

Match Regulations and Procedures 2023*

Match Directors (MD) and Event Organizers (EO):

A) For event approval and range reservation:

1. Apply for a date by submitting the **Match/Special Event Application** available on our website or you may request one from absatreasurer@gmail.com. Complete and return the application to the same email address or to PO Box 22, Littleton, NH 03561.
2. Receipt of your application will be confirmed (date and time received) via email and forwarded to the Board via email. The application will be reviewed by the Board.
3. You will be notified when to attend the next Board Meeting for approval of the date and event, and any other questions the Board may have. The Board meetings are held on the last Thursday of the month at the Alder Brook Sportsmen's Club.
4. We understand these applications are time sensitive, so we act quickly on them. Please be sure to submit the application at least 2 weeks before the next Board meeting for review by the Board prior to the meeting. Allow yourself at least 6 weeks before the event date.

B) At the designated Board Meeting ALL concerns will be addressed and agreed upon. Please have the following information ready:

1. Alder Brook is to be notified of any/all videos, advertisements, flyers, etc. They are to be submitted to the ABSA Board and Webmaster **first** before being posted elsewhere, especially on social media. Once submitted, the MD or EO can advertise wherever they want to.
2. Entry to any/all events must be open to the ABSA membership and offered **first** on our website to them.
3. All ads must state that it is an Alder Brook event or hosted by Alder Brook. (Language subject to correction)
4. All conditions, requests, and agreements pertaining to this specific event must be discussed with the Board and decisions recorded in the Minutes in advance of the event. The MD or EO should be present for these decisions.
5. Preparation for the event (such as brush cutting, target arrangement, station set-up, parking, and any other particulars) must be approved by the Board, Committee Chair, and/or a League Director of whatever range (s) you are using. This is done to keep things safe for everyone and to make sure these ranges are available or closed if necessary.
6. All waivers and agreed upon expenses must be in order and all clean up and repairs (if any) must be completed or addressed before the Match Director is paid.
7. Entry fees must be paid through Practiscore to the Alder Brook account. All exceptions must be noted. Match Directors will be responsible for refund approvals and vetting shooters. Contact Eric Zaharee, Vice President at absaidpa@gmail.com for Practiscore approval.
8. All Alder Brook events are to be posted on Practiscore indefinitely. Scores must be uploaded. No one is allowed to remove them or remove the event.
9. The proper number of Range Officers must be present throughout the Match.
10. Signs, roadblocks, parking, and other range use/closures are to be considered and determined at the Board meeting.

11. Adequate facilities (porta johns) are to be considered.
12. MD's/EO's must provide the Board with a list of Alder Brook members who attended the match or event.
13. Match Director fees are as follows:
 - Up to 20 shooters-20% of match income after all expenses are paid.
 - 25-30 shooters - 25%
 - 31 shooters and up- 30 %
 - *all match expenses are to be paid first
 - *match income is after expenses

*Approved September 2023

Alder Brook Sportsmen's Association, Inc.

Range Reservation Application for Matches and Special Events

Date form is sent _____ via email _____ mailed _____.

Match Director/Organization: _____

Insurance certificate/Instructor credentials (if required): attached _____ on file _____

Contact name: _____ Phone/text # _____

Contact email: _____ Practiscore# _____

Projected number of attendees: _____ Entry fee charged _____ refundable? _____

When does the event go live? _____

Projected ABSA expenses:

Expense total _____ BOD approval _____ by _____

Projected Match Director fee (if applicable): _____

Event Description:

Range(s) requested-please include both date and time requested:

Indoor range & building: _____ Date and time: _____

Training Bays: _____ How many? _____ Date&time: _____

Bay 1 _____ Bay 2 _____ Bay 3 _____ Bay 4 _____ Bay 5 _____ Total # of bays _____

Long Range: _____ Date and time _____

Square Range/ area & purpose _____

Other range/area: _____

Comments:

Please return this application to absatreasurer@gmail.com or mail to ABSA, Inc, PO Box 22, Littleton, NH 03561. Receipt of this application will be confirmed as soon as it is received. A Board meeting date will be sent back to you. You will need to attend that meeting before event approval is granted. Event must be approved before going live.

Please sign and date:

Name: _____ Date: _____

Do not write below this line.

Application received on _____

Return receipt sent on _____

Total MD fees due/paid _____

Other club expenses due/paid _____

Payments Approved by: _____

NOTES: