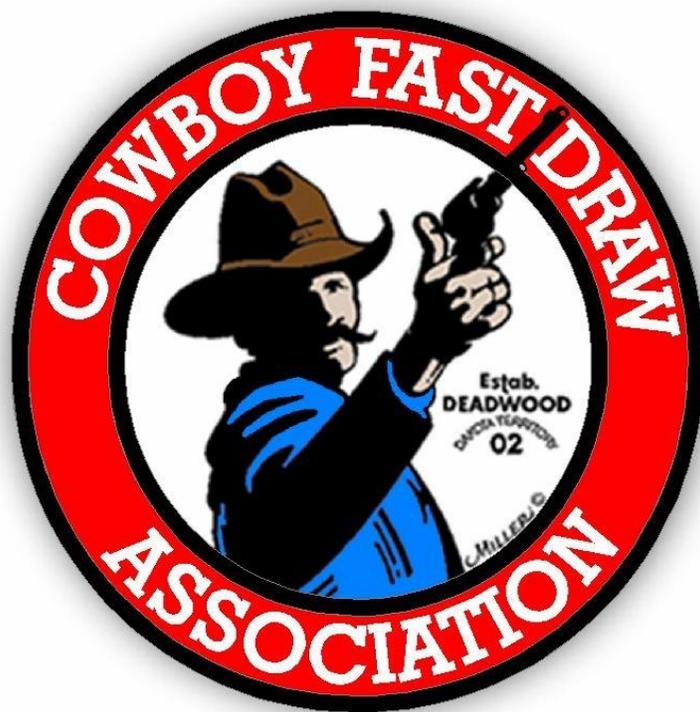


# COWBOY FAST DRAW ASSOCIATION



## PUTTING ON A MATCH

# Putting on a Successful CFDA Match

## Purpose

Hosting a match is a major undertaking, but with a little organization and teamwork any club can put together a match that will leave everyone happy and vowing to return the next year and help promote the club. We at CFDA are committed to help our clubs not only grow their membership, but also put on successful events. This document was created in an effort to help your club achieve that goal.

## Things To Consider

What is the club's purpose in hosting a match? Is it to raise funds for the club, promote the club, or just to have fun? How many shooters will your range accommodate? Does a maximum number of entries need to be set? Is there enough parking? Are there hotels, campgrounds, RV Parks, and restaurants close enough to lodge and feed the shooters? Is there a hall available large enough for the banquet? With so many matches now being hosted, do you need to put on a match or could you partner with another club and host a State or Territorial Championship? A match requires the work of all of the club members, so check with your membership to get their opinions, ideas, and support first.

## Get Organized

Your club officers should serve as a Match Committee and be very involved in planning and organizing the match. Organization is the key to running a successful match and spreading out the work load so that no one needs to get "burnt-out" putting on an event that should be fun for everyone. In addition, the club officers should appoint a Match Director, usually the Club President or U.S. Marshal, as soon as possible to administrate the event. The Match Director is responsible to appoint a Chief Range Master or Assistant Match Director and Head Scorekeeper, plus make sure all details and policies are administrated. You may also need a Facilities Manager to maintain the physical area and property. The Match Committee and the Match Director should outline the match and determine the different committees needed to make the match a success. Name the committees and outline the responsibilities of each, then, ask for volunteers to head each committee. A "task list" and time line for each task should also be developed for each committee. Include the committee information in the monthly email to members and have a sign-up sheet for each committee out when shooters are registering for the monthly match. Keep your members informed of the progress and let them know what help is necessary in order to pull it off. If there will be charitable functions, identify the charity early on and get their permission to use their name while promoting the match. Design a "Sponsor's Pack" to distribute to potential sponsors. It should give the title, dates, and location of the match, a description of Cowboy Fast Draw, a description of the match, your needs, and the sponsorship levels and commitments. An Arbitration Committee is best formed by visiting U.S. Marshals or Regulators, since Match Officials need to implement whatever decisions that they make.

## Set the Date and Timeline

A timeline is an invaluable tool that will keep the team on track. First and foremost, set the date of the match. Remember to set the date far enough in advance to allow plenty of time to get organized. In setting a date for your match, it is important to keep several things in mind. Determine the months in which your area has the best weather. Check the Cowboy Fast Draw web site's ([www.cowboyfastdraw.com](http://www.cowboyfastdraw.com)) events calendar so as not to butt heads with another major shoot. Keep in mind when setting the date that you must also check to make sure a banquet hall is available on that date and that there is not another big event planned for your area on the same weekend, especially if the range is near a small town. Other items that need to be on the timeline: advertising, contacting sponsors, ordering trophies, entertainment, deadline for shooter entries, vendor contacts, and work parties, just to name a few. Ultimately, call or email Quick Cal at the main office, since he organizes the Titled Championship Schedule and may be aware of dates not posted yet.

## **Invitations and Registration**

Invitations via email or snail mail should be sent to CFDA members and clubs as far in advance as possible. The invitation should include the dates, locations (longitude and latitude info is handy so it can be entered into a GPS), a map to the range, a schedule of events, host lodging information, and an entry form. The entry form should include the shooter's name, address, phone, email information, alias, CFDA member number, NRA member number, category, prices, the club's contact number, website, deadline for entries, and host lodging information. Put the invitation and entry form together and have the Match Director and Match Committee go over it to make sure something hasn't been left off and that all information is correct. Once the invitation is ready to go, email it as an attachment or snail mail it. Post the information, entry form and schedule on the Cowboy Fast Draw web site. Announce the event on the Cowboy Fast Draw forum on the Gunfighter Zone ([www.gunfighter.com](http://www.gunfighter.com)). As entries start coming in, a system to track them is a must. The CFDA Scoring Program has excellent capabilities for managing registration and fees collected. To Submit information to CFDA email it to both [hannahcalder@cowboyfastdraw.com](mailto:hannahcalder@cowboyfastdraw.com) and [quickcal@cowboyfastdraw.com](mailto:quickcal@cowboyfastdraw.com)

## **Advertising**

Once the date is set, start the advertising. The Cowboy Fast Draw forum on Gunfighter Zone and the Cowboy Fast Draw web site are both good places to get the word out. A web-site for your club with all of the club's information on it is a good idea. Include all of the match information and a downloadable entry form on the site. Provide the local Chamber of Commerce with the information. "Word of mouth" advertising is invaluable. Check with the local newspaper for free ads in their "Local Happenings or events" section. Check with other local publications such as local magazines, and the "Thrifty Nickel" or others to see if an ad can be placed there. If there is a "local" community cable channel in your area, put your match info on it so the community can view it. Are there historical sites in the area, especially those connected to the old west history that would be willing to assist? Contact *True West Magazine*, *The Cowboy Chronicle*, and other cowboy magazines to place the match dates on their events page. This is usually a free service.

Place flyers at local businesses such as:

- Gun and Sporting Goods stores
- Western clothing stores
- Restaurants and bars
- Walmart
- Grocery stores

Other suggestions:

- Contact your local Chamber of Commerce and inquire about the local "Room Tax." This is advertising money set aside in most cases by the County Comptroller, there is usually a Tourism or Room Tax Board that determines what events to sponsor to bring tourism into their area, with a preference on events that fill motel rooms. CFDA events are a perfect match for what they are supposed to be funding.
- Contact local media and see if the radio and TV sports anchors can give the match a free plug during the sports broadcast.
- Invite local dignitaries, personalities, and celebrities to participate in a charity match a few days before the main match
  - Mayor, City Council, Police Chief, Sheriff, Radio/TV /newspaper personalities.
- Set up Town Folk Alley at other events.
  - Community events
  - Charitable events
  - Sporting goods store sales
  - Auto Dealer sales (hot dogs, hamburgers, sodas, and CFD while you browse)

## The Range

The Chief Range Officer or Assistant Match Director under the direction of the Match Director should be in charge of getting the ranges ready to go. If there is going to be a "Resurrection Match", then at least two ranges will be necessary. Each range will need a Range Master while operating, as well as announcers, and scorekeepers. Important qualifications for this position are:

Are all Range Officers CFDA certified?

Can the ROs make the tough decisions and stand by them?

Disqualifications (DQs) should be left up to the Range Officer. If a contestant feels they want to appeal the decision of any official, the Match Director shall implement the Arbitration Committee as described in the CFDA Gunslinger Guidelines.

The Match Director, Chief Range Officer or Asst. Match Director should inspect the ranges, buildings, and physical site to determine what needs to be done to properly prepare for the match. Spare timers, lights, sensors and cables should be available. These can usually be provided by other shooters attending the match. Spare grease and rollers for greasing the targets need to be available. A first aid kit is essential in case of injury. Two should be available if Town Folk Alley is going to be used. A stock gun has to be available at the announcing/scoring table in case a round is challenged.

Remember that the range is more than just the targets, timers, and announcing/scoring area. Other designated areas will also need to be located around the range. These include:

- Registration area
- Gun and Holster check area
  - Need a protractor and measuring tape for checking holsters
  - Need stickems for the butt of the gun
- Secure area for updating results, and drawing rounds
- Shooter's area
  - Tents, tables and chairs, round board, should be separate from general public
  - Porta potties and sanitation stations
  - Gun cleaning area
  - Dry fire area
- Vendor areas
- Spectator area
- Eating areas
- Parking areas
- Camping area
- Trash Cans and trash bins

Once these areas have been identified, make a map of the range.

Schedule work parties to get the range ready in plenty of time before the match. Work party leaders can be assigned to teams of workers. The task lists should be checked at the end of each work day to determine what was accomplished and what still needs to be done. Work progress meetings should be held periodically to make sure everything is getting done.

## Matches

How many matches will be offered? How many "X"s for each match – 4X, 3X, 2X? How many winning shots per round by match - 3 out of 5, 2 out of 3. Target distance for each match – 21', 18', 15'? Will there be side matches? What about team, or husband/wife shoot offs? Charity matches? Category matches? Resurrection match? Jackpot matches? Alive at .65? Open practice? Shooters love anything different and unusual. Cost to enter or attend each match or function? The club is responsible for supplying the ammo for the main sanctioned match. Unless an exemption has been obtained from CFDA all ammo used in the main sanctioned match will be by the rules stated in the current rule book for loading match ammo. The club may supply all of the ammo used, or the club may require that the shooter supply CFDA approved wax and shotgun primer for the additional matches and practice. A good rule of thumb is to load 100 rounds of match ammo for each registered shooter. These things need to be

determined before the schedule and the entry form can be created. The Match Director and Chief Range Master should make recommendations to the Match Committee so these decisions can be made.

## **Announcing and Scoring**

Announcers give the shooting commands and announce times and match scores as the individual matches proceed. Announcers keep the timing of the shoot flowing with effective announcing of Hand Judges and Hand Judges in the Hole. Announcers should periodically let spectators know what's going on, a brief history of the sport, the equipment being used, and acknowledging our sponsors. They should also acknowledge prominent people such as dignitaries, celebrities, local personalities, and past title match champions. It's a good idea to create an "announcer's cheat sheet" to keep this information handy at the announcing/scoring table. Scoring should be done quickly and accurately, with results posted as soon as possible. There should be a Head Scorekeeper appointed. The Head Scorekeeper should assign club members experienced in scoring to help post results, draw rounds and post the next round on the round board. They should also be able to assist at the scoring table. They should be familiar with whatever scoring system is being used, where by hand or computer.

## **Entertainment**

The entertainment doesn't have to be anything major. Have a casino night, book a cowboy band and provide room for dancing. Again, check with membership for ideas. Many times there are members with a special talent or they know of someone with a special talent that would work perfectly. The big banquet should be planned as a social time, not necessarily an awards ceremony. The presentation of any awards should be well organized and not go on for hours. The meeting hall should be large enough to accommodate all shooters, and their significant others. A casino night is an excellent way to raise money for your charity. The first \$1,000 in chips could be included in the shooters packet, or handed out at the door as guests arrive. Have a place for a photographer to set up and do business comfortably. Tables can be covered with inexpensive plastic table cloths. This will aid in clean up, if that is part of the deal you make with the hall. Table decorations don't have to be expensive and can be stored and used year after year or used as raffle items or door prizes. Another major item to consider is alcohol. For most clubs, it is best not to get involved in the sale of booze. The banquet hall may be able to supply beer, wine or wine coolers, and setups. That way, the shooters can B.Y.O.B and the club doesn't have to worry about alcohol licenses. This is also the best time to make that final sale of tickets for raffle items and any charitable organizations the club wishes to support. There are many ways a club can raise money for their charity. Be creative.

Door prizes are great and have almost become expected by shooters. Door prizes should be given out at the range and not at the banquet. The shooter and costume contest awards should be presented at the banquet. It may also be advisable to not put on a dinner at an awards ceremony, let the shooter go out and patronize local restaurants and meet after dinner for the awards. It just depends on location and amenities that are available.

## **Awards**

Put a committee member in charge of the awards. Have that member check around for different ideas. Most clubs give plaques. There are only so many places to hang or ways to use plaques. Consider other types of awards: a badge, engraved silver bowls or trays, rosettes, etched wooden trays, etc. Awards should be ordered at as far in advance as possible. That way you will probably have the opportunity to add any that you forgot. Costume contests are another highlight of the match. Appoint or ask for volunteers for a chairman to be in charge of the costume contest. That person should submit the categories, guidelines, and the number of places to be awarded in each to the Board of Directors for approval. Determine if participants can be significant others of the shooter to compete. Once everything is approved, the chairman should provide a list of the awards that are needed.

## **Shooter Packets**

At a minimum, the packet should contain a nametag, banquet ticket, and vendor flyers, gift certificates, and catalogs. The front of the envelope should have the shooter's alias, real name, and shooting category. Other items that can be included are a map with the layout of the range, directions to the banquet hall, food vendor menus, schedule of events, pins/bumper stickers commemorating the match, and names of the club officers match officers, special thanks to, and vendor ads. Packets should be alphabetized by alias and should not be given out until the shooter has signed in. It is always a good idea to make name badges for the shooters, not only as a keep sake, but it makes it much easier to learn and remember fellow shooters that you may only see a few times a year. If supplied the shooters should wear their name tags at all times.

## **Amenities**

Get things started off successfully. A pot luck and practice or a jackpot shoot might be planned for the afternoon or evening before the official start so early arrivals have something to do, and can get the lay of the land. Plan the opening ceremonies and shooter's meeting carefully. Be sure your PA system works and can easily be heard. Abundant and clean restroom facilities or porta potties are a must. Sanitation stations should be set up near the porta potties. Set aside handicapped parking spots for both shooters and spectators. Town Folk Alley should be set up so that visitors and spectators can get front of the light and get a taste of Cowboy Fast Draw. Remember to have liability releases available at Town Folk Alley for the public to sign. A First Aid Kit should be available at the shooting range. Be sure all first aid kits are up to date and strategically placed for easy access, or if centralized have an air horn at each shooting area, including a Town Folk Alley. If possible assign an EMT to handle all emergencies. Have phone numbers of ambulance and law enforcement readily available. Have a list of any medical personnel (doctors, nurses, EMTs) who are shooting in your match - just in case. Water should be available to the shooters either free or at a nominal cost. We have found that when bottled water is supplied free it usually results in a high number of partly used water bottles being thrown away. If it's hot remind shooters to drink plenty of water and watch overheating. Everyone likes photos to remember the great time they had at your shoot so a photographer is a must. Consider taking a group picture. Assign someone to write an article describing the fun, excitement and drama of the match. The picture along with the article describing the match should be sent to the Gazette for publication so that those that didn't attend can read about what a great time they missed.

Reserve an area at the banquet for the photographer to make formal pictures of the shooters in their Sunday best. If a match sounds like too much work, remember that there is help available. Always feel free to ask CFDA Management for guidance, including CFDA Regulators. Ask others club what works for them, experience is the best teacher. The more information, advice and help you get will make your match more successful.

# **CFDA Match Director Master Checklist**

## **Time Lines**

### **Nine to Twelve Months Ahead:**

1. Contact CFDA to secure available dates and titles.
2. Secure a site location and main sponsor.
3. Seek secondary sponsors.
4. Check other funding sources.
  - A. Room Tax Board (Available in many counties and cities)

5. Contact Law Enforcement and get approval.
  - A. Prepare a presentation booklet with testimonial letters found at CFDA Website.

**Six Months Ahead:**

1. Start planning trophies.
2. Start securing prizes.
3. Make arrangements for CFD Cartridges.
  - A. Note: Match Director is responsible to ensure that ammunitions meets CFDA specs.
4. Submit ad to Gazette.
5. Set up Match Scoring Program/Registration
6. Check site for power, ground design, back stops and levelness.

**Four Months Ahead:**

1. Decide on backstop system.
2. Line up food vendors (if needed).

**Three Months Ahead:**

1. Arrange for extra timing equipment.
  - A. Timers, with light arrays and power supplies.
  - B. Targets with cords
  - C. Ammo Boxes
  - D. Hand Judge Stools
2. Start Organizing Volunteers

**One Month Ahead:**

1. Trophies should be complete.
2. Prizes are collected and ready to go.
3. Check progress on all aspects.

**Two Weeks Ahead:**

1. Invite Celebrities for Charity Match
2. Distribute Posters in local gun shops, western clothing stores, supermarkets.

**One Week Ahead:**

1. Send out Press Releases to the local media, with photos and schedule.

The following page is a check list in no particular order. Make sure that you have a backup for everything especially anything electronic.

**Recommended Check List**

**Remember: Things always work better when they know they can be replaced.**

Ladder	Spare Ink Cartridges	Thumb Switches
Match Ammo	Timer Tables & Chairs	Timer Loop Cords
Backstops	Timers w/ power supplies	Cords
Computer & Backup	Targets w/ Stakes	Light Arrays and spares
Laser Printer & Backup	Target Covers	Sensors with 9v Batteries
Printer Paper	Target Cord Protection	Spare Batteries

Sound Systems  
Microphone /w Wind Cover  
Drawing Cards (Just in case)  
Pre-Printed Score Sheets  
Pens  
Calculator  
3 Hole Punch  
3 Ring Binder  
Stapler  
Paper Clips  
Rubber Bands  
Magic Markers (3 Colors)  
Plastic Utility Box  
Scissors  
Ruler  
Scotch Tape  
Enclosed Scoring Tent  
Tables  
Chairs  
Hand Judge Stools  
White Lightning Grease  
2 Rollers @ area  
Roller Stands with pans  
Buff Colored Tape  
Metal Stakes  
Single Jacks  
Hammers  
Pipe Wrench  
Channel Locks  
Nails 8, 16 and duplex  
Sheetrock Screws  
Staple Guns

Staples  
Wrench Set  
Screw Guns  
Battery Charger  
Duct Tape (Black & Gray)  
Electrical Tape  
Tie Wire  
Pliers  
6 pairs of gloves  
Colored Surveyor Tape  
Utility Knife  
Cartridge Containers  
Fired Brass Buckets  
Bad Ammo Bucket  
Firing Line Boards  
Spikes  
Trash Bags & Cans  
Flagging  
4' Rebar with Caps  
Power Strips  
Banners  
Sponsor Signs  
U.S. Flag  
Shooting Area Signs  
    1. Gun Cleaning Area  
    2. Dry Fire Area  
    3. Target Lane  
        Numbers  
    4. Range A, B, C, etc.  
    5. Shooters Only  
    6. Authorized Personnel  
Extension Cords

Back up Generator  
Gasoline  
First Aid Kit  
Easy Up Tents  
100' Measuring Tape  
25' Tape  
Upside Down Marking Paint  
WD 40 & Paper Towels  
Drinking Water  
Spectator Handouts  
Ear Plugs  
Safety Glasses  
Gun Checking Tools  
Checked Gun Stickers  
Laser for Leveling Targets  
Town Folk Alley

This document is considered a working document, for those of you have organized and hosted a sizable CFDA match, please feel free to add comments that you may like to add. We will list all of the contributors as the list grows. We would also like to hear comments of the effectiveness of having such a list. We also understand that all matches are held in different circumstances, so are set up from scratch at a public site and some are held on a permanent site. Of course, you may delete or add to fit the event that you are putting on.

We hope that you find this information useful, please feel free to make comments and add to this list, as we consider it a working document with a goal to make all CFDA contests even more efficient and fun for all of those involved. Contributors so far:

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