

## **Cowboy Fast Draw Scoring Posse (Large Match) Standard Operating Procedures (SOPs), As of 7-13-17**

After the 2016 FGA, Our Scoring Team Members Wild Shot, Ubet, and Quick Cal agreed that we needed to produce and refine SOPs after years of experience and development of scoring the largest CFDA matches ever held. Our current team as well as past team members, Wench, Mongo and Sparrowhawk have learned some very difficult lessons over the years, of what works and what doesn't. The following is an update of the original SOPs, created by discussion from our 2016 FGA Team created on (2-19-17). Special Thanks to Wench, Ubet, and Wild Shot for content and editing contributions.

### **Cowboy Fast Draw Scoring Posse**

Quick Cal has observed over a number of years that matches around the country are being scored using different procedures, which often cause confusion, inconsistencies, and delays in matches. The CFDA Scoring Program is often blamed for the problems, when in most cases it has more to do with procedures scoring teams are using that can cause conflicts in Match Set-up as well as the Scoring Operations themselves. The CFDA Scoring Program, has been under constant development and refinement since 2010. We are now at a point with (Version 16.5) where it can be depended upon to reliably handle any size match. We will still find things to improve and refine, which should only be done during the off-season, since any change can create conflicts in other parts of the program. Anytime we change anything, we must run a complete series of diagnostic tests on the entire program.

This first level of SOPs are meant for large CFDA Titled Championships, that are near 100 shooters or larger, and especially must be used in matches approaching 200 or more shooters. We will also create some SOPs for smaller matches such as large Jackpot Shoots, Large Club Matches, or smaller Titled Championship. Then we will produce some simpler SOPs for Small Club Shoots.

Our goal for the Cowboy Fast Draw Scoring Posse is to create standard procedures and teach them using trained instructors and telecommunication to instruct and induct members into the Cowboy Fast Draw Scoring Posse. The Ultimate Goal is to develop a sport-wide scoring process so that any member of the Cowboy Fast Draw Scoring Posse can be on the same page with one another and be able to help out at any CFDA event.

**Note:** *The following serves as the 2017 FGA Standard Operating Procedures, which we hope can be applied generically and adjusted according to the size and schedule of almost any large match.*

**Note:** *Many of the "Reasons" for using these procedures are commented on and highlighted in Red, throughout this document.*

### **I. Pre-Registration**

- 1. As Main Match Entries come in, Quick Cal, (Match Director) will see that the "Who's Coming" list on the CFDA Telegraph is updated.**

**Reason:** *Since this list includes CFDA #, Aliases, and States; this is all the information that is needed for Match Set-up in the CFDA Scoring Program. Copies of Registration Forms are kept in a folder in alphabetical order in case entry information need to be verified during check in.*

- A. This list features all 3 Main Match Divisions "Men's", "Ladies" and "Youth."
- B. The Men's Division has two sub-categories, Men's Shootists & Junior Boys.
- C. The Ladies Division has two sub-categories, Ladies Shootists & Junior Girls.

**Reason:** *We give special recognition for these Main Match Sub-Categories as World Champions, since they are competing against all comers with either specialized equipment or by being Juniors.*

- D. The Youth Division has no sub-categories, but we do identify genders, boys as Billy the Kids, and girls as Annie Oakley.

**Reason:** *World Category Championships are conducted on Thursday, having duplicate BTK or AO Champions between Thursday and the Main Match clouds these titles.*

- 2. Category Entries are also updated on the Telegraph in a separate section.**

- A. There is Billy the Kid and Annie Oakley Category Shoots on Thursday, since all Youth boys and girls shoot together in the Main Match.
  - B. There is no Shootist Category Shoot on Thursday, because they are recognized as World Champions in the Main Match. They can compete in the appropriate age-based category.
  - C. There is no Junior Boys and Girls Category Shoot on Thursday, because they are recognized as World Champions in the Main Match. There is no Sunday Final Shootoffs for Junior Boy & Girl since there can be a huge gap in their overall placement. So we award this on the merit of how they place in the overall contest. They can compete on Thursday in the Traditional Category.
3. **Match Set-up for Pre-Registered Shooters.**  
 Main Match is Set-up based upon pre-registered shooters until the weekend before the match, a Registration Master will be saved **only** for use when setting up the Thursday Category Match.  
Reason: Having a Registration Master of the Main Match saves time when setting up the Category Match, since when the CFDA # is entered, it automatically shows the alias and state of any pre-registered shooters, then all that is needed is to enter their category, this saves time.

## II. Check-in & Walk-Up Registration (At the Match)

1. Check-in and Walk-Up Registration begins during the published hours on Wednesday.
  - A. Table #1, will contain Individual Entry/Release Forms. All shooters will start there and fill out their form before they go to Table #2A, whether they have pre-registered or not.  
Note: *Individual Release Forms can be printed from the program, and be customized to each individual match after Match is Set-up.*  
Reason: In large matches Individual Release Forms are ideal for cutting down long lines since forms are filled out individually, including their category, by shooters and simply turned in to pick up their information packets and name badges.
  - B. Table #2A, the shooter hands in their Individual Entry/Release Form, and presents their membership credentials, either a CFDA Card or Life Member's Badge.
    1. If they do have their membership credentials, they are sent to Table #2B.
    2. If they do not have their membership credentials, but claim to be an active member, or want to join CFDA or renew, they are sent to Table #2C. Table #2C will have a CFDA Lap Top Computer with an updated CFDA Membership Data Base where membership status can be verified. The shooter can either pay their renewal dues or join CFDA at this point. Once their membership is confirmed they are sent to Table #2B.
  - C. Table #2B, Main Match/Category Match Check-In Table, there will be a Master Pre-Registration List for both Main Match & the Category Match at this table. A colored mark is placed next to the shooter's name on both the Main Match and Category Match, after their gender, main match sub-category; and Category Match Category are verbally confirmed. Note: There may be more than one Master Pre-Registration List at Table #2, that can be later cross-checked, during high-volume times to cut down on lines waiting to check-in.  
Note: The Ideal Pre-Registration List is simply a print out from the CFDA Telegraph, which shows all Main Match and Category Match Pre-Registered Shooters. Staff can simply compare their divisions and categories with their Individual Release Form.
  - D. Walk-Up Registrations, that have not pre-registered, will be placed on separate Walk-Up Master Sign-up Sheets, that can be separately entered into the Scoring Program.
  - E. Once Shooters have been checked into both the Main Match & Category Match, they are then sent to Table #3, to pick up their Shooter's Identification Name Badge, plus any other handouts that are available such as Updated Schedules, Sponsor Materials, etc.  
Note: Individual Entry/Release Forms, with verified and correct Main & Category Match information and will be placed alphabetically into separate binders for the 3 Divisions for the Main Match (Men, Ladies, and Youth).

### III. Scoring Program Set-Up

#### 1. **Category Match (Priority).** Since the Category Match starts on Thursday Morning, setting up the Category Match takes priority over the Main Match.

A. Quick Cal will provide a Registration Master of the Main Match on a flash drive, mainly for the use of saving time in setting up a Category Match, since once a CFDA # is entered, it automatically shows the Alias, and State. So, then all that is needed is to enter the Category and they are entered. If they haven't pre-registered, then it just takes a little longer to enter them into the Category Match.

B. Category Match will be Set-up on Wednesday entering in only shooters that have checked in, which will save time on Thursday morning. On Thursday morning, Individual Entry/Release Forms will be used as they are being turned in to add shooters into the Category Match. They will then be placed into the Main Match binders.

**Reason:** Shooters will only be entered into the actual Category Match Scoring Program after they have checked in, so there is no chance for shooters who pre-registered and did not show up from being drawn in the match's first round.

**Important Note:** The CFDA Basic Scoring Program has a much quicker Match Set-up process, so we now recommend not having matches all set-up in advance using pre-registered shooters. This eliminates the use for pre-match roll calls for large matches.

C. At 9:45 Post at the least 4 Copies of the Master Category Registration List, with a Posse Marshal assigned and highlighted for each Category Match, and announce to the shooters that they have 15 minutes to check their name to see that they are listed in their category. Begin the Category Shooter's Meeting at 10:00 a.m.. During the Category Shooter's Meeting, Scoring Posse draws Round 1 and then distributes the score sheets to the appropriate ranges.

**Note:** If any shooter discovers that they were not in the Round 1 drawing, or were assigned to the wrong category, these adjustments will be made by either adding them or deleting them using the existing score sheets. Round 1 will not be re-drawn, without approval of the Match Director.

### IV. Category Results

1. Thursday Category, U.S. Marshal's Cup, and Thursday Side Match Results, must be turned into Hannah Calder by 5:00 p.m., before the Thursday Life Member's Dinner, so that Friday evening's Side Match Awards can be planned.

#### 2. **Main Match.**

The Main Match will be set up in a separate program from the Category Match on Thursday as the Category Match is being conducted and be completed for all shooters who have checked in so far by Thursday evening. The Main Match Initial Set-Up may only use the Individual Entry/Release Forms that have been previously placed into the Main Match Division Binders. Then as additional Individual Entry/Releases are turned into the Scoring Posse Member who is setting up the Main Match, they are entered into the Main Match, and then immediately placed into the appropriate binders alphabetically intermixed with the forms previously placed in the binders.

A. There are only 3 Main Match Divisions, Men, Ladies and Youth. (See I., 1. A. through D.)

B. Men or Ladies are entered as Men or Ladies. Main Match Sub-Categories are entered as Men's Shootist, Ladies Shootist, Junior Boy or Junior Girl, so that these sub-categories will show up on Match Standings.

C. Walk-Up Entries will also be entered from Individual Entry/ Release Forms and also be filed alphabetically into the Main Match Binders.

3. **Registration Masters** will be saved and updated as registration progresses. **Once all data is entered, posted, and verified. A "Final" Registration Master must be saved before Round 1 is drawn.**

4. **Main Match Registration Closes at 8:15 Sharp!** 4 copies of the Registration List will be posted on Main Scoreboard as soon after 8:15 as possible. Shooters will be notified that Registration List has been posted and to verify that their name is on it.

## V. Main Match Shooter's Meeting 8:30 a.m.

- A. Quick Cal will remind everyone at the Shooter's Meeting that they will have only 5 additional minutes after Shooter's Meeting ends to verify that their alias is on the list. If not, they must immediately report to the Stat Shack.
- B. Once Scoring Posse is satisfied that they have completed the verification process, they must save one last additional **Registration Master** and then draw Round 1.
- C. At Least 3 Copies of Men's, 2 Copies of the Ladies, and 1 Youth Lane Assignment Sheet must be spread out and posted on the Posting Board, on the first day of the Main Match.
- D. When Lane Assignments are posted, shooters shall be notified and then be allowed 5 minutes to report to their assigned range.
- E. Posse Marshals will be highlighted on the Lane Assignment Sheets. Posse Marshals will then assign Range Masters, Announcers and Score Keepers based upon what groups available personnel are available. They should try to find their initial personnel from the later groups and name replacements from the earlier groups during each round. Posse Marshals should focus more on assigning qualified personnel in positions needed, instead of trying to perform all the functions themselves.
- F. **Important:** There shall be a designated BACK UP FLASH DRIVE for ALL MATCHES. ALL ROUNDS shall be backed up on the designated Back Up Flash Drive AFTER entering scores for that round, and BEFORE the next round is drawn.
- G. There is no lunch break on Friday, instead, the Posses are large enough so that non-assigned personnel should be able to grab something to eat or drink as needed from the vendors on site.  
**Reason:** Calling a lunch break with a match larger than 100 shooters overloads vendors all at the same time and loses valuable momentum. Completing 7 Rounds is the goal of Friday and the shooters appreciate getting it concluded as early as possible, so they do not get burned out on the first day. We call it, "Pick'em Up and Put'em Down Day." It is important to keep moving.
- H. Score Sheets – After entering Men's, Ladies and Youth score sheets, they will be separated and placed in separate folders for each round throughout the match. This includes all Placement Shootoffs and Magnificent 7 Shootoffs.  
**Reason:** These score sheets are scanned each year and posted on the CFDA Website, our goal is to have this completed within 1 week after the match. It is important to keep them in order.
- I. **Keeping Ranges Balanced.** Based upon a 250 shooter match, 165 Men, 75 Ladies, and 10 Youth, during the Main Match on Friday match will be set up as follows.  
**For the 1<sup>st</sup> 5 Rounds:** Men will start each round with 18 Men on Range A, 24 Men on Ranges B & C, with the balance split evenly on Ranges D & E. Youth Shooters will be assigned to Range A, immediately following the Men, the Range A Men's Posse will assist in running the Youth's Round. Next, the Ladies will be balanced with 24 Ladies on Range A, 24 Ladies on Range B, with the balance of Ladies on Range C.  
**After Round 5:** Since shooters started being elimination after Round 4, it is time to check the balance of shooters on each range and adjust them accordingly, so that ranges stay as balanced as possible, normally about 45% of the shooters are eliminated after Round 7.  
**Reason:** We do not assign ranges strictly to ladies or youth, since that creates too many occasions of inefficiency when ranges are sitting idle. From a scorekeeping standpoint, scores can be entered for ladies while men are shooting and for men while ladies are shooting. Also, by keeping Range A to only 18 men it creates a place for the youth to compete, so that most of the ladies rounds will begin simultaneously.
- J. **Youth** will compete in a 4 X Format in all 7 Friday Rounds and whatever the Match Standings are at the end of the day, will determine Sunday's Youth Magnificent 7. All youths are invited to compete in the Second Chance Match on Saturday, at no additional Entry Fee. This keeps our youth shooters busy competing on all days of the championship.
- K. **Second Chance Match:** Second Chance Match Registration begins on Friday afternoon from 2:00 p.m. to 5:00 p.m. at the CFDA General Store, the fee is \$15.00, except for Youth. There are only two



divisions (Men and Ladies). The Scoring Team will obtain the Registration List from the General Store after 5:00 p.m., so that they will be able to set up the Second Chance Match for Saturday morning, as a main match on a separate computer, format **2-X Nevada 8 Format**. Sign-ups resume for the Second Chance Match at 7:30 a.m. Saturday. Sign-ups end at 9:00 a.m. for everyone who was eliminated on Friday. Shooters eliminated on Saturday in Round 8 are eligible to sign up, but they must do so immediately after being eliminated. Registration is closed for the Second Chance Match by 9:45 a.m., so that the Final Registration List can be posted for review immediately following the short Shooter's Meeting. The Second Chance Match will be conducted on Ranges C & D, which will be renumbered to SC-A & SC-B for the remainder of Saturday Only, since the scoring program cannot currently be setup to skip range lettering.

- L. **Saturday:** Ranges A – D will be used on Saturday for Round 8. It is normal that after Round 8 that approximately 55% of the shooters have been eliminated from the Main Match. Starting with Round 9, the Main Match will be condensed down to Ranges A & B for both the men and ladies. Men and Ladies will still share the ranges, using both Ranges A and B. The Ladies and the Men's Divisions shall not be split onto different ranges, until their Shooters Remaining count falls below 18.

**Reason:** Since shooters serve as Range Officers such as Hand Judges, Range Masters, Announcers and Score Table Scorekeepers. Splitting Posses and running less than 18 shooters creates a shortage of Officials. Of course, in the rounds just before the Magnificent 7 are determined, there are shooters who have reached the Elimination Factor enjoy staying engaged by helping out.

- M. **Final Placement Shootoffs** – Usually around by Rounds 10 through 14 the match condenses down to the Top 25 Men and Top 20 Ladies. According to CFDA Rules, ties must be broken for recognized overall placing by a 1-X shootoff between all shooters going out in the same round that affects any parts of the recognized placings. Shootoffs for recognized places will be conducted on Range B, while the Main Match continues until the Top 7 are determined on Range A. If there are shootoffs that affect the Top 7 they are conducted on Range A. The Stat Shack will provide to the score table on Range B blank score sheets, with the places that are to be determined, and a drawing card bearing each shooter's name printed on it that qualifies for each group of placement shootoffs. Score table officials shall draw the rounds and conduct a 1-X contest for each group of shooters and shall fill out the score sheets with the final placings that were determined by each shootoff, and then return them to the Stat Shack.

## VI. Main Match Results (SATURDAY – BEFORE LEAVING THE RANGE)

- A. **Saturday Main Match Results** (with real names for prize money check writing purposes, for the Top 25 Men and Top 20 Ladies), must be turned into Hannah Calder by 4:00 p.m. on Saturday. ***Save it by Name and Date on the Master Flash Drive***

**Note:** Real names can be found in the Main Match Divisional Binders.

- B. **Magnificent 7 Shootoffs Seedings** shall be produced. According to the CFDA Rules, shooters that are tied on X Counts, shall have ties broken by the fastest time that each shooter fired in the last 3 regular rounds of the contest. This information can be quickly found by searching the Edit Individual Shooters data. The Magnificent 7 Seeding shall also be turned into Hannah Calder, along with the Match Standings in section A. Also leave a copy in the Stat Shack, for the Prime Time Announcers of Magnificent 7 Shootoffs.
- C. **Generate a Fast Time Report**, and also provide this to Hannah Calder. Also leave a copy in the Stat Shack, which will need to be present during the Magnificent 7 Shootoffs. ***Save it by Name and Date on the Master Flash Drive***
- D. **Generate Blank Score Sheets**, for the Magnificent 7 Shootoffs.
- E. **Second Chance Results** should be handwritten for the Top 3 Men & Ladies for the Awards Ceremony. ***Save it by Name and Date on the Master Flash Drive.***
- F. **Bracket Match Set-up**

1. (4 Copies) of the Main Match Bracket Report must be produced, showing the division lines used to establish the breaks in the brackets. Two Copies will be left in the Stat Shack and two copies will be brought to the Saturday Evening Awards Ceremony for posting.
  2. **Bracket Matches will be set-up on Saturday afternoon**, 2-X Nevada 8 Format, after Bracket Reports are produced, entering all shooters who competed in the Main Match. The Bracket Registration List will also be posted at the Awards Ceremony. ***Save it by Name and Date on the Master Flash Drive***
    - A. Check the Deputy Bracket for shooters of known ability, who may not have produced two rounds that had recorded their normal times, this can happen to very fast shooters who X-Out of the match in the early rounds. Shooters may be moved to their appropriate bracket, with the approval of the Match Director.
  3. At the Awards Ceremony shooters will be informed that the Bracket Reports and Registration Lists are posted for their convenience.
- G. Top Gun Points** - Since the FGA is the season finale for Top Gun of the Year Points. Top Gun Points will need to be tallied Saturday afternoon, when Match Standings, up to Magnificent 7 are available and before leaving the range. We attempt to hand out Top Gun Awards on Saturday Night. But, since there may be some Top Gun Places decided by the Sunday Magnificent 7 Finals, we may need to award some or all of the Top Gun Awards after the conclusion of the Finals at the Final Awards Ceremony.

## VII. Pre-Bracket Match (Sunday A.M.)

- A. Post the Bracket Report, Bracket Registration Lists, and Range Assignments on the Main Score Posting Board. At least ½ hour before Bracket Match Shooter's Meeting.
- B. A Bracket Match Director (For Each Bracket) will be assigned by the Main Match Director.
- C. Bracket Matches will be drawn and score sheets will be distributed to the appropriate ranges. Before Round One commences a Roll Call will be conducted on each range by each Bracket Match Director. If there are any no-shows, a line will be drawn across their name and scoring boxes and a 99 shall be written in the right box. Any vacancies will be filled by reassigning lanes **on each sheet**, which may create or remove byes. This may create multiple byes in Round 1, since aliases will not be moved from the last page. **No one will receive a winning round by default.**  
**Reason:** We have learned from experience that there has been too much time consumed getting bracket matches under way by trying to conduct roll calls update registration lists and then drawing Round 1. It is also important to adjust lanes from using one score sheet at a time, so that completed score sheets can be turned into the stat shack a.s.a.p., so that drawing Round 2 is not delayed.
- D. Note to Stat Shack, when score sheets begin flowing in, simply assign an X and a 99 for no-shows since that will remove them from the match. The only issue that can be created is that in Bracket Match Standings they may show only 1 – X and be moved up improperly in the Match Standings which may be edited later, if needed. We will correct this in the next version of the program.
- E. Upon Drawing Round 2, before distributing score sheets to the ranges, inspect the score sheets to confirm that shooters who received a “99” have been actually removed from the Round 2 Draw.
- F. At FGA we only have awards for the Top 3 in each Bracket, this is to keep tie-breaker shootoffs to a minimum. It is important to bring the Bracket Matches to a conclusion a.s.a.p. since our goal is to start the Magnificent 7 Shootoffs on time, so that shooters can head for home on schedule.
- G. Once Bracket Matches are completed. ***Save it by Name and Date on the Master Flash Drive***
- H. **Note:** On Sunday Morning, the Brackets Matches will be not be run on what was previously called Range A, will be dedicate as the Shootoff Range. The remaining ranges will be re-identified into Range A – D for the Bracket Matches. The Shootoff Range will be set up with 4 Balloon-Disc Targets to prepare for the Finals. The Shootoff Range will be open for practice only for those who qualified for the Magnificent 7 Men, Ladies, and Youth, during the Bracket Matches.

## VIII. Magnificent 7 Shootoffs

- A. Announcer/Timer shall be provided a copy of the Magnificent 7 Seedings, so that they can gather information on each competitor who qualifies for the Magnificent 7 Shootoff. Announcers need this information so that they can introduce finalists along with their competitive achievements.
- B. A complete list of all Magnificent 7 Shootoff Seedings, Blank Score Sheets, Current World Records, and the Fast Time Reports shall be provided to the Range A Score Table.  
**Reason: World Records and Fastest Times can also be established during the finals since these are official rounds of the Main Match.**
- C. TOP GUN POINTS – Scoring Team must keep track of Final Top Gun Points, if there were any places that could be changed by the FGA Shootoffs. FGA Results are designated as the official tie-breaker should there be any ties in Top Gun Points. Have a Final Placement List for the Final Award Ceremony, for awards that could not be handed out on Saturday Night.
- D. FINAL RESULTS – A list of Final Results should be updated immediately so the Final Awards Ceremony can be started a.s.a.p. after the shootoffs are completed.
  - A. Overall Main Match Placement, that were not awarded on Saturday Night.
  - B. Bracket Match Results
  - C. Best Dressed Results, if not presented on Saturday Night.
  - D. Top Couple Award
  - E. State Team Championship Awards

## IX. Results! After the Finals are over....

- A. Make sure that all results are edited and saved in the Rich Text Format and PDF, this includes all Category, Bracket, and the Main Matches. Magnificent 7 Final results will need to be edited into the overall results. Also finalize the Fast Time Reports, if necessary. ***Save all Matches by Name and Date on the Master Flash Drive.***
- B. Score Sheets need to be organized and separated for all 3 Divisions from Round 1. Check that all score sheets are in order in folders, including all final placement tie-breaker shootoffs, and the Magnificent 7 Finals, since they get scanned and posted on the CFDA Website.
- C. The War Wagon (Stat Shack) equipment, computers, printers, folders, etc. should be packed and organized for loading, as soon as the above items are completed.

## X. Posting

- A. Results should be posted on the CFDA Website & Telegraph by Wednesday following the match. All Main Match Score Sheets should be scanned and posted within 1 week after the match. As anyone could imagine, CFDA Headquarters takes a few weeks to re-organize after this event, so being able to find items that need to be posted is critical.

### **Special Message:**

We wish to recognize all members who work to keep scores throughout the sport of Cowboy Fast Draw. Without dedicated a Scoring Team, no match can be organized, run efficiently and therefore enjoyed by our general membership. We hope that this 1<sup>st</sup> Step in creating Standard Operating Procedures for CFDA's largest event, can be learned from, edited, and applied to matches of all levels. Please make a point to acknowledge and thank those who make our sport possible, members of the ***Cowboy Fast Draw Scoring Posse.***

***Thank You,  
CFDA Management***