning body. Most importantly we are promoting safety and an enjoyable hobby for everyone who participates.

1.4 Program Responsibility

The ENGC High Power Rifle Program will report all activity to the ENGC BOD, will be financially responsible for reporting all income and expenses to the ENGC Treasurer, and will report the results accordingly to the sanctioning body (NRA or CMP).

1.5 Program Planning

Conduct planning meetings for the following year’s activities. These meetings will include the program leadership and many of the regular match competitors*. The planning meetings will address match and/or shooting schedule, issues and problems, and work projects. The purpose of these planning meetings is to get input from the regular competitors.

**To classify as a regular competitor, the individual must be participate in a majority of any of the scheduled matches throughout the year’s shooting season as well as support work efforts for the program.
All competitors are encouraged to attend planning meetings.*

1.6 Program Leadership and Committee Members

Individuals are appointed into position by demonstrating willingness to help. Being appointed in one of the leadership positions, it is expected that the individual ensures activities are conducted in accordance with the rules of the governing bodies. They are to communicate with each other and the regular competitors on activities and concerns.

Director of High Power Rifle Program:	Ken Foster
High Power Rifle, NRA, CMP Match Coordinator:	Ken Foster
Mid-Range & F-Class Match Coordinator:	Eugene Krepela/ Herb McClannan

Regular Members (this list is not inclusive, and there are many others):

Aaron Woehler	Ken Foster	LD Stevens
Glenn Ward	Lou Billones	Ron Hagen
Bill Reh	Scott Fratzke	Steve Wickersham
Bill Keil		

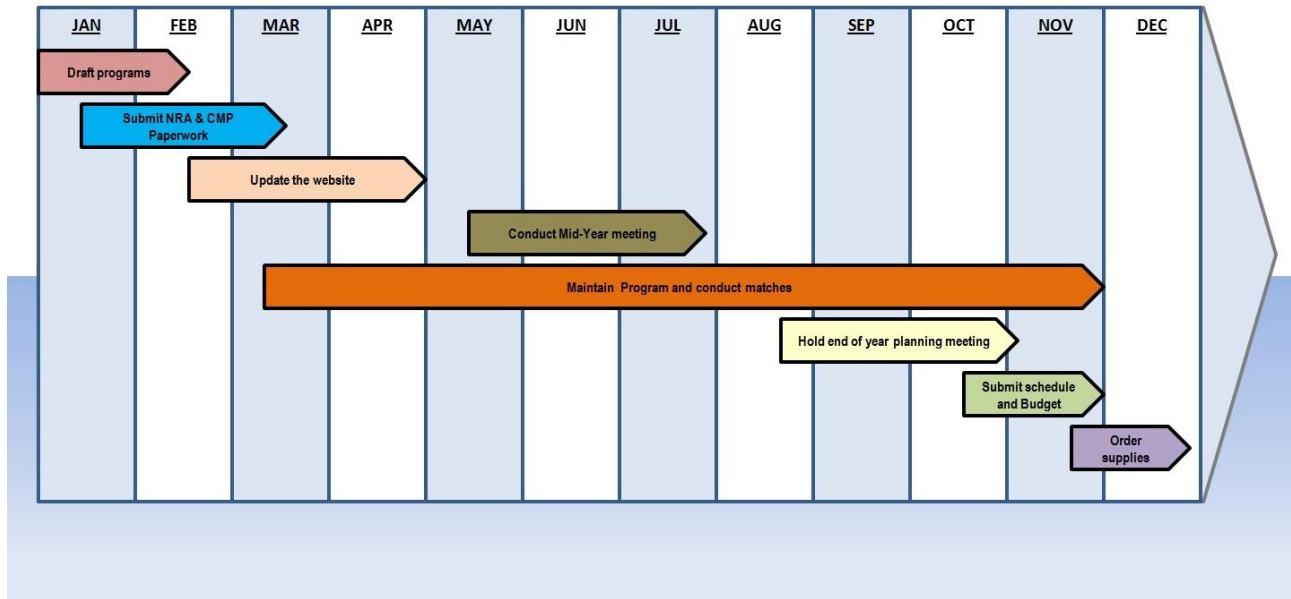
1.7 Program Objectives

- Maintain and promote the established program.
- Conduct NRA and CMP sanctioned matches.
- Abide by the NRA and CMP sanctioning rules and regulations.
- Conduct matches safely and to have fun.
- Recruit new, interested competitors.
- Promote participation by Junior Competitors.
- Conduct clinics for new competitors.
 - On-the-line coaching
 - Conduct shooting technique classes
 - Support and help new competitors
- Provide an outstanding and well maintained facility to shoot High Power Rifle.
 - With 200, 300, and 600 yard range capability.
 - Quality and easy to operate carriers and pits area.

- An organized and well ran program.
- Foster the potential in current/active High Power Rifle competitors.
 - By conducting sanctioned matches
 - Encourage competitors to participate in matches at other clubs and in the National Matches at Camp Perry.
- Support other gun clubs in their efforts to promote HP shooting.
 - Coordinating with area clubs so match dates do not conflict.
 - Include clubs in planning efforts.
 - Sharing competitors between the clubs.



ENGCC High Power Rifle Program Yearly Planning Schedule



2. Program Planning

2.1 Schedule

Scheduling is a key plan part of the HPRp. It ensures the proposed event dates are coordinated with the rest of the ENGC BOD and Disciplines. It also sets the course of the next year's event so programs can be written and NRA and/or CMP sanctioning can be done. Additionally, creating a schedule allows for budgeting planning.

2.1.1 Matches

High Power Match's and Clinic's are typically scheduled on the 2nd Saturday of the month. Additional dates which may fall within scope of the HPRp are:

- 2nd Sunday of the month.
- 4th Saturday of the month.

Scheduling match's should coincide with the rest of the ENGC BOD's scheduling process.

2.1.2 Match Fees

Need to figure out how much money to charge for a match.

- ENGC gets X amount.
- NRA gets X amount (typically \$4.50 per person for an approved match).
- CMP gets X amount (typically \$10.00 per person for an EIC match).
- Need to pay for items consumed.

2.1.3 Awards

Identify any awards possible in relationship to the schedule, so the budget can be modified to include those awards (See section 4.4 Awards details).

2.2 Budget

The ENGC BOD requests all disciplines submits a budget, so it can follow good accounting practices and fully support the operational function of the club itself.

The HPRp budget should include an estimate of income and expenses for the next year. These estimates should be fairly close to actual as possible. This is not the Government- "if you don't use it, you lose it" is not how it works. If there are financial needs of the program, they should be justified and the BOD can approve the requests.

This proposed budget can be in a simple format or in a detailed spread sheet. The following is an example of the past years ENGC Submitted Budget:

2011 Budget				bkeil 10/2010	
High Power Rifle Program					
Eastern Nebraska Gun Club				Submitted by: Bill Keil	
INCOME					
Date	Match	Fee	Estimated Competitors	Total Match Fee Income	
March	Snow Ball Match (Not Approved)	\$10	10	\$100	
April	High Power Rifle Clinic	\$10	12	\$120	
April	Mid-Range Match (League)	\$25	28	\$700	
May	Mid-Range Match (League)	\$25	28	\$700	
June	CMP EIC "LEG Match" (8am start)	\$25	14	\$350	
June	Mid-Range Match (League)	\$25	28	\$700	
July	CMP EIC "LEG Match" (8am start)	\$25	14	\$350	
July	Mid-Range Match (League)	\$25	12	\$300	
August	XTC High Power Rifle (NRA App)	\$25	18	\$450	
September	Mid-Range Match (League)	\$25	28	\$700	
September	XTC High Power Rifle (NRA App)	\$25	18	\$450	
October	High Power Rifle Clinic	\$10	12	\$120	
October	Mid-Range Match (League)	\$25	25	\$625	
November	Turkey Shoot Match (Not Approved)	\$10	12	\$120	
			Estimated Income	\$5,785	
EXPENSES					
NRA fees for Sanctions/Approved Matches:					
	NRA League fee for Mid-Range program @ \$7 each entry for the year	\$7	60	\$420	
	NRA fee for XTC HP @ \$4.50 each entry	\$5	30	\$135	
	CMP Fees for 2 EIC "LEG" Matches @\$10.00/entry @24:	\$10	28	\$280	
	Plaque for XTC State Championship:	\$50	1	\$50	
Cash awards at 2 NRA sanctioned matches:					
	Mid-Range Awards:			\$330	
	Food and drink:			\$400	
	Stat Office Supplies:			\$200	
	Target Supplies	Targets and target repair centers:		\$600	
		Target pasters:		\$300	
		Target repair supplies:		\$400	
		New target cardboard		\$600	
			Estimated Expenses	\$3,765	

The template for this budget can be found in the Appendix.

2.3 Paper Work

While this is a vague heading, but it is fitting for the following section of this SOP. After the schedule and budget has been submitted and approved by the ENGC BOD, it is necessary to sanction matches which are on the proposed schedule with the appropriate sanctioning organization, such as the NRA and CMP.

This paperwork should be submitted early in the year, typically in January or February.

2.3.1 NRA

The NRA requires League, Approved, Registered, and Regional matches to be submitted and sanctioned. (See Section 4.1 NRA Paperwork)

ENGc NRA #: C3742

2.3.2 CMP

The CMP requires EIC "LEG" matches and CMP Clinics to be submitted and sanctioned. (See Section 4.2 CMP Paperwork)

ENGc CMP #: 059068

2.3.3 ENGC

The ENGC BOD requires accounting (Income and Expenses) to be reported, and event sign in sheets to keep track of and validate costs and income.

(See Section 4.3 ENGC Paperwork)

2.4 Web Site Updates

Once the schedule is approved and finalized, the High Power In Nebraska.com web site should be updated to reflect the proposed years schedule. This lets any and all competitors plan for the next year's schedule. This is more of a courteous and good practices of running a well ran High Power Rifle program.

This schedule should be sent to the web master in a MS Word or Excel (2003 to 2010) format.

2.4.1 Technical Details

The HPRp web site is hosted on Microsoft's Lives site. It costs \$14.95 a year to maintain the domain name. It supports up to 500 megs of file space, at current (over 5 years of data) the HPRp has accumulated about 5 megs.

www.highpowerinnebraska.com

2.5 Build Programs

Good programs are critical for many reasons.

Accuracy is key - people DO READ the programs which are posted and published. They are also submitted to the sanctioning organization and filed. So crap programs will get found, and the program will get called out on them.

The programs which have been used at the ENGC HPRp for the past 10 years, contains all of the needed information, such as: Date/time, fees, location, course of fire, and much more. They are typically built in MS Word, and then saved as a .PDF.

Writing the programs are typically done in the following process:

1. Programs should be drafted with the appropriate information detailing the match. Typically this is done MS Word.
2. These drafted programs should be sent out for review for correctness and spelling errors. Corrections should be made.
3. These reviewed programs are now ready for publishing.
4. These final match programs should be sent to the corresponding sanctioning organization (NRA or CMP), and to the web master to upload on the HPinNE web site.

2.5.1 Format

Both the NRA and CMP provide a format/guide to write programs. These formats can be found in their respective rule books or web sites.

NRA Example:

<http://www.nrahq.org/compete/RuleBooks/HPR/hpr-book.pdf>

CMP Example:

http://www.odcmp.com/Competitions/Forms/EICRifle_SampleProgram.pdf

2.6 Maintain Web Site

A successful program, of any type, has and maintains good communication. Part of this good communication is maintaining a web site. This web site can contain match programs, match results, information for new and experienced competitors, and much more information.

2.6.1 Post

Items should be posted on the web site as soon as possible. Programs should be posted around January or February, once they've been reviewed and finalized. Additionally, schedules (ENG and other clubs) should be posted as early in the year, once they are received.

2.6.2 Updates

Throughout the year, the web site should be updated to reflect any changes, post match results, and pictures.

2.7 Match Work

Once the HPRp program has been scheduled and set up, there are a series of events which will need to be on a reoccurring schedule. These are tasks which are typical to running or putting on a match.

1. Before Match
2. During Match
3. After Match

2.7.1 Before Match

RANGE AND EQUIPMENT PREP (to be accomplished no later than Thurs. eve. before match date)

- Work party-Mowing and weed cutting at firing points and berms, weed removal in front of number boards. Also around stat trailer and parking areas, if possible.
- Empty trash barrels in the pits and at the 600 yard line.
- Inventory and restock pit boxes-spotters, pasters, chalk, towels. Clean rapid-fire scoreboards.
- Inspect and repair as needed all targets and carriers. Recenter targets, as needed.
- Assure there will be enough target centers, paste, water for paste, and oil for carriers in the trailer for the match.
- Insure first aid kits are available and stocked.

- Coordinate who is providing food and sodas (if required and within budget).
- Make sure someone is bringing the two water jugs (10 gallons) and cups.
- Assure that all sanctioned matches have been approved by the NRA and CMP as required.

STAT OFFICE DUTIES BEFORE THE MATCH (before match day)

Many of these items are in the 600 Yard Office Trailer.

- Load laptop PC, printer, power cord, printer cable (if laptop is used).
- Extension cord and Power strip.
- Printer paper.
- Secure scorecards & pit rotation cards/sheets.
- Clipboards
- Pens
- Stapler
- Radios
- Stop watches

2.7.2 During Match

STAT OFFICE DUTIES BEFORE THE MATCH (match day)

- Unlock and open the 600 Yard Office Trailer
- Unload and set up laptop PC, printer, power cord, printer cable, and paper.
- Post program and NRA sanction notice.
- Register and sign-in competitors.
- Have competitors sign the waiver/ENGCC "paid" income form.
- Collect match fees.
- Hand out scorecards & pit rotation cards/sheets.
- Squad competitors (Squad experienced competitors to be designated as "pit bosses")
- Direct competitors to the assembly area (firing line), and instruct on parking location.

MATCH DAY

Arrive at range 1 ½ hours before shooting start time. Unlock gate and put up "Match Today" sign.

- Unlock **pit** trailer (key).
- Unlock and oil carriers (combo 9991). Ask early arrivers to help set up the pits.
- Place water jugs on the firing line and in the pits
- Place first aid kits on the firing line and in the pits.
- Place pit boxes on "cat walk".
- Put up the 3 Range flags.
- After all entries have checked-in and received their squadding assignments, find out what targets will be used.
- Get range commands script and relay sheet from the Stat Office.
- Get the 2 stop watches and radios from the Stat Office. One stop watch and radio to the pits; One stop watch, radio, and range commands script to the Line Officer.
- Have targets recentered before putting away.

Gather competitors together for pre-match ceremony and briefing. Chief Line Officer will give safety briefing and explain how he will call the match (when you can take equipment and rifles to and from the line, brass call, etc.). Keep the match moving. Don't allow wasted time, but don't overly rush competitors.

2.7.3 After Match

AFTER THE MATCH

- Ask for volunteers to help:
 - Re-Face all targets.
 - Empty trash barrels.
 - Take down range flags.
 - Close up the pits.
 - Assure that everything is locked (pit trailer, carries, Stat Office trailer).
 - Things that do not remain in the trailer between matches (safety glasses, oil, extra centers, first aid kit, water jugs) are brought to the stat trailer.
- Prepared to run the awards ceremony and announce the winners.
- Tabulate scores and produce match bulletin. Determine winners and hand out cash awards after awards ceremony.
- Prepare final score sheets to hand out to competitors. If the computer is used, be sure to save the file, so it can be sent to the web master.
- Check in with Range Officer, if onsite, or check ALL ranges for non-members before locking the gate.

STAT OFFICE DUTIES

- Arrange for scores, programs, reports to be posted on the website.
- File all NRA and CMP reports as required.
- File all income and expense vouchers with the club treasurer at the next club meeting.
- Maintain complete contact list of all competitors (with NRA numbers).

2.8 Mid Year Meeting

2.8.1 Schedule and Planning

A midyear meeting is helpful to plan future events, and to start discussing the next year's schedule. It can also be used as planning any improvement to the range or the program. Typically, the attendees include the normal competitors. Though this midyear meeting is not "required", it is help to tie off with everyone and to make sure everything thing is working smoothly up to this point of the year.

2.9 End of Year Meeting

2.9.1 Schedule and Planning

An end of the year planning meeting is almost required. This end of the year meeting is used to solidify the next year's schedule, plan any improvements or changes, so a budget can be turned in the ENGC BOD. This meeting should take place in the month of September or October, because the ENGC BOD expects each discipline to have their budgets and schedule turned in by October, so they can vote on the entire ENGC's Budget at the November general meeting. Typically, the attendees include the normal competitors.

Deliverables from the End of Year meeting:

- a. Proposed schedule for the next year.
- b. Proposed budget for the next year.
- c. Any proposed range improvements.

2.10 Work Plan

2.10.1 Schedule and Planning

To maintain a program such as High Power Rifle, there are many "work" things which need to be done:

- mow.
- build targets.
- maintain pits kits.
- pit carrier maintenance.
- make improvements to the range.
- and/or anything else needing.

This should be scheduled and coordinated wherever the need arises.

2.11 Supply Ordering

At the end of the end, orders should be placed to replenish supplies and materials used throughout the current year. The main items ordered are targets (target centers), pasters, and spotters. The following section provides details of what and where these supplies and materials come from.

NOTE: Typically, this order is using the current year's budget to purchase the next years supplies.

2.11.1 Targets

Targets are typically ordered in bulk, and exact numbers are normally not known, it is a good practice to have several hundred on hand for the entire year. This includes 200, 300, and 600 yard targets, which also may include the full face targets and the repair centers. The following is a list of the typical inventory, but is not inclusive; others are and can be used/consumed.

- SR 200 yard
- SRC 200 yard center
- SR3C 300 yard center
- MR1C 600 yard center

2.11.2 Pit Kits

Pits kits are normally "rebuilt" over the winter months, but they need to be check and maintained throughout the entire shooting season. After 4 matches, they can become a little disorganized and short on needed items.

Pit Kit Contents

- | | |
|--------------|----------------------|
| 1) Qty: 1 | Ammo can |
| 2) Qty: 1000 | Black Pastors |
| 3) Qty: 1000 | Buff (white) Pastors |

- 4) Qty: 4 3" spotters
- 5) Qty: 4 5" spotters
- 6) Qty: 10 Plastic spotter spindles
- 7) Qty: 12 Golf tee's (Bright green or Bright orange)
- 8) Qty: 1 Large chalk
- 9) Qty: 1 Rag or sponge

Large Pit Kit Contents

There really is not a set of items or quantity for the large Pit Kits, it's just a good idea to have spare parts.

- 1) Qty: 6000 Black Pasters
- 2) Qty: 6000 Buff (white) Pasters
- 3) Qty: 10 3" spotters
- 4) Qty: 10 5" spotters
- 5) Qty: 20 Plastic spotter spindles

3. Program Property

The HPRp maintains a certain amount of property, such as targets, pit kit items, and Visca Gel (target glue). Though these items are the property of the ENG, they are ordered and budgeted from the HPRp's funds and should be kept in a secure area. Physical accountability should be the responsibility of the Director of the HPRp. Specific locations for these items are not specified, a few things should be considered before storage.

If items are stored at the range:

- Ensure mice or other critters cannot destroy them.
- Ensure items cannot be shot at and damaged.
- Ensure water and mold will not get to the items.

If items are stored off site:

- Ensure supplies can easily be brought to the range.
- Ensure the supplies are made available to the HPRp and not hoarded by an individual.
- Note, if these items are stored off site, they require a large amount of storage space.

3.1.1 Supplier Information

The following is a list of suppliers of items used and consumed by the HPRp. These are NOT the only places to order from, but at the time were to most cost effective supplier.

Target Paste: *NOTE – this is the ONLY supplier in the USA for this stuff.*****

Industrial Specialties, LLC

12120 State Line Road

Unit #313

Leawood, KS 66209

<http://www.industrialspecialtiesllc.com/index.html>

(913) 338-0159

Contact: Shari Tunell

Viscogel Item Code: 11187 44lbs bag \$144 w/shipping

Pasters:

Alco Target Company

2048 Central Ave.

Duarte, CA 91010

(888) 258-4814

(626) 358-4814

<http://alcotarget.com/>

Spotters

Champion's Choice, Inc.

201 International Blvd.

LaVergne, TN 37086

(615) 793-4066

<http://www.champchoice.com/>

Targets

American Target Company

1328 S Jason St

Denver, CO 80223

(303) 733-0433

<http://americantargetcompany.com/>

4. Supporting Documentation and Information

4.1 NRA Paperwork

All NRA applications and reporting forms can be found online at:

<http://www.nrahq.org/compete/dept-tourn-ops.asp>

The following is a list of NRA forms typically used by the ENGC HPRp (see Appendix B):

- 1) Application for Conducting a League.
- 2) Application for Conducting an Approved Match.
- 3) Application for Conducting a Registered Match.
- 4) Registration fee and Match Report
- 5) Specifications for match results for reporting - for both Approved and League results.

The image shows three forms from the National Rifle Association of America. The first form is for applying to conduct an NRA sanctioned high power rifle league, including fields for league name, secretary, address, and range location. The second form is for applying to conduct an NRA approved high power rifle tournament, including fields for club name, tournament name, date, and range location. The third form is for reporting registration fees and match entry, including fields for competitor names, fees, and tournament type.

The following is a sample NRA Report in the format that the NRA has requested.

Eastern Nebraska Gun Club									
Louisville, NE									
September 24, 2011									
HIGH POWER RIFLE MATCH - NRA APPROVED									
NRA Match Report									
NRA #	LAST NAME	FIRST NAME	ADDRESS	CITY	STATE	ZIP	SHOTS	SCORE	
1	12345678	White	Flag	1234 Oak	Lincoln	NE	68516	80	739
2	12345678	Black	Hat	345 Sunny Dr	Lincoln	NE	68526	80	708
3	12345678	Pink	Bonet	5678 South St	Plattsmouth	NE	68048	80	773
4	12345678	Blue	Eagle	987 Main St	Leavenworth	KS	66048	80	749

4.2 CMP Paperwork

All CMP applications and reporting forms can be found on the CMP's Competitions Form Index web site (see Appendix C):

<http://www.odcmp.com/Competitions/Forms.htm>

The following is a list of forms typically used by the ENGC HPRp:

- 1) Application for Conducting an EIC LEG Match.
- 2) Application for Conducting a CMP Clinic.

**APPLICATION TO CONDUCT
A CMP SERVICE RIFLE EXCELLENCE-IN-COMPETITION MATCH**

We hereby make application to conduct a CMP Service Rifle EIC Match to be fired on _____ (enter date)

Name of Sponsoring Organization:	CMP Club or Affiliation Number:	
Name of Range:	Address of Range (location):	
Contact Name (your organization's contact person for this EIC match):		
Contact Email Address:	Contact Telephone (daytime):	
Contact Mailing Address (for PO Box):	Contact Signature:	

This match will be fired in conjunction with a Highpower Rifle Regional State Highpower Rifle Championship
 Or This match will be fired as a separate CMP EIC Match

Approved by the CMP: Date: _____ Approved by (Range): _____ Packet Match: _____

In order to ensure the successful conduct of this EIC Match our sponsoring organization agrees to:

1. Provide, with this application, a copy of our EIC Match Program or a match program with the EIC match listed in it.
2. Conduct the match in accordance with the current edition of CMP Competition Rules.
3. Conduct the EIC match as a separate course of fire, designated as the CMP Service Rifle EIC Match.
4. Use only scorecards provided by the CMP (Note: Must be new scorecards designed for scoring. Older scorecards are no longer for use.) Please provide _____ scorecards for our match (maximum of competitors plus 10-20%).
5. Submit, in a pre-paid envelope provided by the CMP, a match report and the scorecards for all EIC match competitors to the CMP within the 10 days after the match. Our failure to return scorecards within 10 days after the match will invalidate the EIC match. (Note: Providing an official results bulletin is no longer required. The official results bulletin will be the results for that EIC match as posted on the CMP web site: <http://odcmp.com/competition/index2.html#EICMatch> and other scorecards are forwarded to the CMP.)
6. Require all competitors to comply with CMP eligibility requirements including the requirement to provide a notarized CMP Eligibility Affidavit and Liability Agreement (Note: These agreements are required by Federal law. Any competitor who competed in the National Matches, purchased a government license only from the CMP or who provides evidence of having previously agreed an eligibility agreement does not have to provide another agreement.) This CMP will require eligibility to compete in the EIC match (Championship Status, Number of EIC matches fired, etc.) electronically when scorecards are entered in the CMP Competition Tracker system.
7. Provide targets for all competitors for the EIC National Match Course. Targets for the 300 yard stages must be SR targets, targets for the 200 yard stage must be SR-3 targets, targets for the 100 yard stage must be SR targets.
8. Collect and send to CMP an EIC Match entry fee of \$10.00 per competitor (must be paid by all competitors regardless of Chaperained or military status).

In order to ensure the successful conduct of this EIC Match the CMP will:

1. Furnish official CMP EIC match scorecards that must be completed by all competitors, regardless of whether they complete the entire course of the and that must be returned to the CMP within five days after the match.
2. Post date and contact information about the EIC match in the CMP Competition Tracker web site's "Upcoming Events" list (<http://odcmp.com/competition/index2.html>).
3. Post an electronic final results list for this match on the CMP Competition Tracker web site's "Competition Results" list (<http://odcmp.com/competition/index2.html>).
4. Award Certificate to Competitor (medal pins and badges to competitors who qualify).
5. Award Place Medals to the 1st, 2nd, and 3rd place competitors (Disqualified competitors are eligible for place medals).

4.3 ENCG Paperwork

ENCG Web Site – Member Only location.

SOP = <http://www.engc.us/privy/index.shtml>

By-Laws= http://www.engc.us/privy/2010_Bylaws.pdf

The following is a list of forms typically used by the ENGC HPRp. The following referenced documents/forms are located on the ENCG Web Site, under the Members Only page:

1. ENCG Match Sign In Sheet Disclaimer.
2. ENCG Income Voucher.
3. ENCG Expense Voucher.
4. ENCG Parental or Guardian Release Form for Juniors.

4.4 Awards

If the HPRp wishes to give out awards in the form of a Nebraska state shaped plaques and or other types of awards, the places which has been used in the post few years is:

Anderson Awards & Engraving
5064 South 108th Street
Omaha, NE 68137
(402) 331-6031
andersonawardsomaha@yahoo.com

Located on the northwest corner of 108th and Q Streets in the Empire Park Shopping Center – 2 doors north of the Bag 'n Save entrance.

They have the ENGC logo on file for engraving.

In 2011, the NE State Championship plaque cost \$66.

5. Helpful Tips

The HPRp has been and official discipline at the ENGC for over 10 years. During this time, there have been several changes in leadership and program management. With that said, this section contains items which are not found in the above sections, but are notable items which shall be mentioned.

- When setting or collecting the wind flag on the 300 berm, coordination with the RSO and 300 meter range users is critical. The people on the 300 berm is in direct line of fire.
- When range work is being done, and firing line and target alignment is required, line up the number boards with each firing position (200, 300, and 600 yard) by having people standing (and prone) at the firing points at 300 yd and 600 yds to line them up, and using radios to make adjustments.
- In the stat office, while registration and collecting scores, it is a good idea to shut the stat office door to keep the crowd out of the office while work is being done. This keeps the BS'ing and noise down so that the stat person can get the work done faster and accurately.

Appendix A: Glossary

ENGC	Eastern Nebraska Gun Club
RO	Range Officer
HPRp	High Power Rifle program
Discipline	This is a specific ENGC recognized shooting activity.

Appendix B: NRA Forms

The following NRA forms and filled out examples are for reference only - ALWAYS go to the NRA's Tournament Operations Web site to download the most current versions of these forms.

Appendix C: CMP Forms

The following CMP forms and filled out examples are for reference only - ALWAYS go to the CMP's Competitions Form Index web site to download the most current versions of these forms.

Appendix D: HPRp Program Examples

The following ENG C HPRp program examples are for reference.

Appendix E: HPRp Match Prep Check List

The following is the aforementioned match prep checklist - formatted to print.

RANGE AND EQUIPMENT PREP (to be accomplished no later than Thurs. eve. before match date)

- Work party-Mowing and weed cutting at firing points and berms, weed removal in front of number boards. Also around stat trailer and parking areas, if possible.
 - Empty trash barrels in the pits and at the 600 yard line.
 - Inventory and restock pit boxes-spotters, pasters, chalk, towels. Clean rapid-fire scoreboards.
 - Inspect and repair as needed all targets and carriers. Recenter targets, as needed.
 - Assure there will be enough target centers, paste, water for paste, and oil for carriers in the trailer for the match.
 - Insure first aid kits are available and stocked.
 - Coordinate who is providing food and sodas (if required and within budget).
 - Make sure someone is bringing the two water jugs (10 gallons) and cups.
 - Assure that all sanctioned matches have been approved by the NRA and CMP as required.
-

STAT OFFICE DUTIES BEFORE THE MATCH (before match day)

Many of these items are in the 600 Yard Office Trailer.

- Load laptop PC, printer, power cord, printer cable (if laptop is used).
 - Extension cord and Power strip.
 - Printer paper.
 - Secure scorecards & pit rotation cards/sheets.
 - Clipboards
 - Pens
 - Stapler
 - Radios
 - Stop watches
-

STAT OFFICE DUTIES BEFORE THE MATCH (match day)

- Unlock and open the 600 Yard Office Trailer
- Unload and set up laptop PC, printer, power cord, printer cable, and paper.
- Post program and NRA sanction notice.
- Register and sign-in competitors.
- Have competitors sign the waiver/ENG C "paid" income form.
- Collect match fees.
- Hand out scorecards & pit rotation cards/sheets.
- Squad competitors (Squad experienced competitors to be designated as "pit bosses")
- Direct competitors to the assembly area (firing line), and instruct on parking location.

MATCH DAY

Arrive at range 1 ½ hours before shooting start time. Unlock gate and put up “Match Today” sign.

- Unlock **pit** trailer (key).
- Unlock and oil carriers (combo 9991). Ask early arrivers to help set up the pits.
- Place water jugs on the firing line and in the pits
- Place first aid kits on the firing line and in the pits.
- Place pit boxes on “cat walk”.
- Put up the 3 Range flags.
- After all entries have checked-in and received their squadding assignments, find out what targets will be used.
- Get range commands script and relay sheet from the Stat Office.
- Get the 2 stop watches and radios from the Stat Office. One stop watch and radio to the pits; One stop watch, radio, and range commands script to the Line Officer.
- Have targets recentered before putting away.

Gather competitors together for pre-match ceremony and briefing. Chief Line Officer will give safety briefing and explain how he will call the match (when you can take equipment and rifles to and from the line, brass call, etc.). Keep the match moving. Don't allow wasted time, but don't overly rush competitors.

AFTER THE MATCH

- Ask for volunteers to help:
 - Re-Face all targets.
 - Empty trash barrels.
 - Take down range flags.
 - Close up the pits.
 - Assure that everything is locked (pit trailer, carries, Stat Office trailer).
 - Things that do not remain in the trailer between matches (safety glasses, oil, extra centers, first aid kit, water jugs) are brought to the stat trailer.
 - Prepared to run the awards ceremony and announce the winners.
 - Tabulate scores and produce match bulletin. Determine winners and hand out cash awards after awards ceremony.
 - Prepare final score sheets to hand out to competitors. If the computer is used, be sure to save the file, so it can be sent to the web master.
 - Check in with Range Officer, if onsite, or check ALL ranges for non-members before locking the gate.
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STAT OFFICE DUTIES

- Arrange for scores, programs, reports to be posted on the website.
- File all NRA and CMP reports as required.
- File all income and expense vouchers with the club treasurer at the next club meeting.
- Maintain complete contact list of all competitors (with NRA numbers).

End of Standard Operating Procedures