



REVERE'S
—RIDERS—

**STANDARD OPERATING PROCEDURES:
EVENT DIRECTOR ANNEX**

VERSION 3.1

1 OVERVIEW

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1.1 FOREWORD

This volume is intended for Event Directors, both those starting down the road as apprentices as well as fully qualified volunteers who need a reference guide.

It is primarily oriented at the administrative tasks that are key to ensuring our events go smoothly.

TABLE OF CONTENTS

1	Overview	2
1.1	Foreword	3
	Table of Contents.....	4
1.2	Edition Information.....	5
1.3	SOP Approval	6
2	Administration	7
2.1	Revere's Rider Event Scheduling.....	8
2.2	Event Director Reimbursement Policy	15
3	Event Director Training Progression	17
3.1	General Notes	18
3.2	Checklist of Tasks	19
4	Resources.....	21
	Index of Tables.....	22

1.2 EDITION INFORMATION

1.2.1 REVISION NOTES

This annex is new for Edition 3.0.

1.2.2 REVISIONS AND CHANGES

This manual will be revised on a periodic basis. Please identify changes to this volume to the President and Vice President, or Treasurer (with regard to finances).



REVERE'S
—RIDERS—

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1.3 SOP APPROVAL

18 December 16

Revere's Riders
PO Box 9571
Las Vegas, NV 89191

MEMORANDUM FOR RR CLUB MEMBERS

The enclosed Standard Operating Procedures address typical activities. On 25 April 2015, the RR Board of Directors reviewed the initial SOPs and passed the following resolution:

WHEREAS, the board of directors has reviewed the proposed Standard Operating Procedures (SOP),

WHEREAS, the SOP are based upon best practices in our field,

RESOLVED, that the proposed SOP are approved and in effect,

RESOLVED FURTHER, that the board shall review the SOP annually,

RESOLVED FURTHER, that the President or Vice President may approve additions, subtractions, or other changes to the SOP from time to time, except that neither shall remove any safety precautions.

This revision reflects an annual update and does not affect safety procedures. Drafts were circulated among the membership for 30 days and inputs solicited. The updated SOPs is ~~approved~~ / ~~rejected~~. It will go into effect immediately and be reviewed on at least an annual basis. It supersedes any previous versions, effective 1 January 2017.

Respectfully,

//SIGNED-CMS18DEC16//

Christopher M. Seidler

2 ADMINISTRATION

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2.1 REVERE'S RIDER EVENT SCHEDULING

2.1.1 GENERAL OVERVIEW

The following procedures outline how to get an officially sanctioned RR event sanctioned and scheduled. It is important to follow these procedures. Events which are not properly scheduled or sanctioned may not be covered by our insurance. The key steps are to square away the following elements:

- Before the Event: “The Five Ss for Success”
 - Site
 - Scheduling
 - Selling Tickets
 - Structuring
 - Staffing
 - Supplies
- Day of the Event
- After the Event

2.1.2 BEFORE THE EVENT

2.1.2.1 SITE: GAIN APPROVAL FOR THE FACILITY

RR requires some key information about each site to be submitted before an event can be scheduled at that facility. Information about the facility can be submitted via our website. Refer to the “how to” guide in Rider’s Resources: <http://www.reveresriders.org/about-us/membership-information/riders-resources/>

RR **requires** this information to be submitted for any venue where loaded firearms will be present or where there is a significant and unusual degree of potential liability. It is optional but recommended for other venues such as speaking engagements in public places.

The speed at which a new range can be approved varies depending on the size of planned events and the type of range. Some range features and larger facilities require us to notify the insurance provider. This information will be used to help schedule events at that site in the future, cutting down on paperwork.

Please allow up to 30 days for routine requests to process assuming insurance involvement is required. It is possible to expedite the process in some cases, but it is best to plan ahead.

Planned Event Size	Range Type	Actions
Very Small: <30 active participants at a time:	Any	RR officer reviews and approves. Non-standard ranges may require discussion about risk mitigation.
Small: ~31-50 active participants at a time	NRA-Type Standards	RR officer reviews. If needed, consults insurance provider for advice.
Small: ~31-50 active participants at a time	Informal (“Back 40”)	RR officer reviews and approves with advice from insurance agent.
Large: ~51+ active participants at a time	Any	RR officer collects range data and forwards to agent.
Any	Range needs to be added as an “additional insured”	RR officer collects range data and forwards to agent; treasurer pays insurer for certificate to be mailed to range POC.

When a RR officer “publishes” the event page on the website, that is the “approval” step.

2.1.2.2 SCHEDULING EVENTS

Once you have a location approved, it is time to schedule your event. Any Event Director can log in to the website and create their event using the “How-To” Guide: <http://www.reveresriders.org/about-us/membership-information/riders-resources/>.

An officer can then review the events and approve them for execution. Publishing the event listing on the website is the approval step. A wide variety of events can be scheduled:

“THE PRESIDENT, VICE PRESIDENT, SECRETARY OR THEIR DESIGNATES MAY SANCTION AND SCHEDULE ANY OF THE FOLLOWING EVENTS: ANY NRA COURSE TAUGHT BY AN NRA CERTIFIED INSTRUCTOR, ANY MATCH BASED ON AN NRA/CMP/RR COURSE OF FIRE, THE RR FIRST STEPS RIFLE COURSE OF FIRE, THE RR BASIC RIFLE COURSE OF FIRE, THE RR FIELD RIFLE COURSE OF FIRE, ANY SHORTER CLINICS DERIVED FROM OTHER APPROVED COURSE CONTENT, ANY NON-FIRING EVENT, AND ANY LIVE FIRE COURSE WHICH IS SUBSTANTIALLY SIMILAR TO THE ABOVE OPTIONS WHICH POSE NO UNDUE RISK OR SAFETY ISSUES. THE BOARD OF DIRECTORS WILL REVIEW AND APPROVE NEW COURSES OR SPECIAL EVENTS WHICH DO NOT FALL INTO THE ABOVE CATEGORIES.”

2.1.2.3 SELLING TICKETS

Club officers will set appropriate pricing scales for RR events. Event directors may request deviations from the established pricing scales on a case by case basis.

Tickets are primarily sold on the Revere’s Riders website.

2.1.2.3.1 GENERAL ADMISSION

The standard pricing plan for 2017 events is:

	Two Day			One Day			Half Day		
	General	Early Bird	Discount	General	Early Bird	Discount	General	Early Bird	Discount
Basic	\$80	\$60	\$40	\$60	\$50	\$30	\$45	\$40	\$20
Intermediate	\$150	\$130	\$75	\$100	\$90	\$50	\$50	\$45	\$25
BB Gun Range/Youth	Generally free – donations or range fees only								

Basic classes include Basic Pistol and Basic Rifle. Intermediate classes include field rifle, carbine, and future intermediate pistol classes.

The intent of charging more for advanced classes is to use these higher-end classes to fund operations, cover higher reimbursements for supplies, and enable smaller class sizes.

2.1.2.3.2 ADDITIONAL FEES

Additional fees include range fees, fees for youth ammunition support, or surcharges for NRA program materials. These may be collected in cash the day of the event, or built into the ticket price so that the treasurer can cover the expense with a check.

Fees may not be charged for loaner rifles or equipment.

2.1.2.3.3 EARLY BIRD DISCOUNTS

In order to promote early pre-registration, all events have an “EARLY BIRD DISCOUNT.” Early bird pricing is equal to General Admission minus \$20 (two day events), \$10 (one day), or \$5 (1/2 day). Early bird pricing closes two weeks prior to the event in order to allow time for the event director to arrange for supplies and volunteer support.

2.1.2.3.4 DISCOUNTED ADMISSION

Some shooters, at the event director’s discretion, get discount tickets (1/2 off the general admission price). Typical categories include:

- Youth
- Elected Officials
- Law Enforcement
- Military (varies between active duty, national guard/reservists, or all veterans)
- Teachers

Early Bird pricing does not apply to discounted admission.

2.1.2.3.5 MEMBER DISCOUNTS

Sustaining Members may receive discounts on tickets to be set by the Board and officers.

2.1.2.3.6 OTHER FREE OR DISCOUNTED TICKETS

The Event Director may offer free or discounted tickets to the event at their discretion. Discounted tickets may be the standard half-off tickets, or may be a coupon code for a specific amount off.

2.1.2.4 STRUCTURING THE EVENT

Event directors are responsible for ensuring there is a good mix of Shooting Sports, American History, and Civic Engagement at each event. As a rule of thumb, 70% of the event should be devoted to the primary focus, 20% to the secondary, and 10% to the tertiary. For example, an eight hour full day shooting class might have 5.5 hours of shooting, 90 minutes of History, and 45 minutes of Civic Engagement spread across the day. Remember that events can and should be broken into chunks, and rotating between the focus items gives a chance for students to physically rest and take breaks.

2.1.2.5 STAFFING: LINING UP THE RIGHT PEOPLE

Per our bylaws and insurance policy, only probationary, junior, and full RR members are covered by liability insurance at our events. All workers to be covered by insurance must sign up as an RR member with the Secretary prior to the event. The membership application can be found on our website:

<http://www.reveresriders.org/about-us/membership-information/>

Non-members may assist with an event, but they must sign a liability waiver form like any other event participant and it must be clear to all that they are not acting as a RR member. This is not necessarily a problem; for example, it may be appropriate to have guest speakers, guest instructors, or competition shooters support an event or clinic.

Shooting Sports – American History – Civic Engagement

Most events must have a fully qualified “Event Director” present. The event director is responsible for the overall staffing of the event. If the event director does not hold the proper instructional endorsements, then they must assemble a team with the required skills.

Assistant Event Directors are permitted to run half day shooting events with a maximum of eight participants so long as a 2:1 student/staff ratio is maintained during all live firing. They may run non-firing events with any ratio and no maximum number of students.

Minimum staffing requirements for common events are summarized in the below table:

Event Type	Event Director	Chief History SME	Chief Instructor
½ Day Events	Assistant+	Assistant+	Assistant+
Full or Two Day Events	Certified	Certified	Certified

Table 1 Minimum Event Staffing Requirements

2.1.2.6 SUPPLIES: LINING UP THE RIGHT STUFF

Event directors are responsible for obtaining appropriate supplies to run their event. Each event has a budget set in the reimbursement policy; in general event directors can be reimbursed for each paid attendee per day to cover supplies (c.f. reimbursements). This includes all supplies to include consumable and non-consumable items. By decentralizing supplies as much as possible, we save significant shipping costs.

Some supplies can be mailed out from the RR Quartermaster because they’re cheaper to procure in bulk. To review what is currently available and request these supplies, submit a request through the quartermaster requisition form linked via Rider’s Resources: <http://www.reveresriders.org/about-us/membership-information/riders-resources/>

Quartermaster requisition is a manual process. Contact the quartermaster directly to confirm your request has been received!

Event directors should think carefully about the supplies they’ll need to run events. Below is a list of recommended supplies. There are a number of sources for printing targets. All of our materials are in commonly available paper sizes, so you can source copies online (<http://www.docucopies.com/>), or through any local copy shop (UPS Store, Kinkos, Vistaprint, etc). If you must, you can use a home printer but this is likely to be slow and more expensive.

If an event director cannot figure out how to source an item they can contact the Quartermaster.

2.1.2.6.1 TARGETS

Standard targets are available for download on the Member’s Only area of the RR website here: <http://www.reveresriders.org/wordpress/about-us/membership-information/riders-resources/>

Shooting Sports – American History – Civic Engagement

The standard target size we use is based on a 21" circle (diameter) scaled for use at various distances and presented in a variety of shapes (bells, triangles, circles, etc) for the sake of variety. This target is the same size as a traditional Army "Fox" prone Silhouette. The "5V" target "4.333" point scoring line is this size (if there were to be a 4.333 score zone in between the four and five rings).

A 31" circle (diameter) is the same size as a traditional Army "Echo" Silhouette and is used as an option in some cases.

A number of commercially available targets are also compatible with our courses of fire. Pistoleer.com stocks many, as does the National Target company (NT offers NRA instructor discounts).

- Full Size KD 5V "A" Targets: <http://www.pistoleer.com/shooting-targets/highpower/>
- Dog: <http://www.pistoleer.com/shooting-targets/competition/>
Order 27¾" x 21" D-PRONE 200/300 Yard NTIT for use at 100/200/300/400 yards
- Echo Standing Silhouettes: <http://www.pistoleer.com/shooting-targets/competition/>
Order FACER(black) 500/600 Yard NTIT 19½" x 40" (P) for use at 100/200/300/400 yards
Order ITT-6/2 200 Yard E-Style 8¾" x 20" for scaled reproduction
- IDPA Targets: Multiple Suppliers

2.1.2.6.2 PROMOTIONAL MATERIALS

Promotional Materials are available for download on the Member's Only area of the RR website here:
<http://www.reveresriders.org/wordpress/about-us/membership-information/riders-resources/>

2.1.3 DAY OF THE EVENT

2.1.3.1 LIABILITY WAIVERS

All participants at live fire events are required to sign the RR Liability Waiver form. These forms protect all volunteers at the event as well as the organization as a whole. Even if the event goes smoothly, it is possible for lawsuits to occur well after the day is over. Event Directors should retain a copy for their records. Emailing scanned or photographic copies to Secretary@reveresriders.org is preferred. Hard copies can be mailed to:

Revere's Riders
ATTN: Liability Release Forms
PO Box 9571, Las Vegas, NV 89191

2.1.3.2 MODEL RELEASE FORMS

All participants are required to sign the RR Model Release form if we are to use their photograph. Event Directors should take note of which participants decline to sign the form and ensure that photographs of those individuals are not published by RR members at the event. We cannot control photography by non-RR members. Model Release forms should be submitted to the RR Secretary in a manner similar to the liability forms.

2.1.3.3 MONEY COLLECTED

We strongly encourage online sign-up and online sales of "swag" items to minimize the compliance and reporting burden on RR members in the field. If you do collect money at an event, make an accounting

Shooting Sports – American History – Civic Engagement

for it and report excess to the Treasurer when you submit your expense voucher; the Treasurer will then provide instructions. RR members who choose to sell items at an event in their capacity as RR Members must coordinate with the treasurer to ensure that local, state, and federal requirements are satisfied.

Please encourage participants who wish to donate to make checks payable to “Revere's Riders.”

2.1.3.4 IF SOMETHING GOES VERY WRONG...

The Event Director is fully authorized and expected to take immediate actions if there is a safety or medical emergency. Resolve the situation per SOP and with good judgment. After the immediate situation is controlled, contact the RR Officers and inform them of what happened. Do not make any statements admitting guilt, promising specific restitution, or so on until RR Officers have coordinated with the insurance company and legal counsel.

If a participant is dissatisfied with their experience but there is no safety or liability issue, please feel free to provide them an appropriate contact (Executive Officer for appropriate area, President, or Vice President) for further discussion. Officers can issue refunds via the website.

2.1.4 AFTER THE EVENT

2.1.4.1 REIMBURSEMENTS

Refer to the Reimbursement Policy for more details. File for reimbursement using the online form linked via Rider's Resources: <http://www.reveresriders.org/about-us/membership-information/riders-resources/>

2.1.4.2 AFTER ACTION REPORT

Event Directors or their designee are requested to conduct an internal AAR session with their crew. Using these inputs, they then submit After Action Reports:

- Short Social Media Blurb: Please provide a short paragraph (few sentences maximum) to the Social Media team with any photos of the event to share on Social Media. Email: CE@reveresriders.org.
- Internal Report: Please draft an internal report with significant lessons learned and key metrics. Post to web forum or fill out the appropriate web form (once available, will be linked via Rider's Resources).
- Public Report (optional): In addition to the brief social media blurb, we can host a longer discussion on our website or blog with more photos. This is a great way to highlight special events, publicly thank the volunteer crew for their hard work, and recognize participants for their achievements. All event directors can draft these reports on the website. Refer to the How To Guide in Rider's Resources.

2.1.4.3 CLERK

If possible, appoint a volunteer as the “clerk.” Delegate the paperwork to this individual, and ensure that they do not forget to submit waiver and model release forms as described above.

2.1.4.4 EXCESS SUPPLIES

Event Directors or their designee should ensure that excess supplies funded by RR – especially non-consumable training aids which can be used in the future – are properly secured and accounted for.

2.2 EVENT DIRECTOR REIMBURSEMENT POLICY

2.2.1 GENERAL NOTES

Refer to the main SOP volume for the philosophy, general policy, filing procedures, individual reimbursements (for example, for travel), and advance procedures. This volume includes only extra details relevant to Event Directors.

2.2.2 FEES AND MONEY

To the maximum extent possible students should use online sign-up to minimize the need for handling cash at events. Event Directors may choose to collect cash to cover range fees at the event.

After events, the event director can fill out an event an Event Reimbursement Form to ensure all costs are reimbursed. Any cash collected on site must be mailed to the treasurer. If alternate arrangements are required please work with the treasurer before the event occurs.

Each individual volunteer at the event can file an Individual Reimbursement Form for their personal expenses.

2.2.3 SPECIAL EVENT DIRECTOR REIMBURSEMENT

- **Supplies for Events (consumables, non-consumables, fees, promotional materials, etc)**
 - **Basic Events:** Actual cost, not to exceed \$15 per paid participant per day of the event. Consult with treasurer in advance if costs are projected to exceed the above threshold.
 - **Carbine, Field Rifle, & Advanced Pistol Program:** For programs where higher fees are charged, supply reimbursement is raised to actual cost, not to exceed \$30 per paid participant per day of the event. Consult with treasurer in advance if costs are projected to exceed the above threshold.
- **NRA Program Materials:** Actual cost, not to exceed \$15 per paid participant per event. These are specifically for mandatory NRA course packets and similar materials that NRA instructors are required to provide. The course or ticket type must be designated as an NRA course when scheduled to be eligible for this reimbursement so that we charge an appropriate premium.
- **Light refreshments for volunteers:** Actual cost, not to exceed \$2.50/volunteer/day. Event directors may provide light refreshments such as coffee, doughnuts, snacks, bottled water, etc as a de minimus fringe benefit.
- **Gifts or Awards:** Actual cost, not to exceed \$12.50/recipient (50% of IRS Rate) or \$25/day. Gifts or awards should be intended to motivate volunteers, recognize members for contributions, or recognize a generous host.
- **Ammunition for youth shooters:** Actual cost, not to exceed \$15 per day per paid youth shooter. Ammunition must be of .22LR caliber and from a major, reputable manufacturer. When scheduling the event, the “Youth Ticket with Ammunition Provided” must be an option so that we charge an appropriate premium.
- **Half-Day Events:** Reimbursements above are the same for events of less than one full day.
- **Two Hr Events:** Matches and other similar events less than a half day in duration are reimbursable at \$5 per paid participant per day.

2.2.4 OTHER REIMBURSEMENTS

The treasurer may authorize other expenses on a case by case basis. For example, if a volunteer agrees to do a bulk order of supplies at a lower price and then ship those supplies to others, the treasurer may reimburse the costs and postage. Another example might include a promotional project, or unique expenses required to get essential personnel to an understaffed event. Any such reimbursement must be done on an accountable basis, and authorization should be sought in advance prior to obligating any funds.

2.2.5 LIMITATIONS ON REIMBURSEMENT

Reimbursement is at the discretion of the Treasurer based on the current state of finances. If reimbursement is an issue, check with the Treasurer before the event.

All expense forms should be filed within 14 days of the events. Late forms may be accepted up to 60 days after the event but are a lower priority for reimbursement.

Break-Even Events. In general, RR events should be run on a break-even basis. RR has limited resources, and we urge our members to be good stewards. It is the event director's responsibility to monitor the financial status of their event.

The treasurer will work directly with event directors if it appears that there are events with excessive costs. *As a general rule of thumb, event directors should ensure that they have one paying student for each local RR member who intends to seek reimbursement at an event, and two or three students for each instructor who requires overnight travel.*

The treasurer has the discretion to limit the reimbursement for very poorly attended events. If this is necessary, the treasurer should inform members at least 48 hours before travel costs or other expenses are incurred.

There is an exception for events of great value to our Mission, which may be run on a cost-deficit basis. For example, events entering a new market, events serving youth (such as NRA's Youth Day), etc. may not break-even.

\$500 Cap. In no circumstance can non-accountable reimbursement to any volunteer exceed \$500 in any calendar year without approval of the Board of Directors. This cap only applies to any payments which are not part of an accountable plan payment. Payments which are part of an accountable plan where each expense is substantiated (i.e. almost all normal reimbursements) are not considered on the annual \$500 cap.

Non-accountable payments in excess of \$500 may compromise the volunteer's liability protection under the Federal Volunteer Protection Act. Payments in excess of \$600 may require additional IRS paperwork to be filed. This also ensures that volunteer workers do not inadvertently become considered independent contractors or employees, which could compromise the club insurance and cause significant financial publications for the club and the volunteer.

3 EVENT DIRECTOR TRAINING PROGRESSION

3.1 GENERAL NOTES

3.1.1 PURPOSE

The purpose of RR Event Director Endorsement is to establish a fundamental baseline of knowledge, skills, and attitudes for RR Members to organize and lead RR events.

3.1.2 TIMELINE

The Event Director endorsement is intended to be completed through at least two events with 24+ hours of on the job training.

3.2 CHECKLIST OF TASKS

TASK	DATE	LOCATION	MASTER NAME	MASTER INITIAL
APPRENTICE EVENT DIRECTOR				
Complete RR-BIT (Certified)		N/A	N/A	N/A
Complete Storyteller (Assistant)		N/A	N/A	N/A
Be a Full RR Member		N/A	N/A	N/A
Shadow an Event Director				
Apprentice Upgrade Complete				
ASSISTANT EVENT DIRECTOR				
Serve as Acting Event Director for a ½ Day or Full Day Event		N/A	N/A	N/A
<u>Test: RR Policies</u>				
Sign up a new facility				
Schedule an Event				
Order supplies w/ budget				
Submit Reimbursement				
Opening Comments at Event				
Lead Civic Engagement Talk				
Recruit new RR Member				
Assistant Upgrade Complete				
CERTIFIED EVENT DIRECTOR				
Serve as Acting Event Director for a Two Day Event, or 2xOne Day Events		N/A	N/A	N/A
Know the RR Civic Engagement Goals				
Lead Civic Engagement Talk				
Certification Upgrade Complete				
MASTER EVENT DIRECTOR				
Be a Full RR Member		N/A	N/A	N/A
Be 21+ Years of Age		N/A	N/A	N/A
Work 3+ RR Events as an Event Director				
RR Officer Approval				
Master Upgrade Complete				

Table 2: Event Director Task List

3.2.1 EVENT DIRECTOR SPECIAL INSTRUCTIONS AND CLARIFICATION

RR Event Directors are individuals with sound judgment and experience well versed in administrative procedures to ensure an event runs smoothly. The upgrading volunteer should go through all steps to plan and execute an event; the Master instructor can simulate some steps (for example, if working an established range, simulate signing up a new facility).

Two Civic Engagement Talks are required. Assistants are to lead a generic ~5-10 minute discussion. Certified instructors are to have a plan to tailor their comments to their specific audiences, including how to tailor comments on day one versus day two of a multiday event which may require preparation of more content. Example topics include encouraging the general public to participate in civic life, educating the general public on civic participation, fostering an appreciation for the freedoms and liberties provided by American civic life, approaching a partner organization, or similar topics.

Assistant Event Director candidates must know how to welcome potential volunteers to the organization and sign up them up as Apprentices.

4 RESOURCES

INDEX OF TABLES

Table 1Minimum Event Staffing Requirements.....	12
Table 26: Event Director Task List.....	20