

# **Douglas Ridge Rifle Club**

## **Event Coordinator/Sponsor Procedure**

**Purpose:** To ensure that each requested/proposed event by a group or person outside of established DRRC Disciplines has at least one DRRC Member that is willing to and takes on the coordination/sponsoring of the event with Club personnel.

**Scope:** Applies to all events outside of established disciplines.

**Procedure:** Duties and responsibilities of the event coordinator/sponsor.

### **1. Event Approval**

- Must have approval before being scheduled.
- May require event coordinator and requestor to make presentation to the Board.

### **2. Communicate with the Executive Officer as to the:**

- Availability of date(s) of the event.
- Ensure event is on the calendar.
- Beginning and ending times of the event
- Range(s) required (includes Clubhouse if needed).
- Number of persons involved.
- Complete Range Use form prior to even being approved.
- Provide partial payment as required.
- When final rental payment is to be made and how.
- Get participant release forms/sign-in sheets.
- DRRC personnel required (RSOs, target pullers, etc.)

### **3. Communicate with the Project Director/Maintenance Director:**

- What physical objects (benches, target frames, etc.) are required and where.
- Grounds preparation needed prior to or after the event.

### **4. Communicate with the CRSO. All of the above, PLUS:**

- How many RSOs might be needed.
- Any special considerations (movement on a hot line, special targets, etc.)

### **5. At the event:**

- Meet and brief event group on DRRC rules, personnel and expectations.
- Provide Sign-In/Release sheet(s). All participants must sign or must leave the facilities.
- Collect rental monies if participants are paying at the event.
- Coordinate range set-up (benches, target frames, targets, sandbags, barricades, brass buckets, garbage cans, etc.)
- Be available during the event to coordinate and answer questions.
- Coordinate breakdown and cleanup after the event.
- Report on the event at subsequent Board and General meetings as requested.