

Inter-County Rifle League
Standard Operating Procedure 1.2 Rev 0
August 29, 2005
Match Postponement Procedure

1.0 Purpose

- 1.1** The purpose of this procedure is to provide timely communications in the event of an ICRL match postponement.

2.0 Definitions

- 2.1** ICRL – Inter-County Rifle League.
2.2 Primary and Alternate Contact Persons – The contact persons identified in the ICRL Call List.
2.3 SOP – Standard Operating Procedure.

3.0 Responsibilities

- 3.1** Primary Contact Persons (Listed first in the ICRL Call List)
3.1.1 Develops and maintains a list of their team members including phone numbers (home, cell, work, etc.) and email addresses.
3.1.2 Notifies the League Secretary of any changes in their contact information.
3.2 Alternate Contact Person - Performs the duties of the Primary Team Contact Person in the event the Primary Team Contact Person is not available.
3.3 Team Members - Notifies their respective Primary Contact Person of changes in their contact information.
3.4 League Secretary - Includes a review of the ICRL Call List in each league meeting agenda.

4.0 Guidelines for Match Postponement

4.1 Outdoor Matches:

- Sustained light rain (Ranges without cover only).
 - Sustained heavy rain
 - Thunderstorms
- 4.1.1** If an outdoor match is scheduled under questionable wet weather conditions, shooters are advised to bring an umbrella, appropriate footwear and a plastic sheet for under the shooting mat.
- 4.1.2** If thunderstorms occur in the area or nearby upon arrival or after the start of a match, the match shall be postponed.

4.2 Indoor Matches

- Snow/Ice that would make traveling hazardous.
- Fire

5.0 Match Postponement Procedure

5.1 Outdoor Matches

5.1.1 Sponsoring Team Primary Contact Person

5.1.1.1 Makes the decision to postpone a match and starts the notification process no later than 4:00 PM for night matches and no later than 7:00 AM for day matches.

5.1.1.2 Notifies the following individuals by phone and email preferably in the following order:

- Website Manager
- League Primary Contact Persons
- Home Team Members
- League Secretary (Phone or email).

5.1.2 Website Manager

5.1.2.1 Posts a postponement message on the website Home Page, which includes the postponed date and location. This message will remain on the “Home” page for 1 week.

5.1.2.2 Updates the “Schedule” page on the website with the postponement information (red printing).

5.1.3 League Primary Contact Persons - Notifies their Team Members by phone and email of the postponement.

5.1.4 Team Members

5.1.4.1 Reviews their phone messages, email and website (www.intercounty.org) for postponement messages.

5.1.4.2 Updates their personal calendars with the postponement information.

5.2 Indoor Matches

5.2.1 Either the home team or the visiting team may postpone the match due to local conditions in their respective area. In this case, the communications are between the home team and visiting team contact persons.

5.2.2 The postponed match shall be scheduled as soon as possible to expedite match results bulletins.

5.2.3 The home team contact person shall notify the League Secretary of the postponement.

6.0 Forms (Blank)

7.0 Document Control

7.1 The SOP originator is responsible for maintaining this procedure and uploading to the website.

7.2 The website document is the controlling document. Any copy of this procedure that does not comply with the date and revision number of the controlling document shall be rendered obsolete.