District 12 4-H Shooting Sports Rifle Match
April 30, 2016
Agent Responsibilities
(Revised 4/27/16)

**Match Directors** – Luis Saldaña & Niki Kaiser
The Match Director is responsible for the conduct of the entire match, and has the authority to make changes in the conduct of the match to improve efficiency, maintain impartiality, ensure safety, and other operational needs.

**Facilities Coordinator** – Travis Treviño
The Facilities Coordinator is responsible for monitoring and handling the effective use of facilities and operational details. Range set-up, target frames, port-a-cans, generator, and other operational details. This Facility Coordinator also must open and close the facility gate and equipment locker prior to and conclusion of the event (open Sat @ 7am)

**Range Director & Chief Range Officer** – Isaac Cavazos
The Range Director is responsible to the Match Director and serves as the Chief Range Officer. The Range Director is responsible for the safe and efficient operation of the range. The range officer conducts the orientation and safety meeting at the beginning of the match.

**Deputy Range Officers** – Frank Escobedo & Rogelio Mercado
The Deputy Range Officer is responsible to the Chief Range Officer and assists them in the safe and efficient operation of the range.

**Assistant Range Officers** – Oscar Galindo, Tony Reisinger & Shelly Elfelt
The Assistant Range Officer is responsible to the Deputy Range Officers and assists them in monitoring people entering and exiting the Range Area (firing line and coach’s observation area) to minimize distractions, noise, and maintain safety behind the firing range area.

**Firing Order & Relay Coordinator** – Makenzie Powell & Barbie Wymore
The Firing Order & Relay Coordinator is responsible to the Match Director and works cooperatively with the Range Director to maintain efficient transition of firing relays and efficient use of the all firing lanes. They are responsible for organizing the competitors in the next relay and communicating firing orders to shooters.

**Chief Statistical Officer** – Niki Kaiser
The Chief Statistical Officer is in charge of all statistical work in connection with the match and is responsible to the Match Director. Duties include verifying team competitor eligibility and classification, scoring targets, tabulating scores and preparing official results.

**Assistant Statistical Officers** - Richard Griffin, Dale Rankin, & Barbie Wymore
The Assistant Statistical Officers are responsible to the Chief Statistical Officer and score targets, tabulate scores, and assist the Chief Statistical Officer in preparing official results.
**Registration & Team Designation Coordinators – Dru Benavides, Dale Rankin & Makenzie Wyatt**
The Registration & Team Designation Coordinators are responsible to the Match Director and work cooperatively with the Chief Statistical Officer to ensure all entries are received and teams are designated prior to the start of the match. Duties include verifying competitors register and check-in, coaches make team designations and turn them in to the registration desk, and that the information is received by the Chief Statistical Officer.

**Target Stewards – Oscar Galindo & Phyllis Varnon**
The Target Stewards are responsible to the Chief Statistical Officer and ensure that targets are taken to the statistical office from the firing range immediately after every relay. Target Stewards ensure that each target is appropriately labeled or marked with the competitors’ identification number and position before they leave the firing range. The Target Stewards also ensure that the targets are not handled by anyone between the firing range and the statistics office.

**Rules & Petitions Directors – Isaac Cavazos, Niki Kaiser, & Luis Saldana**
The Rules & Petitions Directors are an independent group at the match that’s purpose is to receive, evaluate, and make decisions on any formal petition or challenge as it relates to the match. The Rules & Petitions Directors use input from Officer/Director to evaluate any questions on rules or challenges.

**Photographers – Luis Saldana, Onelisa Garza, Makenzie Powell**
Photographers are responsible for taking photos throughout the event as well as coordinate with the Awards Program Committee to stage a photo area for the awards program. Photos on the firing line will be limited to only these individuals and must follow all firing line safety rules and instruction by the Range Officer. All efforts to avoid interfering or distracting shooters must be made. Bring your own camera. All images must be downloaded to the hard drive before leaving the event.

**Awards Program Coordinators – Richie Griffin, Onelisa Garza & Niki Kaiser**
The Awards Program Coordinators are responsible to the Match Director and work cooperatively with the Chief Statistical Officer to prepare the presentation of official results. Duties include arranging the site for the awards presentation, organizing awards, and ensuring a smooth and efficient presentation of the official results and awards.