

# **Event / Match Directors Guide**

**For Events / Matches**

**Held at:**

**Colorado Rifle Club**

**January 2012**

## **FORWARD:**

In 2011 an audit was undertaken of the books of the Colorado Rifle Club. One of the findings was that there was no accountability for some of the events being undertaken by CRC. There was no record of number of participants and more importantly, there was no accountability for any monies generated by such events.

The majority of Event (Match) Directors are doing an excellent job of providing the club accountability for their respective events. However, there are far too many that are not providing adequate accountability.

Since this finding was identified, CRC has already recovered some \$1900+ in fees for which there had been no accountability.

This guide was prepared for all event directors to provide information and a sample event reporting form in order that the necessary event accountability can be achieved.

## **EVENT REVENUE**

If an event is scheduled on web site *Event Schedule*, it precludes the CRC membership from utilizing that range for casual shooting. Members are encouraged to check the CRC web site prior to leaving for the range to determine if the range they would like to shoot on has any scheduled event for that particular day. If an event is scheduled, they assume that they cannot use that particular range.

CRC is one of the finest shooting facilities in Colorado as well as the western United States. Any one attending an event in which they are shooting should be willing to pay a minimal fee of \$5 per shooter per day for the privilege of utilizing the facility. \$5 is a ridiculously small amount to pay for information learned at a clinic or the chance to shoot on the CRC facility. \$5 won't even buy a person one hour on any of the other facilities in the area.

Events are to be structured to collect for CRC a minimum of \$5 per shooter per day after expenses. Many of the current events held on the facility currently collect more than this amount. Some events are not and subsequently need to be modified to collect the minimum amount.

The club should not be precluding members the use of a range and CRC not receiving anything for the use of that range.

**EVENT REPORTS** – Due within 15 days of the event

An *Event* is any activity that reserves one or more ranges via the web site *Event Schedule*.

**BACKGROUND:**

A policy has been put in place where the CRC bookkeeper will balance the web site *Event Schedule* with *Event Reports* submitted by whoever is in charge of the event. After three delinquent reports, the particular event will no longer be scheduled until such time as *Event Reports* are up to date

**ALL EVENTS** are to submit to the CRC bookkeeper a written *Event Report* within fifteen (15) days of the conclusion of the event. At a minimum the *Event Report* (e.g., match report) must contain the following information:

**Event name** – The event name or description. e.g., smallbore prone, handgun silhouette.

**Event Director** – The individual responsible for the conduct of the event.

**Event Date** – The date(s) that the event was conducted.

Should the event have not taken place an *Event Report* **is still required to be submitted**. Somewhere on the *Event Report* the reason that the event was not conducted is to be noted. No other information would be required.

**Income:** The following is to be provided:

Number of shooters. The physical number of shooters that participated in the event.

Number paid entries. When a participant competes with more than one firearm the number of entries is the number of firearms entered in the event. The unit cost per entry per day is to be identified and the total revenue for that category of shooters. Shooters shooting more than one firearm may, at the Event Directors discretion, shoot firearms 2 – N at a reduced entry fee.

Number of junior entries. Reduced fees may be applied for junior shooters (those shooters under the age of 18 years). The unit cost per entry per day is to be identified and the total revenue for that category of shooters.

Number of “other” shooters. If some shooters e.g., Wounded Warriors, etc. are afforded a discount, that number of shooters is to be listed. The unit cost

per entry per day is to be identified and the total revenue for that category of shooters.

Any other receipts or income are to be noted. These would include such fees as RV parking (\$5 per day), etc.

The total income is the sum of all monies taken in.

**Expenses:** The following are to be provided:

Sanction fees paid and to whom they were paid. This includes fees paid to such entities as the NRA, IHMSA, USPSA, Steel Challenge, SASS, IBS, etc.

Event expenses. These are any expenses incurred in the conduct of the event. To be accepted, **these must be accompanied with legible receipts** from the provider. If your purchase will cover multiple events, the receipts are to be expensed at the time of purchase when the receipt is provided. Do not attempt to amortize the expense over each match. Report the expense when the expenditure is made and legible receipts are available.

Pay outs. These are trophies, cash, prizes, etc. (When trophies, prizes, etc. were acquired, the legible receipts must be provided.)

**Net return sent to CRC.** This is the sum of income minus expenses or the net proceeds of the event.

**Monies accompanying the report.** This is the total amount of cash, checks, etc. that is being forwarded to the CRC bookkeeper. If you need to hold some cash back for making change at future events note that at this point.

Many event directors (match directors) are doing a great job of submitting the required information and monies within the required window. However, there are some that are delinquent in: (1) providing adequate detail, (2) timely reports, and / or (3) monies taken in.

If your current reporting paperwork contains the above information, please continue to use your form of reporting. If you are not submitting the requested information, attached is a sample copy of an *Event Report*. Feel free to copy and modify the form contained herein as long as the requested information is contained within the report. Electronic copies are available upon request from the Secretary/Treasurer.

Special events (e.g, the Zeiss / Cabelas training), any non-regular event that schedules the use of a range via the web site *Event Schedule* is to have a responsible CRC person in charge and they are to submit an *Event Report* detailing the event, proceeds and expenditures.

On or about the 15<sup>th</sup> of the month the Secretary / Treasurer and the bookkeeper will review the previous months Event / Match Reports for completeness and monies. Delinquent Event / Match Directors will be reminded. After three months of unsuccessful reporting, the respective events will be removed from the Event Schedule on the web site. Once compliance is achieved, the events / match listing will be restored.

## **LIABILITY WAIVERS:**

Event Directors are to have non-CRC members sign a Liability Waiver form. This is to occur once a calendar year. (These are completed by the non-CRC participant at the first event attended within the respective calendar year.) Signed waivers are good for the calendar year in which they are signed.

At the end of the calendar year, completed waivers are to be mailed to the Secretary / Treasurer at the following address:

CRC  
8505 East Hunters Hill Drive  
Centennial, CO 80112-1916

## **WORK BOND COMPLETION:**

Event Directors are encouraged to solicit help in running their respective events from CRC club members. This is an excellent mechanism for CRC members to complete their work bond.

Work Bond detail cards are to be completed, in detail, by the Event Director. The directions on the Work Bond detail cards are that the card is to be mailed to CRC bookkeeper. This is the responsibility of the member completing the work bond **not** the Event Director. If you accept a Work Bond card from a member, please remember to mail it with the Event Report to the bookkeeper at the following address:

CRC  
P. O. Box 218  
Bennett, CO 80102



Byers, Colorado

Promoting Competitive Shooting Since 1925

### EVENT REPORT

Event: \_\_\_\_\_ Event Director: \_\_\_\_\_ Event Date: \_\_\_\_\_

**INCOME:**

Number of shooters: \_\_\_\_\_ at: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Number of paid entries \_\_\_\_\_ at: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Number of junior entries \_\_\_\_\_ at: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Number of other shooters \_\_\_\_\_ at: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Other receipts (income) [ Please itemize ]

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL INCOME:** \$ \_\_\_\_\_

**EXPENSES:**

Sanction fees paid to: \_\_\_\_\_ \$ \_\_\_\_\_

Event expenses (accompanied by legible receipts):  
\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Awards: (cash, trophies, other) \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

**NET RETURN TO CRC:** \$ \_\_\_\_\_

**MONIES ACCOMPANYING THIS REPORT** \$ \_\_\_\_\_

Please complete and send report and all payments **within 15 days** of event to:

CRC  
P. O. Box 218  
Bennett, CO 80102-0218

Event Director's signature: \_\_\_\_\_