

READ THIS FIRST!!!!

Anyone considering Match Directing a shoot should do three things prior to anything else.

- **Read the current MMSA Club Policies, posted on the club website.**
- **Read the current CMSA Rulebook.**
- **Check the CMSA schedule on their website at www.cmsaevents.com, paying particular attention to major shoots, other shoots in our region, and other shoots in our state already posted.**

Both of these documents answer a lot of preliminary questions that can save everyone time and effort when considering potential locations, arenas, and dates.

A few last points before you start reading this guide. Every shoot is slightly different, this is a generic guide and not everything may apply to your specific shoot or arena. Adapt as needed.

Also, remember, our club is run and supported by volunteers who have lives outside of mounted shooting. Never assume anyone will do anything automatically, always confirm and verify personally that anyone you expect to be available or to do a specific task is able to do so.

Introduction & General Information from CMSA

The Match Director is the single representative of a hosting club or association, responsible for all facets of a CMSA match. There is a tremendous amount of work that goes into a WPQ, State or Regional match. His/her job starts well before the match begins. This guide can be used as a checklist for Match Directors. Most clubs or associations schedule a number of matches during a calendar year. For the purpose of ease we will follow one match from beginning to end in this guide. Clubs/associations may have one Match Director or may assign a different individual for each match.

Scheduling

It is important to get the match schedule out as early as possible. This allows participants plenty of time to schedule your match on their calendar. It is also helpful to work with clubs in your region or area to avoid doubling up on dates and make your shoots complementary to each other. By Rule:

- The CMSA World and National Championships shall be stand-alone events and no other CMSA events shall be scheduled on these dates.
- No other CMSA matches shall be scheduled within a 750 mile radius (established by arena to arena address per mapquest.com) of the location, on the same day as any CMSA Championship Series Event including, but not limited to the Eastern, Western and Central Championships.
- No other CMSA Point matches shall be held on the same days, in the same state, as a State Championship.
- No other CMSA Point matches shall be held on the same days, in the same Region, as a Regional Championship.
- No other CMSA Point matches shall be held on the same days, in the same Region or within a 400 mile radius (established by arena to arena address per mapquest.com), as a Classic Series Championship.
- State & Regional Championships submitted after October 1st, 2014/15 for 2015-2016 season may or may not have this exclusivity.

General Guidelines from CMSA (specifically for State and Regional Shoots, but relevant for all)

As our sport has grown, we have more members traveling now than ever before. To ensure our members a quality match the following guidelines have been established. No, these guidelines are not mandatory, but should be used as a goal to insure a first-rate match as well as satisfied contestants. After all, what you are looking for is repeat contestants, and that equals growth.

Host Club

- Check the web site or call the CMSA office to see which state club has the first option to hold either a Regional or State Championship. If they decide not to host the Championship the option goes to the next highest ranked club.
- Should be held by an established club with at least two years of experience hosting matches.
- Should be accustomed to holding matches of 50 plus shooters.
- Should be willing to work with other clubs in the state or region to make a joint effort of the match.
- NAB Members should assist in match.

Where should the match be held (again this is mainly for State or Regional Shoots but the information is helpful for all shoots)?

- Held centrally in the state or region. Tourist areas are nice.
- Should be held when climate conditions are at their best. Not too hot, not too cold.
- Arena locations will play a big part in your final pick.
- Secure a guest motel.
- Arena
- Covered arena's take Mother Nature out of the picture and ensures your contestants they will be shooting in good conditions. If you use a covered arena advertise as such.
- Minimum size: 100 feet wide by 300 feet long.
- Footing should be that of team penning or barrel racing. (no rocks)
- Should have equipment to work the arena, such as tractor, etc.
- Stalls or pens to accommodate your contestant's animals. Contestants tend to be very concerned about the comfort of their animals when expecting them to be so highly competitive.
- If outdoors and it is dry, make arrangements for watering the arena.
- Have a concession stand available.
- Make sure you have adequate bathrooms.

- It is always nice to have showers if you are having a two or three day match.

Match

- Timing system: Two; with one serving as a backup system.
- Scoring system: One computer and one dry copy by hand.
- Certified Range Masters.
- Announcer who knows our sport.
- Gate personnel to keep the flow going. No one likes dead time.
- To keep the match running smoothly you should average 60 seconds between shooters. Make sure your announcer and gate personnel are aware of this goal. Have someone check to keep you on schedule.
- Ammo should be of the highest quality you can get. Certified is a must.
- Place your armory in the flow of the entry gate so no dead time is created.
- The unloading area should be situated so it doesn't block the exit area of the arena.
- Have plenty of balloon runners and inflators.
- Set stages up to eliminate procedurals. You should use experienced people.
- By following the above guidelines, you should be ensured of a great State or Regional Match.
- Sponsors

Once your shoot has been approved by the club and posted on the CMSA website, it is time to approach businesses or other organizations for award monies and prizes. You need a lot of time to develop this which is why scheduling early is so important. Get into the area where the match is being held. Surrounding tack shops, feed mills and equine supply stores are a good place to start. Do not limit yourself strictly to horse related businesses however. There are plenty of opportunities to gain sponsorship in an area. Use your imagination. This is a sport that sells itself; explain what you are doing and how many people are attending.

The Host Arena

You should physically check out the host arena prior to scheduling a match. You will need to confirm all costs to complete the budget submitted to the MMSA BOD a minimum of 60 days prior to the date you wish to hold the match unless you are limiting participants, then you must submit it 120 days prior. Confirm the cost of arena rent for your event (check your contract if you have one), but make sure to make contact with the owner/manager. Check to see if there are adequate restroom facilities; are there functional restrooms and are they located conveniently for campers and riders or do you need to supplement with portable toilets? Is there a food stand? Is there a cost for camping? Are electric hookups available? Cost? How about horse stalls? Electric hookups for trailers? Barrels for the stages? And MOST important; check out the arena. Is it big enough? Is there an area for the balloon setters to work safely? What about a staging area; entrance and exit gates? Announcer stand? Bleachers? Is the ground acceptable for the kind of running we do? Does the host arena have the means to drag the arena? Cowboy mounted shooting has developed into a very competitive sport with contestants pushing themselves and their horses. Safety is always the first concern, so good ground is paramount to a good shoot. Most of this has already been done before scheduling, however conditions can change and it is important to follow up 45 days prior to the match.

Balloon Setters

Most clubs use balloon setters as a way to keep the match moving. In the case of large shoots, balloon setters are mandatory in order to get the stages done in a timely fashion. It is easiest to find balloon setters in the area of the shoot. Local 4-H clubs, youth riding clubs, church groups, and youth baseball or football teams or other school clubs (check with the local schools) work great. These groups use balloon setting as a fund-raiser to provide equipment for their organization. (You should make it known immediately that there is no live ammo used at these shoots and that there is no projectile. Some clubs do not like children around guns, which is something we work to dispel.) If the host arena does not offer a food stand this may be another opportunity for the club to raise funds by running the food stand as well. It is important that the youth group realizes that setting balloons for a CMSA match can be a very athletic job and it is necessary to have a good number of setters properly dressed (running shoes for sand, no sandals). A typical time from beginning to the next participant is about 75 seconds, which means every 75 seconds they are responsible for removing deflated balloons, placing new balloons, and blowing up 10 balloons. All in a 200 by 150 foot arena. That's a lot of running, so don't sugarcoat it. These kids will be earning their money. It is helpful if you plan to supply a tent for shade, cold drinks and plan on buying a minimum of 1 lunch for each balloon setter. Often it works well to have more than one spot for the balloons setters to work or enter from. This may shorten the distance they have to run to reset the balloons thereby saving time between shooters.

Announcers, Timekeepers, and Computer person and Armorers

Many clubs use volunteers for these jobs but it is good to confirm who will be doing what long before the match starts. It is important that you keep electronic (on the computer) and hard copy (handwritten) scores to ensure accuracy. CMSA provides software for timekeeping. Coordinate with the club Equipment Manager to ensure your equipment will be there. If the Equipment Manager will not be able to attend, you as the match director need to work with them to get the equipment there and ensure someone will be able to set it up.

Ammo and Balloons

You must use certified ammo for a CMSA match. Coordinate with the designated officer within the club to ammo and balloons are in stock or have been ordered, do not assume it will just appear at your shoot, everyone gets busy. Most suppliers need a minimum of 30 days to complete an order, so be thinking ahead. Estimate how many shooters you think will be attending, multiply that by the number of stages you will be hosting. Then add ten percent. That's the amount of ammo you will need for this match. You will need the same amount of balloons.

Promotion

It is important to get all the details of the shoot out to the potential participants as early as possible. This is done on the CMSA website as soon as you submit the schedule. It is also helpful to send out e-mails or hard copy letters reminding shooters of the up-coming match. For bigger matches radio and television media coverage may be used. Generic press releases are available on your Club CD. Flyers posted at neighborhood feed stores and tack shops. The more people exposed to cowboy mounted shooting the more successful your match will be.

Awards

Decide what you need for awards, making sure you cover every level that will be participating. Some matches require buckles so be sure and check with CMSA. Regional Championships require 2 buckles purchased through CMSA. Allow 6 - 8 weeks for buckles to be produced. This should be part of any flyer sent out to encourage participants. Participants like to know what prize structure will be.

Budget

Complete the current MMSA Shoot budget spreadsheet, available on the website in order to determine your entry fees. This also must be submitted to the BOD prior to the shoot being approved. DO NOT CHANGE any of the fields that are not highlighted on the spreadsheet, those are set costs.

Registration/Check In

You must arrange to have individuals handle check in. Some of this may be done in advance via online registration. On the day of the event you must assign someone to be responsible for registration/check in. This will require an organized individual(s) used to handling money. Some cash should be kept on hand to make change. Each contestants CMSA cardholder's competition card MUST be checked to confirm their Class and CMSA number as they register. Ideally check in is handled by the match director or someone familiar with the planning of your shoot so they can answer questions. The match director must be available for questions during check in.

Match Day

Although you are the Match Director, you do not need to do everything. DELEGATE responsibilities to other club directors and members. Most people want to help to feel part of the club and if everyone does something no one will be overworked. It will be a very long weekend if you don't. At the end of this guide there will be a match day checklist.

Before the first shot

Choose your Range Masters. These should be either CMSA certified Range Masters or individuals who are experienced in performing these duties. (Review the Range Masters Handbook). Make sure your support staff is ready: announcer, balloon setters, and timekeeper.

You will need to randomly draw the courses of fire for the day, numbered poker chips is one way of doing this. When drawing for stages, a club may eliminate any stage that the Range Master deems unsafe, and a stage the host club has run already that year. However, there must be a minimum of 20 stages at all times.

After stages are drawn, meet with your Range Masters to discuss possible problems. This is a good time to form an Appeals Board, which should consist of 3 experienced shooters and one alternate familiar with the CMSA rules. Place the names of the Appeals Board in a sealed envelope. If a Range Master is selected for the Appeals Board and their call is being appealed, the alternative should step in.

Safety Meeting

Before the match starts you must give all the riders the rules for the weekend. This safety meeting sets the tone for the match and you can address any special circumstances you will encounter over the course of the match; an example would be your balloon setters are on the east side of the arena and your Range Masters will be directing gunfire away from them. Also, if you are going to be dragging the ground or racking it should be announced here at what intervals

that will take place as to provide consistency and fairness. There is a safety-meeting checklist at the end of this guide to assist you.

Range Masters

Once the safety meeting is complete the arena can be turned over to the Range Master. If possible it is suggested that you, as Match Director, do not act as a Range Master. As Match Director you will need to be able to troubleshoot any problems that may arise.

End of Match

After completion of the match announce when the results will be posted and awards presented. The results will be uploaded by the club scorekeeper to CMSA within 48 hours or the completion of the match. It is the Match Director's responsibility to ensure the computer is delivered to the club scorekeeper as soon as possible in order for this to be completed if the club scorekeeper is unable to attend the match.

Summary

In order to host a successful CMSA match, you, as Match Director, need to do your homework. There will always be minor problems that arise during the course of the match. If the preparation for the match is done, these problems are easy to fix. Remember to delegate responsibilities; you cannot do every aspect of the match. Your job is to make sure every aspect gets done in a professional manner. You are representing both your club and CMSA.

Safety

These points should be covered in your Safety Meeting

All contestants are responsible for their own personal safety and that of their horse. They should also remain alert for other unsafe conditions and/or unsafe conduct by others. All contestants are considered line judges and should take immediate action to remedy an unsafe condition or confront anyone whose conduct is unsafe.

General Safety rules and guidelines

1. All firearms shall be treated as if they are loaded.
2. All loading and unloading of firearms should be done under the supervision of the designated armorer or line judge.
3. All firearms shall remain unloaded until the rider is called to the loading area.
4. No firearm shall be cocked until immediately prior to engaging a target.
5. Riders have final responsibility to make sure their firearms are loaded, check for missing or dented primers, cylinders rotate freely and to be certain they are properly indexed prior to stage engagement. The armorer is not responsible.
6. Competitors are expected to compete safely within their individual capabilities at all times. Do not try to "over ride" your own horsemanship skills. Control your firearm's muzzle direction at all times.
7. All contestants shall be knowledgeable and proficient in the safe use of firearms.
8. Mandatory New Shooter orientation and qualification rides shall be conducted PRIOR to competition.
9. CMSA recommends the use of eye protection and ear protection at all CMSA sanctioned matches.
10. As the national sanctioning body CMSA recommends that Cardholders support the NRA.
11. CMSA recommends the use of a Range Master and a Line Judge, either on foot or mounted, at all CMSA sanctioned events.
12. CMSA further recommends Range Master and Line Judge should be over 18-years of age and a CMSA Certified Range Master.
13. Parents or guardians of minors or their designate may be in the arena when they compete.
14. The rider assumes all responsibility for participation in these events.
15. Deliberate gun twirling in an arena shall be a 5 second penalty.
16. After completing the stage, the contestant shall immediately report to the armorer and unload both revolvers.

Submitting for MMSA BOD Approval

- I. All MMSA Shoots or Events must be approved by the MMSA BOD prior to publishing or advertising of the event.
- J. A budget following the current retention guidelines for shoots or showing the overall expense for an event such as a demo or clinic, must be submitted along with a general outline of the event.
- K. All events must be submitted to the MMSA BOD with a budget and general outline at least 60 days prior to the event (120 days if entries are limited). However, the sooner an event is approved, the sooner it can be posted and advertised. Events that have not been approved by the BOD may not be advertised as MMSA events.

- L. Once the event has been approved, it may be advertised and posted. For shoots, in order to submit the event for CMSA approval, the match director must provide the following information on the arena as well as a completed flyer indicating entry fees and anticially events (such as rifle, shotgun, jackpots, eliminator, etc.). Until this information is received by the club member responsible for posting shoots with CMSA, the shoot will not be approved by CMSA.

Shoot Checklist (when you should do this depends on the arena, but generally 30 – 45 days prior is a good start)

1. Double check with the Hosting arena
 - a. Date confirmed
 - b. Good ground
 - c. Bathrooms
 - d. Camping amenities
 - e. Host hotels and motels.
 - f. Have all contracts and deposits been received by the arena?
2. Balloon Setters - confirm date and time with crew; ensure tent and cold drinks will be available
3. Announcers/timekeepers/computer entry - confirm announcer and support staff; make sure computer equipment and software is available and who will set that up. Make sure there is a PA system available. Confirm support staff
4. Equipment - make sure that the equipment will be brought to the shoot; balloon inflators, poles, cones, timers. This should be coordinated with the club Equipment Manager.
5. Ammo and Balloons - confirm who has these and who is bringing them to the shoot. This should be coordinated with the club President.
6. Shoot Flyer – make sure the correct flyer has been posted and is being advertised in the area.
7. Awards - make sure there is someone handling the awards. This includes ordering buckles, obtaining other prizes, figuring out cash payouts. Etc.
8. Budget - ensure that the budget is being adhered to so that there are no surprises.

Match Day Checklist

1. Support Staff in place
 - A. Someone to setup computer equipment
 - B. PA system
 - C. Timer
 - D. Cones and poles - courses of fire for each stage
 - E. Balloon inflators, pegs etc. Tent for balloon setters; refreshments for balloon setters.
 - F. Ammo table with tent if needed
 - G. Someone taking registration
 - H. Grounds people
2. Balloon Setters - instructed as to what to do and when to do it. Make sure they know when to enter the arena before setting the next stage, either the Range Master's signal or the horse completing the course and under control.
3. Ammo and Balloons - ensure that they are at the shoot; have someone get the balloons to the balloon setters; enough ammo for approximately two stages at a time should be available on the ammo table. Be sure to have someone designated to check between each stage and refill as needed. **DO NOT PLACE ALL THE AMMO FOR THE ENTIRE DAY AT THE TABLE AT ONCE!**
4. Draw Patterns - Patterns for that day only should be drawn just before the safety meeting in public. The pattern should not be set up until just prior to the first shot. No individual should be allowed to walk or run the pattern on horseback prior to the shoot (the exception being if Wranglers are running first on any stage, then a demonstration ride is permitted, please see the current club policies and CMSA rules regarding this). If warm up is allowed in the same arena as the shoot and the pattern is setup, riders should be instructed that they are not allowed to practice the pattern and they should stay to the outside rail.
5. Discretely confirm your Appeals Board. Please see the current club policies for specific suggestions on suitable Appeals Board members. Remember, the Appeals Board should be known only to the match director and members of the Appeals Board to ensure unbiased decisions in the case of any appeals.
6. Safety meeting - assign someone to do the safety meeting. Make sure that all elements of safety are covered; loading, unloading, gun handling, what to do with unfired rounds, where to enter and exit, etc. You

should especially pay attention to those items that are specific to your shoot or arena. All of the other safety issues (listed above) should be covered also. Review the current club policies and safety document.

7. Hand the arena over to your Range Masters. Once they take charge your job in the arena is over, unless someone requests that you convene the Appeals Board. If this occurs, find a private area away from contestants. You need to collect the \$50 in cash. Then you chair the board although you have no voice on the outcome and should remain completely neutral. If the appeal is in favor of the contestant you should return the \$50.00 they put up to convene the appeals board.
8. After the match is concluded the announcer should notify all contestants when and where the awards are being presented.
9. Your final responsibility as Match Director will be to insure that the results get turned in to CMSA after the completion of the match. This is typically done by turning over the club computer with the results to the designated club officer. If they are not present, you need to make sure arrangements have been made for them to receive the computer within 24 hours of the completion of your shoot so that results can be uploaded to CMSA as required.

CMSA Shoot Submittal Information:

- Club: MN1 Minnesota Mounted Shooters Association
- Event Type: WPQ, DWPQ, State, Regional
- Event Name: Please keep as brief as possible.
- Registration Start: The date members can start registering for the event.
- Registration End: This is the date that online registration will end. If you are accepting entries on site this should be the event date.
- Event Start: This is the day of the event, or in the case of multiple day events, the first day.
- Event End: This is the day of the event, or in the case of multiple day events the last day.
- Registration Limit: Limiting the number of registrants requires that events be posted 90 days in advance of the Event Start Date.
- Event Duration: Number of days for THAT event, if it is a weekend of two shoots, each day is posted separately.
- Event Stages: Number of stages for THAT event, if it is a weekend of two shoots, each day is posted separately.
- Event Description: This will be completed by the club member submitting the shoot for CMSA approval. It will be taken from your flyer.

Arena Information – this is for insurance purposes and must be accurate, do not use the match director as the contact information unless they own the arena:

- Arena Name:
- Arena Manager/Owner:
- Ownership Type: Corporation, Partnership, LLC, Sole Proprietorship, or Government,
- Address:
- City:
- State:
- Zip Code:
- Phone Number:
- Fax Number:
- Email Address:
- Main Match Start Date:
- Main Match Start Time:
- Main Match End Date:
- Event Entry Fee:
- Wrangler Entry Fee:
- 3D Jackpot Entry Per Stage:
- 3D Jackpot Seconds Split:
- Clean Shooter Entry Fee:
- Clean Shooter Payback %:
- Eliminator Entry Fee:
- Eliminator Payback:
- Eliminator Added Money:
- Eliminator Runs Concurrent w/Stage 1
- Rifle Entry Fee:
- Rifle Start Date:
- Shotgun Entry Fee:
- Shotgun Start Date:

Stalls and camping information should be included in the shoot flyer and will be posted if possible on the CMSA website depending on individual shoot requirements.



Sample Shoot Flyer

Hosted by
 The Minnesota Mounted Shooters Association
 August 2nd & 3rd
 Simon's Outdoor Arena, Cannon Falls MN
 Two Single Point WPQ Shoots Back to Back!!



<u>Saturday, August 2nd</u>	<u>Sunday, August 3rd</u>
9:00 am -10:30 am Check in/ Entry deadline	8:00am Cowboy Church
11:00 am Mandatory Safety Meeting	8:45am-9:15am Check in/Entry Deadline
11:15am National Anthem / present flags	9:15am Mandatory Safety Meeting
11:30am Main Match	9:30am Main Match
2 Stage Rifle & Shotgun following Main Match	Awards to follow
Awards	
All times are approximate Shotgun Class may be moved to Sunday before Main Match if needed (No lights at this arena)	

Sign-up: Pre-register on online at www.cmsaevents.com by Wednesday, July 30th at midnight to avoid the same day entry charge. If you are not able pre-register online, please call the match director, Dustin Lindahl (507) 254-0606 by the deadline to avoid the same day entry charge.

Match Directors: Dustin Lindahl at dustinlindahl@icloud.com or (507) 254-0606 & Katie Lindahl at katiestockler@hotmail.com.

Location: Simon Arena (Outdoor Arena) 29100 Harry Ave, Randolph, MN 55065

Camping: Primitive camping will be available on Friday and Saturday night (please plan to arrive after 6pm on Friday evening). Tie outs/porta pens are okay, inside stalls available at \$50/weekend on first come, first served basis. Contact the match director with any questions on camping or stalls.

Bluff Country Images will be on site taking photos both days!!

All CMSA Rules and MMSA policies apply. **All Times Are Approximate! You must be a current CMSA member to participate in these shoots.** All CMSA members will be required to show their current CMSA card. Please remember to have a copy of your negative Coggins if you have not already provided one this year. **NO EXCEPTIONS!**

Main Match Entry - 4 stages, no payback	\$55 Saturday / \$55 Sunday
Wrangler Main Match Entry (prizes)	\$15 Saturday / \$15 Sunday
3D Jackpot per stage. \$5 per stage with 100% payback	\$5 Saturday per stage \$5 Sunday per stage
Clean Shooter Pot - \$5 per day, Gender Split, 100% Payback	\$5 Saturday / \$5 Sunday
2 Stage Shotgun	\$30 Saturday only
2 Stage Rifle	\$35 Saturday only
Same Day Entry Fee	\$15

All riders will need to sign the release form at the shoot when signing in. Any minors whose parents will not be in attendance must bring a signed parental release form with them. This form is available on the website, www.mncmsa.com on the forms page.

SHOOT BUDGET FOR MMSA SHOOTS

Shoot name: **Sample Shoot**

Type of Shoot: **WPQ**
 Date of Shoot: **1/1/2015**

Click on the gray box and use the drop down to pick the type of shoot - this will automatically enter the correct CMSA fee below.

Please contact Deb Powell with any questions or potential errors on the spreadsheet at (651) 335-2840 or d_c_powell@msn.com.

INCOME

	Quantity		\$	Revenue
Number of Adult riders	30	Entry fee	55.00	1,650.00
Number of Wrangler riders	5	Entry fee	15.00	75.00
Rifle entry fees	5	Entry fee	35.00	175.00
Shotgun entry fees	5	Entry fee	30.00	150.00
TOTAL MATCH ENTRY FEES				2,050.00
Added Money (100% paid back)				
Other				
Total revenue				2,050.00

Instructions:
 You can change red and blue numbers in the yellow fields. The red numbers are "quantity". The blue numbers are "dollars". **DO NOT CHANGE ANY NUMBERS THAT ARE NOT HIGHLIGHTED IN YELLOW!!!!**

Notes
 Only entry fees for pistol (adults & wranglers), rifle, and shotgun should be entered in the Entry fee section. This is the amount the profit retained by the club will be based on. If fees are passed through (i.e. jackpot, stall fees that are paid directly to the arena, etc.) they do not need to be put in the budget. If any portion of the fee is to be retained for the shoot, then they should be entered as both an income line and the portion not being retained should be entered as an expense. Only enter sponsorship money above that is being paid back to the riders. If it is being used to offset an expense (arena rental, balloon setters, etc.) enter it as a negative number (i.e. -150) in the fixed expense section on one of the lines marked "Other".

Change the number in red to see different options

Pistol payout per entry	\$0.00	percentage of entry fee	0%
Rifle payout per entry	\$0.00	percentage of entry fee	0%
Shotgun payout per entry	\$0.00	percentage of entry fee	0%
Pistol Overall Gender Payout	\$0.00	total	\$0.00
Pistol Reserve Gender Payout	\$0.00	total	\$0.00
Rifle Overall Payout	\$0.00	total	\$0.00
Rifle Overall Division Payout	\$0.00	total	\$0.00
Shotgun Overall Payout	\$0.00	total	\$0.00
Shotgun Overall Division Payout	\$0.00	total	\$0.00

EXPENSES

Fixed expenses		Description	\$			
		Ground rental	150.00			
		Labor (balloon setters, etc.)	200.00			
		Balloon Setters Lunch	50.00			
		Match Director Entry Fee	55.00			
		Equip Manager Entry Fee	55.00			
		Insurance	50.00			
		Sponsorship Credits	-			
		Porta Potties	75.00			
		Other	-			
		Total fixed expense	635.00			
Variable expenses		Riders	Stages	\$ per piece		
		Pistol Ammo	30	4	0.42	504.00
		Balloons	30	4	0.06	72.00
		CMSA Fee	45		5.00	225.00
		Rifle ammo*	5	2	0.70	35.00
		Rifle stages pistol ammo**	5	2	0.42	21.00
		Rifle stages balloons	5	2	0.06	6.00
		Shotgun pistol ammo	5	2	0.42	29.40
		Shotgun pistol balloons	5	2	0.06	4.20
		*assumes 5 rifle shells per stage.	Other			-
		**assumes 5 pistol shells per rifle stage.	Other			-
		Other				-
		Other				-
		Other				-
		Total variable expense				896.60
Rewards/payouts		Quantity	Cost			
		Buckles	0	175.00	-	
		Pistol Overall & Reserve			\$0.00	
		Pistol Payout			-	
		Rifle Payout			-	
		Shotgun Payout			-	
		Added Money Payout			-	
		Wrangler Prizes			25.00	
		Other			-	
		Total Payouts			25.00	

Notes
 Labor is calculated based on \$1.25 per stage per rider (pistol, rifle, and shotgun) with a \$150 minimum. Insurance is estimated at \$50 per shoot for 2015. The match director receives a paid entry at each shoot. The equipment manager receives up to a \$60 credit towards a main match entry per weekend. Balloon setters lunch is estimated as 25% of their payment for budget only.

Notes
 CMSA fee is based on the type of shoot. For DWPQ, State, and Regional shoots, the fee is \$10 per pistol, wrangler, rifle, and shotgun rider. For WPQ shoots, the fee is \$5 per pistol, wrangler, rifle, and shotgun rider.

Notes
 Buckles are for overall buckles (only required for Regional shoots), not move up buckles. Pistol payout and rifle payout are based on the per entry payouts entered to the right. Sponsorship payout is based on the sponsorship money entered in the income section. Default on Wrangler Prizes is \$5 per Wrangler. This can be overridden if needed.

TOTAL MATCH EXPENSES	1,556.60
TOTAL INCOME (GREEN BOX) - TOTAL EXPENSES (RED BOX)	493.40
Profit/Loss	24%

Max profit for a 4 stage shoot is \$750, 6 stage shoot is \$1,000 or 20% of total entry fees or whichever is less.