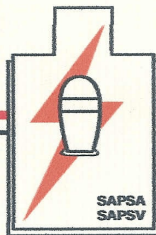


**The South African Practical  
Shooting Association**



**Die Suid-Afrikaanse  
Praktiese Skietvereniging**

Affiliated to the / Geaffilieer met die  
INTERNATIONAL PRACTICAL SHOOTING CONFEDERATION

## CHIEF RANGE OFFICER GUIDE

## **FOREWORD**

This guide started out as a short guide to the Chief Range Officer on how to manage a level I or II competition, or participate in a national level competition, but escaped and soon grew to include more. There is intentional duplication with other SAPSA guides, manuals, etc as much of the information is applicable to many appointments. This guide is intended to be complete so that the minimum of reference to other documents is necessary.

This is, of course, only a guide and does not claim to be the one and only answer to the Match Director's questions. There is nothing that can replace common sense. Any and all inputs to improve this guide will be appreciated and can be directed to the SAIRO Executive.

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### **Acknowledgement**

This guide started out as a paraphrase of the IROA Level II Seminar based on the 2004 IPSC Rules. It escaped and has grown out of control from there, has been edited, lots of other stuff have been added. The sources have been indicated as far as possible.

Compiled and edited by Daan Kemp. Inputs by Paddy Quinn.

## CHIEF RANGE OFFICER GUIDE

Appendix	A: Chepit's Tips
	B: Reshoots
	C: Equipment sheet
	D: Chrono Sheet

### CHAPTER 1: INTRODUCTION

This guide is designed to assist you in taking the next step in the natural progression of IPSC Officials, ie the transition from Range Officer to Chief Range Officer. You will find that your responsibilities expand dramatically, although much of the work remains the same. This guide will address the roles and duties of various range officials, multi match management skills, the procedures of match planning and the guidelines and regulations of course design.

The task of training range officers to become Chief Range Officers is vital for the continued safety and efficient conduct of IPSC shooting. Officials are the backbone of IPSC competition, and **good** officials always bring desire, enthusiasm, and commitment to the sport. There is a direct relationship between the quality of the officiating and the quality of the competition. Fact: the better the officials and the officiating, the better the match.

The importance of high quality officials cannot be overstated. Range Officials are an essential component of our competitions. In addition to ensuring the safety of our competitors and spectators, they provide credibility and structure. Competent, professional IPSC officials are the backbone of organized matches. Without them the IPSC competition programme would be very difficult.

The ***International Range Officer Association*** and the many National Range Officer Associations, including SAIRO, were established to provide in this requirement for range officials. They are intended to provide the structure for the creation, recognition, and administration of Range Officers. These organizations ensure that IPSC Range Officers are the best trained, the best qualified, and the best prepared range officials there are, all to a world wide standard.

Final thought: Remember the reasons why competitors shoot large important matches.

Proficiency. To see how they compare to the best. This is why it is important to show all the scores and have daily postings so competitors, no matter what level, can track their performance.

Friendship. To meet other people sharing the same interests. This happens naturally but creative squadding can help, i.e. national teams with other national teams, and not with others from their own region, etc. This is one reason why a general lunch break is recommended.

Education. Learn more about the sport. For this reason it is important to consider what competitors will learn from this match and take back with them.

## CHAPTER 2: ROLES AND RESPONSIBILITIES

### ROLE OF THE CRO

1. The role of the CRO is defined in the IPSC rule book in Section 7.1.2. “The Chief Range Officer is the match official with overall responsibility for one or more courses of fire. The Chief Range Officer has absolute authority in all matters of safety and the CRO’s authority extends to include all competitors, spectators and other persons in the vicinity of the range. The Chief Range Officer is responsible for the fair and equitable application of all procedural and scoring rules (under the authority of the Range Master).”

2. As experienced Range Officers, you will take on new responsibilities on becoming a Chief Range Officer. Certainly, you will still act as the primary official (who does it all) at league and club matches but you will also be placed in charge of a complete range team in larger matches. You will very likely be required to manage a number of stages and teams at Level III and higher matches. You will become a manager of sorts. The planning and preparation of safe high-quality courses of fire as well as the direction of other officials and the smooth “on time” operation of a number of stages will be your job. Other officials will look to you to provide competent decisions on rulings they will have to make as part of your team. You will become an extension of the Range Master. Experienced CROs are often appointed as Range Master at level I and II matches, providing experience and development.

### RANGE MASTER

3. All the IPSC rules relevant to the Range Master are quoted below. This is quite lengthy but will give you an idea of what the duties of an CRO will be, being the understudy of the RM to some extent. Some aspects are highlighted to indicate the specific authority of the RM. This will assist the CRO to know when to take initiative and when to obtain the RM’s approval first.

4. This is the only place you will find all the rules pertaining to the RM in one place, except if you extract it from the Rules yourself. It is in many ways an eye opener to see what the RM’s duties actually are and what authority and responsibility he really has.

5. The rules are not in number order but start at the beginning of the competition and continues through it to arbitration and calibration. Only the relevant part of the rule is quoted to keep it as short as possible.

#### Appointment

7.3.1 Match organizers must, prior to commencement of a match, appoint a Match Director and a Range Master to carry out the duties detailed in these rules. The nominated Range Master should preferably be the most competent and experienced certified Range Official present (also see Rule 7.1.5). For Level I and II matches a single person may be appointed to be both the Match Director and the Range Master. [Note: If we always appoint the most competent and experienced official when will the rest get the opportunity to be competent and experienced? There should always be an understudy that is appointed to learn]

7.1.5 Range Master (“RM”) – **has overall authority over all persons and activities within the**

**entire range, including range safety, the operation of all courses of fire and the application of these rules.** All match disqualifications and appeals to arbitration must be brought to his attention. The Range Master is usually appointed by and works with the Match Director, however, in respect of IPSC sanctioned Level IV or higher matches, the appointment of the Range Master is subject to the prior written approval of the IPSC Executive Council.

7.2.1 The Range Master has **authority over all match officials** other than the Match Director (except when the Match Director is actually participating as a competitor at the match), and is responsible for decisions in matters concerning conduct and discipline.

## Match Officials

7.1.1 Range Officer (“RO”) – issues range commands, oversees competitor compliance with the written stage briefing and closely monitors safe competitor action. He also declares the time, scores and penalties achieved by each competitor and verifies that these are correctly recorded on the competitor's score sheet (under the authority of a Chief Range Officer and Range Master).

7.1.2 Chief Range Officer (“CRO”) – is the primary authority over all persons and activities in the courses of fire under his control, and oversees the fair, correct and consistent application of these rules (under the authority of the Range Master).

7.1.3 Stats Officer (“SO”) – collects, sorts, verifies, tabulates and retains all score sheets and ultimately produces provisional and final results. Any incomplete or inaccurate score sheets must be promptly referred to the Range Master (under direct authority of the Range Master).

7.1.4 Quartermaster (“QM”) – distributes, repairs and maintains all range equipment (e.g. targets, patches, paint, props etc.), Range Officer appliances (e.g. timers, batteries, staplers, staples, clipboards etc.) and Range Officer rations (under direct authority of the Range Master).

7.1.6 Match Director (“MD”) – handles overall match administration including squadding, scheduling, range construction, the coordination of all support staff and the provision of services. His authority and decisions will prevail with regard to all matters except in respect of matters in these rules which are the domain of the Range Master. The Match Director is appointed by the host organization and works with the Range Master.

7.2.2 In the event that a Match Official is disciplined, the Range Master must send a report of the incident and details of the disciplinary action to the Match Official's Regional Director, the Regional Director of the Region hosting the match, and to the President of the International Range Officers Association (IROA).

7.2.3 A Match Official who is disqualified from a match for a safety infraction while competing will continue to be eligible to serve as a Match Official for the match. The Range Master will make any decision related to an official's participation.

7.3.2 References in these rules to Range Officials (e.g. "Range Officer", "Range Master" etc.), mean personnel who have been officially appointed by match organizers to actually serve in an official capacity at the match.

## Stage administration

**2.1.1 Physical Construction – Safety considerations in the design, physical construction, and stated requirements for any course of fire are the responsibility of the host organization subject to the approval of the Range Master.**

**2.3.1 Match Officials may, for any reason, modify the physical construction or stage procedure for a course of fire, provided that such changes are approved in advance by the Range Master.**

2.3.3 If the Range Master approves any such action after the match begins he must either:

2.3.3.1 Allow the course of fire to continue with the modification affecting only those competitors who have not already completed the stage. If a competitor's actions caused the change, that competitor must be required to reshoot the altered course of fire; or

2.3.3.2 If possible, require all competitors to complete the course of fire as revised with all previous attempts removed from the match scores.

2.3.3.3 A competitor who refuses to reshoot a course of fire, under this or any other Section, when so ordered by a Range Official, will receive a zero score for that stage, irrespective of any previous attempt.

2.3.4 If the Range Master (in consultation with the Match Director) determines that the physical or procedural change results in a loss of competitive equity and it is impossible for all competitors to attempt the revised stage, or if the stage has been rendered unsuitable or unworkable for any reason, that stage and all associated competitor scores must be deleted from the match.

2.3.5 During **inclement weather**, the Range Master may order that paper targets be fitted with transparent protective covers and/or overhead shelters, and this order is not subject to appeal by competitors (see Rule 6.6.1). Such items must be applied and remain fitted to all affected targets for the same period of time, until the order is rescinded by the Range Master.

2.3.6 If the Range Master (in consultation with the Match Director) deems that **climatic or other** conditions have, or are likely to, seriously affect the safety and/or conduct of a match, he may order that all shooting activities be suspended, until he issues a "resume shooting" directive.

8.7.5 No person is permitted to enter or **move through a course of fire** without the prior approval of a Range Officer assigned to that course of fire or the Range Master. ..

## Vendor Area

2.5.2 The Range Master (in consultation with the Match Director) must clearly delineate the **vendor area**, and he may issue "Acceptable Practice Guidelines" to all vendors, who are responsible for their implementation in respect of their own merchandise.

## Stage briefing



**3.2.1 A written stage briefing approved by the Range Master must be posted at each course of fire prior to commencement of the match.**

**3.2.3 The Range Master may modify a written stage briefing at any time for reasons of clarity, consistency or safety (see Section 2.3).**

## Range

4.2.2.1 The face of paper no-shoots must include a sufficiently distinguishable non-scoring border. In the absence of perforations or other suitable markings, the Range Master must order that all affected targets have a replacement non-scoring border drawn or fitted thereon.

4.5.2 The competitor may request that Match Officials take corrective actions to ensure **consistency in respect of the range surface**, the presentation of targets and/or any other matter. The Range Master will have final authority concerning all such requests.

## Firearms

5.1.3.3 The Range Master is the final authority in respect of the **classification of any sights** used in an IPSC match and/or their compliance with these rules, including the Divisions in Appendix D.

5.1.6 Firearms must be serviceable and safe. Range Officers may demand examination of a competitor's firearm or related equipment, at any time, to check they are functioning safely. If any such item is declared **unserviceable or unsafe by a Range Officer**, it must be withdrawn from the match until the item is repaired to the satisfaction of the Range Master.

5.1.7 Competitors must use the same handgun and type of sights for all courses of fire in a match. However, in the event that a competitor's original rifle and/or sights become unserviceable or unsafe during a match, the competitor must, before using a substitute rifle and/or sights, seek permission from the **Range Master who may approve the substitution** provided he is satisfied:

5.1.8 A competitor who substitutes or significantly modifies a handgun during a match without the prior approval of the Range Master will be subject to the provisions of Section 10.6.

5.4.6 If a Range Officer deems that a competitor about to make an attempt at a course of fire is **wearing inadequate eye or ear protection**, the Range Officer may order the competitor to rectify the situation before allowing the competitor to continue. The Range Master is the final authority on this matter.

5.7.1.1 A competitor who experiences a firearm malfunction while responding to the "Load And Make Ready" or "Make Ready" command, but prior to issuance of the "Start Signal", is entitled to retire, under the authority and supervision of the officiating Range Officer, to repair his firearm, without penalty, subject to the provisions of Rule 5.7.4, Rule 8.3.1.1 and all other safety rules. Once the repairs have been completed (and the provisions of Rule 5.1.7 have been satisfied, if applicable), the competitor may return to attempt the course of fire, subject to **scheduling** as determined by the officiating Range Officer or Range Master.

## Chronograph

5.6.2.4 Should a **daily variance** exceed the allowable tolerance stated above, the Range Master will take whatever steps he deems necessary to rectify the situation.

5.6.3.11 If the Range Master deems that a match **chronograph** has become inoperative, and further testing of competitor's ammunition is not possible, the power factors of competitors which have been successfully tested will stand, and the "Major" or "Minor" power factors declared by all other competitors who have not been tested will be accepted without challenge, subject to any applicable Division requirements (see Appendices).

## Division

6.2.5 **Where a Division is unavailable or deleted**, or where a competitor fails to declare a specific Division prior to the commencement of a match, the competitor will be placed in the Division which, in the opinion of the Range Master, most closely identifies with the competitor's equipment. If, in the opinion of the Range Master, no suitable Division is available, the competitor will shoot the match for no score.

6.2.5.2 A competitor who is classified or reclassified as above must be notified as soon as possible. The Range Master's decision on these matters is final.

## Scoring

9.6.5 In the event that the Range Officer upholds the original score or penalty and the competitor is dissatisfied, he may **appeal** to the Chief Range Officer and then to the Range Master for a ruling.

9.6.6 The **Range Master's ruling will be final**. No further appeals are allowed with respect to the scoring decision.

9.6.8 **Scoring overlays** approved by the Range Master must be used exclusively, as and when required, to verify and/or determine the applicable scoring zone of hits on paper targets.

9.7.3 Should a competitor refuse to **sign or initial a score sheet**, for any reason, the matter must be referred to the Range Master. If the Range Master is satisfied that the course of fire has been conducted and scored correctly the unsigned score sheet will be submitted as normal for inclusion in the match scores.

9.7.6.5 If the identity of the competitor is missing from a score sheet, it must be referred to the Range Master, who must take whatever action he deems necessary to rectify the situation.

9.7.7 In the event that an original **score sheet is lost** or otherwise unavailable, the competitor's duplicate copy, or any other written or electronic record acceptable to the Range Master, will be used. If the competitor's copy, or any other written or electronic record, is unavailable, or is deemed by the Range Master to be insufficiently legible the competitor will be required to reshoot the course of fire. If the Range Master deems that a reshoot is not possible for any reason, the competitor will incur a zero time and score for the affected course of fire.

10.1.3 A competitor **disputing the application or number of procedural penalties** may appeal to the Chief Range Officer and/or Range Master. A competitor who continues to be aggrieved may

then lodge an appeal for arbitration.

#### Special dispensation and penalty

8.6.1.1 Competitors confined to wheelchairs or similar devices may be given **special dispensation** by the Range Master in respect of mobility assistance, however, the provisions of Rule 10.2.11 may still apply, at the Range Master's discretion.

10.2.11 **Special penalty:** A competitor unable to fully execute any part of a course of fire due to incapacity or injury may, prior to making his attempt at the course of fire, request that the Range Master apply a penalty in lieu of the stated course requirement.

10.2.11.1 If the request is approved by the Range Master, a minimum of one procedural penalty, up to a maximum penalty of 20% of the competitor's points "as shot" (rounded up to the nearest whole number), will be deducted from the competitor's score. For example, if 100 points are available in the course of fire and the competitor actually scores 90 points, the special penalty is a deduction of 18 points. However, the Range Master may waive any or all procedural penalties in respect of a competitor who has a significant physical disability prior to the competitor making his attempt at the course of fire.

#### Disqualification

10.3.2 When a **match disqualification** is issued, the Range Officer must record the reasons for the disqualification, and the time and date of the incident, on the competitor's score sheet, and the Range Master must be notified as soon as possible.

10.3.3 Scores for a competitor who has received a match disqualification must not be deleted from match results, and match results must not be declared final by the Match Director, until the time limit prescribed in Rule 11.3.1 has passed, provided no appeal to arbitration on any matter has been submitted to the Range Master (or his delegate).

10.4.9 Exception: When it can be established that the cause of the discharge is due to a broken or defective part of the firearm, the competitor has not committed any safety infraction in this Section, and a match disqualification will not be invoked, however, the competitor's scores for that course of fire will be zero. The firearm must be immediately presented for inspection to the Range Master or his delegate, who will inspect the firearm and carry out any tests necessary to establish that a broken or defective part caused the discharge. A competitor may not later appeal a match disqualification for an accidental discharge due to a broken or defective part if they fail to present the firearm for inspection prior to leaving the course of fire.

10.6.1 Competitors will be disqualified from a match for conduct which a Range Officer deems to be unsportsmanlike. Examples of unsportsmanlike conduct include, but are not limited to, cheating, dishonesty, failing to comply with the reasonable directions of a Match Official, or any behaviour likely to bring the sport into disrepute. The Range Master must be notified as soon as possible.

#### Drugs

10.7.3 Except when used for medicinal purposes, competitors and officials at matches must not

be affected by drugs (including alcohol) of any sort during matches. Any person, who in the opinion of the Range Master is visibly under the influence of any of the items described herein, will be disqualified from the match and may be required to leave the range.

## Appeals and arbitration

11.1.3 Appeals – the Range Officer makes decisions initially. If the appellant disagrees with a decision, the Chief Range Officer for the stage or area in question should be asked to rule. If a disagreement still exists, **the Range Master must be asked to rule.**

11.1.5 Retain Evidence – An appellant is required to inform the Range Master of his wish to present his appeal to the Arbitration Committee and may request that the officials retain any and all relevant documentary or other evidence pending the hearing. ...

11.1.6 Preparing the Appeal – The appellant is responsible for the preparation and delivery of the written submission, together with the appropriate fee. Both must be submitted to the Range Master within the specified period of time.

11.1.7 Match Official's Duty – Any Match Official in receipt of a request for arbitration must, without delay, inform the Range Master and must note the identities of all witnesses and officials involved and pass this information on to the Range Master.

11.1.8 Match Director's Duty – Upon receiving the appeal from the Range Master, the Match Director must convene the Arbitration Committee in a place of privacy as soon as possible.

11.3.1 Time Limit for Arbitration Request – Written requests for arbitration must be submitted to the Range Master within one hour of the disputed incident or occurrence. Failure to present the required documentation within the time specified will render the request invalid and no further action will be taken.

11.4.1 Amount – For Level III or higher matches, the appeal fee to enable an appellant to appeal to arbitration will be US\$100.00 or the equivalent of the maximum individual match entry fee (whichever is lower), in local currency. The appeal fee for other matches may be set by the Match Organizers, but must not exceed US\$100 or equivalent in local currency. An appeal brought by the Range Master in respect of a match issue will not incur a fee.

11.6.1 Committee Decision – When a decision is reached by the Committee, they will summon the appellant, the official and the Range Master to present their judgement.

11.6.2 Implement Decision – It will be the responsibility of the Range Master to implement the Committee's decision. The Range Master will advise the appropriate match personnel who will post the decision in a place available to all competitors. The decision is not retroactive and will not affect any incidents prior to the decision.

11.6.3 Decision is Final – The decision of the Committee is final and may not be appealed unless, in the opinion of the Range Master, new evidence received after the decision warrants reconsideration.

## Calibration/Testing of Poppers

1. The Range Master must **designate a specific supply of ammunition** and one or more firearms to be used as official calibration tools by officials authorized by him to serve as calibration officers.
3. Once the supply of ammunition and the designated rifles have been tested and approved by the Range Master, they are not subject to challenge by competitors.
4. The Range Master must arrange for **each popper to be calibrated** prior to commencement of a match, and whenever required during a match.

## MATCH DIRECTOR

6. All the IPSC rules relevant to the match director are quoted below. This is quite lengthy but will give you an idea of what the duties of an CRO will be relevant to the match director. Some aspects are highlighted to indicate the specific authority of the MD. This will assist the CRO to know when to take initiative and when to obtain the MD's approval first.
7. This is the only place you will find all the rules pertaining to the MD in one place, except if you extract it from the Rules yourself. It is in many ways an eye opener to see what the MD's duties actually are and what authority and responsibility he really has.
8. The rules are not in number order but start at the beginning of the competition and continue through it to arbitration and calibration. Only the relevant part of the rule is quoted to keep it as short as possible.

## Appointment

7.3.1 Match organizers must, prior to commencement of a match, appoint a Match Director and a Range Master to carry out the duties detailed in these rules. The nominated Range Master should preferably be the most competent and experienced certified Range Official present (also see Rule 7.1.5). For Level I and II matches a single person may be appointed to be both the Match Director and the Range Master.

7.1.6 Match Director ("MD") – **handles overall match administration including squadding, scheduling, range construction, the co-ordination of all support staff and the provision of services. His authority and decisions will prevail with regard to all matters except in respect of matters in these rules which are the domain of the Range Master.** The Match Director is appointed by the host organization and works with the Range Master.

7.1.5 Range Master ("RM") – has overall authority over all persons and activities within the entire range, including range safety, the operation of all courses of fire and the application of these rules. All match disqualifications and appeals to arbitration must be brought to his attention. The Range Master is usually appointed by and works with the Match Director, however, in respect of IPSC sanctioned Level IV or higher matches, the appointment of the Range Master is subject to the prior written approval of the IPSC Executive Council.

7.2.1 The Range Master has authority over all match officials other than the Match Director (except

when the Match Director is actually participating as a competitor at the match), and is responsible for decisions in matters concerning conduct and discipline.

#### Stage administration

2.3.4 If the Range Master (**in consultation** with the Match Director) determines that the physical or procedural change results in a loss of competitive equity and it is impossible for all competitors to attempt the revised stage, or if the stage has been rendered unsuitable or unworkable for any reason, that stage and all associated competitor scores must be deleted from the match.

2.3.6 If the Range Master (**in consultation** with the Match Director) deems that climatic or other conditions have, or are likely to, seriously affect the safety and/or conduct of a match, he may order that all shooting activities be suspended, until he issues a "resume shooting" directive.

#### Vendor area

2.5.2 The Range Master (**in consultation** with the Match Director) must clearly delineate the vendor area, and he may issue "Acceptable Practice Guidelines" to all vendors, who are responsible for their implementation in respect of their own merchandise.

#### Rifle/shotgun carry

5.2.1.2 Carried/shouldered with the rifle/shotgun reasonably vertical. The action may be open or closed. Match Directors may require this to be "vertically upwards" or "vertically downwards" providing this is made clear to all competitors in a reasonable manner, or ...

#### Clothing

5.3.1 The use of camouflage or other similar types of military or police garments is discouraged. The exception is competitors who are law enforcement or military personnel. The Match Director will be the **final authority in respect of what garments** competitors are allowed to wear.

#### Match ammunition

5.8.1 When match organizers make **official match ammunition** available for purchase by competitors at a match, the Match Director must, both in advance in official match literature (and/or on the official match website), and by way of a sign certified by him and posted at a conspicuous place at the point of sale, clearly identify which manufacturer/brand, specific cartridges and load descriptions are deemed to be rated, by Division, as either Minor or Major power factor, as the case may be. ...

#### Divisions

6.2.2 In IPSC sanctioned matches, the **minimum number of competitors** stipulated in Appendix A2 must compete in each Division for it to be recognized. If there are insufficient competitors in a Division, the Match Director may allow that Division to stand without official IPSC recognition.

6.2.4 Subject to the prior approval of the Match Director, a competitor may enter a match in more

than one Division. ...

6.4.5 A team member who is unable to commence a match, may be replaced prior to commencement by another competitor, subject to the approval of the Match Director.

#### Match dates and schedule

6.6.1 Competitors must compete for score according to the published **match and squadding schedule**. A competitor who is not present at the scheduled time and date for any stage may not attempt that stage without the prior approval of the Match Director, failing which the competitor's score for that stage will be zero.

6.6.2 Range Officials, match sponsors, IPSC Officers (as defined in Section 6.1 of the IPSC Constitution) and other persons may compete for score in a "**pre-match**", subject to the prior approval of the Match Director. Competitors in the main match must not be restricted from viewing the pre-match. All members of official Regional Teams must compete in the main match. Scores attained in the "pre-match" may, at the discretion of the Match Director, be included in the overall match results provided the dates of the "pre-match" are published in the official match schedule. (also see Section 2.3).

6.6.3 A match, tournament or league will be deemed to have started on the first day that competitors (including those specified above) shoot for score and will be deemed to have ended when the results have been declared final by the Match Director.

#### Scores

5.7.5 Where the firearm has failed as above, the competitor must not be permitted to reshoot the course of fire or string. This includes the instance where a firearm is declared unserviceable or unsafe during a course of fire or string. However, any unattempted component strings in a Standard Exercise may still be attempted by the affected competitor after the firearm has been repaired, and prior to when match **results are declared final by the Match Director**.

9.3.1 If, in the opinion of the Match Director, a **tie in match results** must be broken, the affected competitors must shoot one or more courses of fire, nominated or created by the Match Director, until the tie is broken.

9.8.4 Competitors who **are scheduled** (or otherwise authorized by a Match Director) to complete all courses of fire in a match in a period of time less than the full duration of the match (e.g. 1 day format in a 3 day match etc.), are required to check their provisional match results in accordance with the special procedures and time limits specified by the Match Director (e.g. via a website), failing which scoring appeals will not be accepted. ...

10.3.3 Scores for a competitor who has received a match disqualification must not be deleted from match results, and match results must not be declared final by the Match Director, until the time limit prescribed in Rule 11.3.1 has passed, provided no appeal to arbitration on any matter has been submitted to the Range Master (or his delegate).

#### Appeals and arbitration

11.1.8 Match Director's Duty – Upon receiving the appeal from the Range Master, the Match Director must **convene the Arbitration Committee** in a place of privacy as soon as possible.

11.2.1.1 The IPSC President, or his delegate [ie the Regional Director], or a certified Range Official appointed by the Match Director, (in that order) will serve as Chairman of the committee with no vote.

11.2.1.2 Three arbitrators will be appointed by the IPSC President, or his delegate, or by the Match Director, (in that order), with one vote each.

11.2.2 Arbitration Committee – For **Level I and II matches the Match Director can appoint** an Arbitration Committee of three experienced shooters who are not parties to the appeal and who do not have a direct conflict of interest in the outcome of the case.

11.3.2 Decision Time Limit – The Committee must reach a decision within 24 hours of the request for arbitration or before the results have been declared final by the Match Director, which ever comes first.

## **RANGE OFFICER'S CREED**

9. The range officer's creed is the epitome of brevity but at the same time clarity in how to act under all competition conditions. This is taken from the IROA web page.

*“As an IPSC Range Officer, I shall conduct all competitions with the safety of the competitors, spectators and fellow Range Officials first and foremost in my thoughts and actions. I shall always be courteous while maintaining firm control over my range and areas of responsibility. I will always strive to be totally fair and impartial in my judgments.*

1. *Safety shall always be my primary goal, with efficiency and speed of the competition as secondary factors.*

2. *It is a privilege and an honour to serve as a Range Officer and I shall act accordingly.*

3. *It is my duty to assist all competitors in their attempts to accomplish their goals and not to hinder them by undue harassment and authoritarian behaviour.*

4. *I shall put aside personal prejudices and act as an impartial judge at all times.*

5. *I shall keep my opinions to myself and shall not be critical of any individual beyond the field of contest.*

6. *I will thoroughly familiarize myself with all current regulations, match rules and attendant subjects.*

7. *I will be firm and fair in all judgmental calls made during the course of a stage, and be prepared to state in a clear and concise manner my reasons for such calls to the particular competitor or any Range Official.*



8. *During the course of a stage, my attention shall be clearly focussed on the particular competitor I am assigned to observe, and I shall not permit my attention to be misdirected or lax.*

9. *Prior to and during a stage, I shall never consume any alcoholic beverage or narcotic. I understand that if I violate this rule, I may be suspended or barred from serving as a Range Official in the future.*

10. *I shall confer only with my fellow Range Officers and Match Officials concerning the behaviour of any competitor and any decisions to be rendered.*

11. *I shall exercise due consideration for the personal emotions of any competitor, and shall act in a manner so as not to embarrass or disturb the competitor any more than is absolutely necessary.*

12. *I shall strive to never give even the appearance of wrongdoing.”*

The IROA web page

## RESPONSIBILITIES

10. The CRO should brief all the squads as a matter of course to ensure consistency for all the squads. Read the briefing/walk-through as approved by the Range Master. If you want to change it make sure that the RM first approves it.

11. The CRO is the second point of appeal for scoring. Make certain that you handle the appeal with due diligence. Do not make it difficult for the competitor to get a decision from you. Be fair and use an overlay as necessary. If the competitor does not agree with your decision, do not argue. Refer the competitor to the RM but do it politely and diplomatically, it is his right to do that. Call the RM on the radio or cellphone. Remove the target so as not to delay the shooting and carry on with the next competitor. As soon as the RM arrives show him the target in question and let him decide.

12. Apply the Rules with the necessary insight and due reference to the Rules as applicable.

13. Treat your ROs and scorer with respect, they are going to work with you for the next couple of days and deserve your respect for that alone. Allow them to do their work without interference but do not hesitate to correct them. Do it politely and diplomatically but firmly, especially as to the correct application of the Rules. Be strict and consistent about that, and if they correct you be thankful that you can learn from your colleagues.

14. You are responsible to improve the quality of the ROs and scorers working the stage with you. This is part of developing the ability and skills of the RO body as a whole and these people in particular. Do not criticise, you are there to build, develop and improve, not break down. Be polite in this, diplomatic but firm.

15. Make sure that you have rubbish bin or bag on your range and use it. After every detail check the area, pick up all rubbish, bits of patches, cups and cans, packets, cases, etc and put it in the bin or bag. This creates an immediate good impression as the squad arrives and they

usually leave the range neater too.

16. Make time after every squad is finished to check the targets, activators, props, etc. This allows you to find and correct any problem before it delays the stage.

## CHAPTER 3: IPSC PRINCIPLES

It is essential for the CRO to know what the principles of his sport is. This allows him apply the rules correctly and advise competitors appropriately. The principles start with the principles of IPSC, which comes from the IPSC Constitution.

### **“3. Principles/Objects**

*The IPSC is established to promote, maintain, improve and advance practical shooting, to safeguard its principles and to regulate its conduct world wide in order to cultivate the safe and efficient use of firearms by persons of good character and in particular, but without prejudice to the generality of the foregoing, to achieve such objects by adhering to the following principles, which are established to define the nature of practical marksmanship and are embodied in the following words:- **Diligentia-Vis-Celeritas**, namely, Accuracy, Power and Speed. They are accepted by all members of the International Practical Shooting Confederation as conditions of membership.*

1. *Practical competition is open to all reputable persons without regard to occupation, it may specifically not be limited to public servants.*
2. *Accuracy, power and speed are the equivalent elements of practical shooting and practical competition must be conducted in such a way as to evaluate these elements equally.*
3. *Firearm types are not separated, all compete together without handicap. This does not apply to the power of the firearms as power is an element to be recognised and rewarded.*
4. *Practical shooting competition is a test of expertise in the use of practical firearms and equipment. Any item of equipment, or modification to equipment, which sacrifices practical functionality for a competitive advantage contravenes the principles of the sport.*
5. *Practical competition is conducted using practical targets, which reflect the general size and shape of such objects as the firearm used may reasonably be called upon to hit in their primary intended use.*
6. *The challenge presented in practical competition must be realistic. Courses of Fire must follow a practical rationale, and simulate sensible hypothetical situations in which firearms might reasonably be used.*
7. *Practical competition is diverse. Within the limits of realism, problems are constantly changed, never permitting unrealistic specialisation of either technique or equipment. Courses of Fire may be repeated, but no course may be repeated enough to allow its use as a definitive measure of practical shooting skill.*
8. *Practical competition is free-style. In essence, the competitive problem is posed in general and the participant is permitted the freedom to solve it in the manner he considers best within the limitations of the competitive situation as provided.”*

The IPSC constitution

## IPSC RULES AND GENERAL PRINCIPLES

IPSC Rules form the basis of our sport, as does the rules for any sport. The Rules set standards for competition around the world and ensure safety in a sport that is intrinsically dangerous but at the same time inherently safe. We as officials organize and run these competitions so competitors may shoot an IPSC match anywhere in the world in a safe organized manner.

Knowledge of the Principles enables the CRO to apply the rules correctly.

*“The following general principles of course design list the criteria, responsibilities and restrictions governing course designers as the architects of the sport of IPSC shooting.*

### **1.1 General Principles**

*1.1.1 Safety – IPSC matches must be designed, constructed and conducted with due consideration to safety.*

*1.1.2 Quality – The value of an IPSC match is determined by the quality of the challenge presented in the course design. Courses of fire must be designed primarily to test a competitor’s IPSC shooting skills, not their physical abilities.*

*1.1.3 Balance – Accuracy, Power and Speed are equivalent elements of IPSC shooting, and are expressed in the Latin words "Diligentia, Vis, Celeritas" (“DVC”). A properly balanced course of fire will depend largely upon the nature of the challenges presented therein, however, courses must be designed, and IPSC matches must be conducted in such a way, as to evaluate these elements equally.*

*1.1.4 Diversity – IPSC shooting challenges are diverse. While it is not necessary to construct new courses for each match, no single course of fire must be repeated to allow its use to be considered a definitive measure of IPSC shooting skills.*

*1.1.5 Freestyle – IPSC matches are freestyle. Competitors must be permitted to solve the challenge presented in a freestyle manner, and to shoot targets on an "as and when visible" basis. After the start signal, courses of fire must not require mandatory reloads nor dictate a shooting position, location or stance, except as specified below. However, conditions may be created, and barriers or other physical limitations may be constructed, to compel a competitor into shooting positions, locations or stances.*

*1.1.5.1 Level I and Level II matches are not required to comply strictly with the freestyle requirements or round count limitations (see Section 1.2).*

*1.1.5.2 Standard Exercises and Classifiers may include mandatory reloads and may dictate a shooting position, location or stance, however, mandatory reloads must never be required in other Long Courses.*

*1.1.5.3 Standard Exercises and Classifiers may specify shooting with the strong hand or weak hand unsupported. The specified hand must be used exclusively from the point stipulated for the remainder of the string or stage.*

*1.1.6 Difficulty – IPSC matches present varied degrees of difficulty. No shooting challenge or time limit may be appealed as being prohibitive. This does not apply to non-shooting challenges, which should reasonably*

*allow for differences in competitor's height and physical build.*

*1.1.7 Challenge – IPSC Handgun matches recognize the difficulty of using full power handguns in dynamic shooting, and must always employ a minimum caliber and power level to be attained by all competitors to reflect this challenge.”*

## **CHAPTER 4: RANGE OFFICERS ASSOCIATIONS**

### **INTERNATIONAL RANGE OFFICERS ASSOCIATION (IROA)**

1. IROA was established as part of IPSC, as is SAIRO part of SAPSA. The purpose and goals of IROA are as follows:

#### **“The Purpose and Goals of IROA**

Establish international training standards for IPSC Range Officials.

Advise on aspects relating to the safe conduct of competition.

Advise on rules of competition and principles of good course design.

Provide assistance to Regions in establishing their National Range Officer Organizations.

Publish a periodic newsletter.

Maintain an organized world-wide team of internationally accredited officials.

Serve and support Level III, IV and Level V Matches.

Advise and set recommended minimum standards, and an annual maintenance program for IPSC Officials.”

The IROA web page

#### **IROA Activities**

2. To carry out the purpose and goals of IROA, the IROA management will carry out the following activities:

Consider and advise on aspects relating to the safe conduct of competitions and on IPSC rules of competition.

Define the criteria and requirements for Range Officers, Chief Range Officers, and Range Masters and establishes international training standards for IPSC Range Officials.

Establish an annual maintenance program to generate a sense of pride in being an IPSC official.

Define the criteria and standards for Range Officer and Chief Range Officer training.

Define the criteria and requirements for Administrators (instructors).

Provide assistance to Regions in instituting their National Range Officers Institute.

Provide a periodic newsletter available to all IPSC Officials.

Maintain an organized, world-wide "team" of internationally recognized officials.

Maintain and update an IROA manual for officials which would contain guidelines and policy for multi-stage match administration, arbitration proceedings, course and match design, etc.

Certify International Officials only.

### **IROA Chief Range Officer Qualifications/Certification**

3. Requirements for International Certification:

1. Must be a certified National Chief Range Officer.
2. Must have 35 total accumulated Level III or higher match points with at least one Level IV or V match.
3. Must be recommended to the President of IROA by the Regional Director or his delegate, by two IROA CROs or RMs.
4. Must have the unanimous approval of the IROA Executive.
5. Minimum Annual Maintenance Requirements: 3 (Level III or higher) match points per calendar year.

### **Match Points**

4. A point value is awarded and these points became a measure of participation and maintenance for Range Officials. IROA developed an uncomplicated rating to structure IPSC competitions. There are five different levels:

<b>Level</b>	<b>Size of competition</b>	<b>Points</b>
I	A club or similar match .	1
II	An inter-club match or a provincial league.	2
III	Large area competition such as our national championship.	3
IV	Continental championships such as our Africa Area Championship. Occurs every three years.	4
V	The World Championship. Occurs every three years. Presently still only handgun.	5

The IROA Member Handbook will provide more detail on IROA.

### **THE SOUTH AFRICAN INSTITUTE OF RANGE OFFICERS (SAIRO)**

5. The particulars of SAIRO is covered in the Range Officers' Manual and will not be covered in detail here. The objectives of SAIRO in general are to promote, maintain, train, improve and advance officials for competitions and in particular to:

- a. Provide considered opinion and recommendations to the Association for implementation.
- b. Subject to the approval of the Association:

- i. Consider and advise on aspects relating to the safe conduct of competitions and on the IPSC Rules of competition. However, the authority to recommend amendments remains with the Association.
- ii. Provide assistance to member organisations in instituting their own Range Officers Institutes, when requested by the chairperson of a member organisation.
- iii. Define the criteria and requirements for National SAIRO&I Officials in the form of a policy document, in accordance with the guidelines laid down by IROA.
- iv. Have available training tools, i.e. course outlines, teaching aids, course material and exams, etc.
- v. Define the criteria and requirements for course administrators.
- vi. Register all Match Officials as members of SAIRO&I.
- vii. Establish an annual maintenance program that will promote a sense of pride in being a Match Official and endorse a program of international recognition.
- viii. Assist the SAPSA Executive Committee with approval of national courses of fire. However, SAIRO&I do not have the authority to approve courses of fire as such.
- ix. Maintain and update an SAIRO&I manual for officials, which would contain guidelines and policy for multi-stage match administration, arbitration proceedings, course and match design, etc., in accordance with IROA guidelines

#### **6. SAIRO Certification as National Chief Range Officer**

Minimum requirements for national certification:

1. Must be a current member in good standing of IPSC.
2. Must be a certified IPSC Range Officer.
3. Must be recommended by the Provincial Association and circulated through all provinces, served at the SAIRO & I Executive with unanimous approval, then served at SAPSA executive with the same approval.
4. Must successfully pass the IROA Level I seminar.
5. Must have a minimum of 15 total accumulated match points as IROA range officer.
6. Minimum Recommended Annual Maintenance Requirements: 3 match points per calendar



year.

## CHAPTER 5: MATCH PLANNING AND ADMINISTRATION

### MATCH STRATEGY

1. Planning. The most important factor in organizing a large match is PLANNING. The value of proper planning cannot be over emphasized. Remember the 4 Ps - Planning Prevents Poor Performance.

2. Time required for Planning. The recommended period for planning per stage is two weeks per stage.

3. Elements of a Match. The elements of a match are always:

**COURSE OF FIRE** See Chapter 8  
**ORGANIZATION** Discussed further in this guide  
**RECOGNITION** See the Club Administration Guide

4. Meetings and Committees. A lot of communication and co-ordination is essential to the success of planning the match. This requires many committees if the match is of any size. The priorities of the first match meeting are:

SET COMMITTEES - what needs to be done?  
SET PERSONNEL - who is responsible for it getting done?  
SET TIME TABLE - within what time frame?

Any subsequent meetings will consist of ANY PROBLEMS AND REVIEW TIME TABLE. The various committees are described in the table below.

### MATCH COMMITTEES

Committees	Responsibility	Activity
Match Director	Co-ordinates functions and the timetables of the committees. Co-ordinates administration and the services of the match.	
Awards Ceremony, Etc	Budget	
	Opening ceremonies	Where and when Flags Speakers Teams Officials
	Banquet & closing ceremonies	Where and when Budget Guest speakers Menu Prize giving programme

	Headquarters hotel	Rates Location
	Transportation	Airport - hotel - range
	Range concessions	Range food and drinks
	World Assembly	Where and when Recording Secretary Budget
Awards and Prizes	Awards and Trophies	Match winner, 2nd Overall, 3rd Overall Stage winners, 1st, 2nd, 3rd Medals Top Lady, Top Junior, Top Senior, Top Teams, others?
	Information to sponsors	
Budget and Finance	Treasurer Bank account Budget Spending approvals	
Course of Fire	Stage design Man vs Man events	
Printing and Art Work	Competitor programme	Welcome letters Area maps Calendar of events Course of fire Match copy Score sheets
	Squadding lists Name badges Match logo Match certificates - often overlooked but makes a nice touch Match posters Registration forms Advertisements and information mailings	
Props	Prop design and type Prop building teams Props list Painting and decorating team	
Public Relations	Firearm permits Press releases and brochures	
	Souvenirs	Match programme Competitors' name badge
	For sale	Belt buckles Golf shirts Match pins Video tapes T shirts Pennants

Range Master	<p>Range safety  <i>Safety glasses should be worn at all times</i>  Type of recognition for officials  Budget  Number of CROs needed  Number of ROs  Allocate CRO/ROs to stages.  Assign CROs and ROs to stages.  <i>Don't forget the chronograph, squadded and officials same as a stage</i>  Arbitration committee  <i>Appropriate private room set aside for arbitrations</i>  Stage walkthroughs</p>	
Range Warden	<p>First aid  Flags  IPSC flag  Marquees (tents)  Tables and chairs  Washrooms (in all areas)  <i>These items are the most overlooked and, at times, can be the most important</i>  Safety areas with tables (in all areas)  <i>Also very important and often overlooked</i>  Range signs  Stage signs  Ammo bags for chrono  Bunting  Clipboards with plastic rain covers  Pens and pencils for rain  Scoring overlays  Rule books  Stage briefings  Communications  Clear plastic bags for targets in the event of rain  Paint for all purposes  Staplers and staples  Target stands  Target tape  Targets  Timers  Bulletin board for posting results  Water, chairs, table, and Umbrellas for range officials (rain/sun)</p>	
Stats and Scoring	Computers	Include printers, cables, UPS, CDs for backup
	Squadding	Competitors Officials <i>A global lunch break is recommended</i>
	Match registration <i>Registration acknowledgements are often overlooked.</i>	

	Score sheet design <i>WinMSS</i> Competitor registration packets Final results distribution	
Match Schedules	Set up ranges Officials shoot	
	Competitor registration	Where and when
	Opening ceremony World Assembly Awards ceremony	
First Meeting	Select Committee Chairpersons	Involvement and time Commitment is important
	Set Dates for All the Next Meetings	
Match Parameters	Number of competitors	
	Total shooting hours in a day (minus lunch)	Average 10 competitors per hour
	Allocation of slots Match fee Number of ranges Number of stages	
Timetables	Set timetables for all committee projects	
Projections	Financial	Spending approvals Manpower Meetings
	Committee reports Financial projections	
	Squadding	<i>Shooting orders should follow the squad list order with the first shooter being the one on the list which coincides with the stage number. This system allows a competitor to always know where they are in the shooting order. This is particularly important with large squads. Be more "professional" rather than shuffling score sheets or asking competitors what order they want.</i>
	Artwork Review COF for international sanctioning. Review prop and equipment list. Assign CROs. Complete prop list. Work squads. Order souvenir inventory, i.e. pins, shirts, etc.	
Final Prop and Equipment Check		

Remember: "People Do What You Inspect... Not What You Expect."

## MATCH ORGANIZATION FOR LEVEL III TO V MATCHES

5. The officials should be organized and placed to provide consistency, back-up expertise and overlapping responsibilities. This requires a system that will provide rotating coverage on the ranges where the Range Officer may be required to cover a larger area (long courses and some medium courses). Consistency is provided through the permanent placement of officials on each range. This ensures that the competitors will face the same range conditions on day 5 as on day 1 and is of absolute importance. There is no other method which provides the confidence and reliability.

6. In larger matches, there is a certain degree of physical stress. It is normal for a range official to be appointed for oversight in an area of the match to assist the stage range officials in solving any problems earlier and ease the load of the range master.

7. A Level IV is 24 stages arranged in 4 areas while a Level V is 35 stages arranged in 5 areas. One area or group of stages is shot each day by a number of squads. The chronograph is not included in the stage total but is a squadded stage.

8. Range Officials required for a Level IV or V match

Range Master	2
Area Chief Range Officer	1 per area
Chief Range Officer	1 per stage
Range Officer	1 or 2 per stage
Score keeper	1 per stage
Stats	crew of 6-8 (including an IROA SO)
Quartermaster	1 or 2
Range crew	2 to 5

9. The officials list above provides considerable depth and versatility. Typically, the Range Officers and Score Keepers are designated by SAIRO. The rest of the officials for level III and higher are IROA. Smaller matches utilise similar systems by simply downsizing both the numbers and positions shown above. The structure, however, remains the same.

## STAGE ADMINISTRATION FOR LEVEL III AND HIGHER MATCHES

10. Range Officials. At least three range officials are required to run an efficient stage, depending on the size and complexity of the stage.

11. Range Officer, watches the firearm and general safety. He issues range commands, oversees competitor compliance with the written stage briefing and closely monitors safe competitor action. He also declares the time, scores and penalties achieved by each competitor and verifies that these are correctly recorded on the competitor's score sheet (under the authority

of a Chief Range Officer and Range Master). The primary Range Officer will carry the timer.

12. Chief Range Officer, has primary authority over all persons and activities in the courses of fire under his control, and oversees the fair, correct and consistent application of these rules (under the authority of the Range Master).

13. Scorer, watches for faults, range equipment failure and perimeter safety, organizes and controls the paperwork, sets and maintains the shooting order. Records the score on the score sheet and ensures that the score sheet is completed correctly and fully.

14. "On Air" and "Off Air" Time

"On Air" time belongs to the competitor from "Load and Make Ready" to "Range is Clear" (normally 1 - 2 minutes).

"Off Air" time belongs to the Range Officer. This time is used for all other activities such as scoring, patching, painting, repairing, etc. (4 - 5 minutes). A good rule of thumb is 10 competitors per hour or 6 minutes per competitor. It might be more for a long stage and less for a short stage.

Management tips. Announce the shooting order and get the next competitor on the line and briefed before the RO returns from scoring.

15. Stage Design and Construction Checklist

1. Briefing. Rule 3.2

Scoring method.

Targets (Type & Number).

Minimum number of rounds.

The firearm ready condition.

Start position.

Time starts.

Procedure.

Moving targets: remain visible or not ?

2. Type of Course. Rule 1.2.1. This is different for rifle, shotgun and handgun. The principles, however, remain the same.

3. Safe angles of fire.

Safe angles of fire should be taken into account, including possible ricochets.

DQ traps (like 90 degrees)?

Can all the competitors shoot the course safely?

4. Minimum distances for Metal Targets. This differs between rifle, shotgun and handgun. Check to see that it is adhered to for the specific discipline.

5. Target placement

Prevention of shoot-through.

Target type and placement marked on stands, stands fixed or marked.

Paper targets at not more than 90 degrees from the vertical.

Hardboard, wood or plywood backing for close shotgun slug/buckshot targets.

6. Charge and Fault lines

Charge and fault lines should rise at least 2 cm above the ground level.

Charge and fault lines should be fixed firmly in place.

Fault lines should be a minimum of 1 metre in length.

7. Alternatives?

8. See only the targets to be engaged from each shooting position?

9. Is there a way to short circuit the intention?

10. Are the shooter's movements controlled with props, charge and fault lines.

11. Are procedural penalties easy to administer?



## CHAPTER 6: COURSE OF FIRE DESIGN

### INTRODUCTION

1. Good course design can make or break any match. The principles set in IPSC Rule 1.1 General Principles are the basis of course design. Adhering to these principles in designing and vetting a course of fire will ensure that the course is challenging, interesting and fun. It is essential that a CRO has at least a basic knowledge of course design to be able to:

design courses of fire for his club or province,  
set up a course of fire that is safe in respect of containing all shots but also that there is minimal risk of injury to competitors,  
set up a course of fire so that it is fun and challenging,  
vet a course of fire to ensure that it is safe, conforms to IPSC Rules, and can be easily administered,  
build in alternatives to cater for the beginner and expert,  
safely and easily “range” it.

### 2. Course Designer's Mission

To create a course of fire that is safe, exciting, that fairly tests the competitors' skills and equipment.

### 3. Principal Courses of Fire

Note that any course of fire shall not allow the opportunity for more than the specified number of scoring hits from any single position of view or shoot all targets in the CoF from any single location or view. If a competitor is not required to move their feet, it is the same view. The recommended ratio in a match is 3 short courses/2 medium courses/1 long course.

The following broad differences between short/medium/long courses are presented for background information and must not be seen as replacing the Rules:

<b>Short Course</b>	Little or no movement with a maximum of between 5 to 9 rounds and no more than 2 shooting positions or locations.
<b>Medium Course</b>	Between 10 and 20 rounds and no more than 3 positions or locations.
<b>Long Course</b>	Between 20 and 40 rounds to complete and multiple shooting positions or locations.

### 4. Supplementary Courses of Fire

<b>Standard Exercise</b>	Virginia Count or Fixed Time scoring
	CoF with each string being a different challenge.
	Each string is scored and timed separately. Virginia Count strings must be scored and <b>patched</b> separately.

	Maximum of 24 rounds with each string being a maximum of 6 (or 12 rounds if a mandatory reload is specified).
	Maximum one Standard exercise allowed in Level IV or V competitions
<b>Shoot-Off</b>	Separate from the main match (see Rule 1.2.3).
	Process of elimination.
	Does not affect overall match results.
	Spectator appeal.
	A specified maximum number rounds and may include a reload, depending on the discipline.
<b>Classifier</b>	Courses of fire published by a Regional Directorate and/or IPSC that are available to competitors seeking a regional and/or international classification.
	Classifiers must be set up in accordance with IPSC Rules and be conducted strictly in accordance with the notes and diagrams accompanying them.
	Results must be submitted to the publishing entity in the format required (with the applicable fees, if any), in order for them to be recognized.

## 5. Scoring Methods

<b>Comstock</b>	Freestyle approach to measure individual performance.
	Total score (minus penalties) divided by time.
	No maximum on the number of rounds fired.
	Stipulated number of shots to score.
	Time stops on last shot.
<b>Virginia Count</b>	Allowed in Standard Exercises, Classifiers and Short Courses and only in Standard Exercises in Level IV and higher competitions
	Paper targets only.
	Timed the same as Comstock.
	Total score (minus penalties) divided by time.
	Fixed number of rounds to be fired.
	Time stops on last shot.
	Penalties for extra shots, extra hits.
<b>Fixed Time</b>	Allowed in Standard Exercises, Classifiers and Short Courses and only in Standard Exercises in Level IV and higher competitions.
	Paper targets only (they should disappear where possible).

	Stipulated number of shots.
	Fixed time.
	Total score of highest stipulated hits minus penalties.
	Stage results are not factored (ranked by actual score).
	No misses, penalties for extra shots, extra hits, overtime shots.

## PLANNING A COURSE OF FIRE

6. The essence of planning a course of fire is Safety - Relevance - Clarity - Variety. Each aspect is discussed further below.

### 7. Safety

Each stage must be viewed with complete safety as the primary objective. Watch for safe angles of fire, potential ricochets, splatter problems, as well potential 90 degree muzzle problems and traps.

Safe direction, down range, side berms, and backstop (check what's behind the backstop).

Try to eliminate the possibility of ricochets. Also remember that splatter goes in all directions. Use splatter guards on steel where possible. Do not ever use steel targets that can turn or rotate when hit. They must only fall over. Do not use steel that has been cratered or holed. This will result in ricochets at unexpected angles.

The course of fire must not trick or trap a competitor into a safety infraction such as moving the muzzle past 90 degrees. Targets should "disappear" before the angle reaches 90 degrees. Check to make sure that the officials have room to do their job and that they do not have to back out of a "trap" area.

**Range Safety Survey.** A safe range must allow four things:

- it must STOP all directed rounds,
- stray shots must not be capable of damage,
- the design must permit spectator control,
- the range must be clearly marked as a danger area.

### Berms and Backstops

The backstop is the primary impact area on a range. It should be at least 4 - 5m high and constructed of bullet absorbing material. Be careful of rocky or debris laden material that can deflect bullets out of the range rather than absorbing them. Berms are earth barriers or walls designed to protect the surrounding area from direct fire.

Backstops and berms must be high enough and wide enough to stop any bullets that stray left, right or above the expected direction of fire. There should be a 10 degree 'safety fan' of berm protection above and beside all targets when shot from the most extreme angles of fire.

**Safety Fan.** Normal horizontal and vertical safety fans are 10 degrees. This angle concept requires more backstop or berm at 50 m than at 10 m. At 50 m the backstop should be 8 m or for every 2 m of down range distance, you should have about 40 cm of safety fan.

**Effective Height.** The effective height of a berm may be raised by lowering problem targets, however, you must then watch for ricochets off of the range floor. Use interim backstops to absorb bullets that pass through low midrange targets and in every case where the bullet does not strike the backstop or side berms directly.

#### 8. Relevance

Course design sets IPSC apart from all other types of shooting sports. Our courses of fire must have a relevant purpose. First set the scenario, then place the targets to give life to the scenario.

Do not provide the written scenarios as part of the stage briefing, rather give the course designer's intention to the stage CRO.

Exercises vs. stages: El Presidente is a good exercise, but IPSC matches should consist of appropriate challenges not simple exercises that can be repeated and practised to perfection.

#### 9. Clarity

Adhere to the "kiss principle" (Keep It Simple, Stupid). There is no need for gimmicks or tricks to make a stage interesting.

#### 10. Variety

Free style approach - if you can see it, you can shoot it is the principle.

Matches should test a variety of gun handling skills, i.e., strong hand and weak hand.

Starting positions should be natural and clearly defined. Ask ourselves, "why are we starting like this?"

Do not be overly restrictive but try to create an easily understood and easily repeatable position.

#### 11. **Fault lines**

Fault lines force competitors to shoot from behind barriers. These lines will define the limits of lateral movement by the competitor.

Fault lines used in this context may be positioned at any angle deemed relevant to the position of targets in the competitive situation. It is strongly recommended that they be of wooden planking/angle iron or other suitable material fixed in a continuous line and should be at least 2 cm. high. This provides a physical reference to the competitors and helps to prevent inadvertent foot faults. These lines should be at least 1 metre in length and are deemed to extend in the direction they are laid to infinity.

Typically the requirement with regard to what constitutes a fault is defined as "no part of the competitor's body can touch the ground beyond the limits of the outside edge of the line". ON but not OVER.

## 12. **Charge lines**

Charge lines restrict impractical competitor movement towards or away from targets. They are commonly used where barriers are not available and are particularly useful where you must keep a competitor away from steel targets. In this case they are set at least 8 metres from the steel targets.

Charge lines are constructed the same as fault lines.

## 13. **Cooper tunnels**

Cooper tunnels will be constructed to any size using braced uprights supporting loose wooden slats overhead which may be dislodged by the competitor moving through the tunnel. Overhead material of any type shall not be heavy enough to present a safety hazard if dislodged.

## 14. **Range Officer "traps and problems"**

The Range Officer must watch the competitor's general safety, firearm, trigger finger and muzzle direction. The score keeper is responsible for spotting foot faults and other procedural.

## 15. **"Ask yourself"**

*-Is it SAFE?*

*-Is the stage freestyle?*

*-Can you see only the targets to be engaged from each firing position?*

*-Can it be set up and run by someone else?*

*-Can all competitors shoot the course safely?*

*-Is it SIMPLE?*

*-Is it understandable to the Range Officer?*

*-Could the non shooting public or the media be upset by the scenario?*

*-Is there a way to short circuit the stage? Can the course designer's original intent be maintained or will a competitor find a "hole".*

*-Are the shooter's movements controlled with props, charge lines, and fault lines?*

*-Will any possible procedural penalties be easy to administer?*

*-What is the most likely protest? Can it be avoided?*

Again, look for:

-safety,

-relevance,

- clarity,
- variety,
- freestyle,

- good props, furniture, good staging,
- reasonable scenario and starting position,
- runs efficiently (no waiting),
- fair to all levels of shooter skill,
- not a 'memory course',
- presents a realistic problem with multiple solutions,
- balance of shooting and athletic skill,
- watch for proper use of fault lines and charge lines,
- remember: if you can see the targets, you can shoot the targets,
- no possible shoot-throughs.

## CHAPTER 7: ARBITRATION/PROTEST PROCEEDINGS

1. Arbitration requires that there be an arbitration request or appeal. It is much more preferable to use your Chief Range Officers, Range Master, or Match Director to settle disputes before they escalate to a formal request.

Rule 11.1.3 Appeals – the Range Officer makes decisions initially. If the appellant disagrees with a decision, the Chief Range Officer for the stage or area in question should be asked to rule. If a disagreement still exists, the Range Master must be asked to rule.

2. In this escalation of appeal it is entirely possible for the CRO or RM to re-instate a competitor. In the case of the competitor wishing to appeal...

Rule 11.1.4 Appeal to Committee – Should the appellant continue to disagree with the decision he may appeal to the Arbitration Committee by submitting a first party appeal.

### COMPOSITION OF COMMITTEE

3. The Arbitration Committee consists of three voting members plus a non-voting chairman. The committee's composition is usually determined before the start of the match. Try not to use any primary match officials.

Rule 11.2.1 Arbitration Committee – At Level III or higher matches the composition of the Arbitration Committee will be subject to the following rules:

11.2.1.1 The IPSC President, or his delegate [ie the Regional Director], or a certified Range Official appointed by the Match Director, (in that order) will serve as Chairman of the committee with no vote. [This usually the Regional Director]

11.2.1.2 Three arbitrators will be appointed by the IPSC President, or his delegate, or by the Match Director, (in that order), with one vote each.

11.2.1.3 When possible arbitrators should be competitors in the match and should be certified Range Officials.

11.2.1.4 Under no circumstances must the Chairman or any member of an Arbitration Committee be a party to the original decision or subsequent appeals, which led to the arbitration.

Rule 11.2.2 Arbitration Committee – For Level I and II matches the Match Director can appoint an Arbitration Committee of three experienced shooters who are not parties to the appeal and who do not have a direct conflict of interest in the outcome of the case. The arbitrators should be certified Range Officials if possible. All committee members will vote. The senior Range Official, or the senior shooter if there are no Range Officials, will be the chairman.

### EFFECT OF COMMITTEE DECISION

4. The committee's decisions are final and affect only the complainant and any subsequent similar incident. Decisions are not retroactive.

5. Decisions may set a precedent for the future and could result in rule changes.

6. The committee's decisions must be recorded (minuted) and posted.

#### COMMITTEE GUIDANCE

7. The only guidance required are the newest versions of the IPSC Rules, the IPSC Principles, the stage briefing, and *Common Sense*.

#### COMMITTEE PROCEDURES

8. Validity. The chairman must first verify the validity of the protest as follows:
  - a. Check the time. Was it submitted within the required time frame?
  - b. Fees. Was the required fee attached?
  - c. Is the protest an issue that can be arbitrated? Does it fall within the rules and definitions?
  - d. Is there a solution? Is there a remedy if the arbitration is upheld?

If the answer to any of these points is no, do not proceed with the arbitration.

9. Procedure. If the protest is valid, the arbitration proceeds as follows:
  - a. The committee will convene the arbitration proceedings in an appropriate place which provides complete privacy and adequate seating and tables for the committee's use. The chairman will insure those necessary items such as pens and paper as well as rule books are available.
  - b. The chairman oversees the proceedings without a vote.
  - c. Each member then reads the protest without comment or discussion.
  - d. The committee's goal is to work without limitation to reach an **Unanimous Decision**.
  - e. The committee will interview any witnesses and view the site or location of the protest if necessary.
  - f. The order for the witnesses:
    - Complainant.
    - Range Officer or officials involved.
    - Any other relevant witnesses.
  - g. There will be no discussion until all the evidence has been given.
  - h. Each witness must be allowed to present their evidence in their own words, following which each member in turn will be allowed to ask questions. After each



member is finished, the chairman will call for any follow-up questions.

- i. A member will take the minutes of the proceedings and to summarize the decision for posting.

#### 10. Witness Procedure

- a. Proceed to call the witnesses in order as above.
- b. The chairman will welcome the witness and formally introduce each of the committee members.
- c. The chairman will then define the protest under consideration and confirm that the witness is involved in the issue in question.
- d. The chairman will ask the witness to describe what happened in their own words and without any committee interruptions.
- e. The chairman then calls for questions from the members, one at a time and in order as well as any follow-up questions. The chairman will ask each member in order if they are finished and move to next.
- f. When all the members have had a chance to question the witness, the chairman will thank the witness, excuse them and advise them that they may be recalled for further questions or to be advised of the committee's decision if appropriate.

#### 11. Decision Procedure

- a. When all witnesses have been processed, the chairman will assist and direct the committee through the process of deliberation. Once an unanimous decision has been reached, the chairman will recall the complainant and the Range Master and possibly the official involved and advise them of the decision before it is posted. This takes the form of a brief description of the decision. Committee members should be silent during this process and discussion will be limited.
- b. The Range Master will then ensure that the decision is posted in a place available to the competitors and implement any action resulting from the decision.

12. The Arbitration process must be conducted in a formal but a friendly manner. When the decision is reached, it is final. Further discussion should be discouraged. The decision will stand in all cases unless the Range Master receives new and compelling evidence which he believes supports reconsideration of the issue.

## APPENDIXES

**CHEPIT'S TIPS FOR STAGE PLANNING AND CONSTRUCTION**

1. Cover your stage briefing with clear plastic and tape behind one of the clipboards. They'll normally last till next year's match, and if you're lucky enough, just change the stage title and you can use it again (hmmmm...). You don't want to keep unfolding and folding them in your pocket per squad as if you're running a daily-double number racket in your stage.
2. To the RMs, don't be satisfied with 2 extra tackers just to find out only 8 tackers are working for a 14 stage match. Also, give ample tacker staples not just enough for 6 targets to tack on. Likewise, don't give out unreliable or non-working timers. Also, please give each stage, 'The Box'. And hey, don't forget to smile always, everyone needs it.
3. Use wire cables only as activator lines. Never use nylon or guy wires. Nylon stretches and delays 'reaction time' specially during in the early afternoon. Guy wires get bent and get you easily agitated. Always have the cable lines run in a straight line as much as possible from the activator to the releasing device.
4. Grease up all the line area in the wire cable that will pass through a pulley or corner, make sure the pulley is on a proper angle. Putting connections on the ground is better having them on top of the activating door but make sure you cover the lines with PVC pipes and don't tangle the shooter.
5. Don't put a low stiff barrier like a piece of wood lower than the hip as a fault/charge line behind a door where the shooter would still have forward momentum while opening it. This causes shooters to fall forward because of the forward momentum yet they can't brake themselves because of the barrier. Just put a big prop behind the door to visually remind them. Fault lines on doors are not needed unless for safety reasons.
6. Doors are better off and safer being opened towards the shooter rather than being pushed thru. I have seen a shooter that smashed to the door because it didn't open and subsequently broke 180.
7. Only have a maximum of 2 activator lines attached to an activator be it a popper, door, window, etc. More than 2 creates big problems and unwanted delays, not to mention irritation.
8. If you want a shooter to shoot through a window make sure it is wide enough for wadies to take a peep, tall enough so that a 2 m shooter won't have a backache, and low enough for Chepit to hang his arm over it. This also avoids brushed elbows and shoulders.
9. Never put targets close enough where a shooter can almost kick them. This creates powder and wax blast that can sometimes blast the entire A zone away not to mention all the patches. The minimum distance a close target can get is 5 metres, anything closer you might as well give the shooter a sharp knife.
10. Avoid putting targets immediately behind and below a window wherein you can even spit

at them. At that point, if he was a real person, he could have bitten your arm already.

11. If you have a prop partially covering a target make sure you have a hardcover mark on the area of the target that is covered by the prop. This clearly delineates the scoring against the non-scoring specific portion.
12. If you do have low targets make sure you put sandbags immediately behind it. No matter how soft the ground is, the bullet will still find its way to a kitchen window, rooftop, or car windshield.
13. Steps and ladders must be covered so that the foot can never go through the steps thus breaking his leg. Likewise, the steps must also be wide enough to allow some traction.
14. Don't use see through materials such as screens as hard cover when you have a swinging target behind it. A hit on the wall in front of the swinging target must be very visible so that it may not be counted as a hit.
15. Put metal plates behind a wall or prop that intends to cover a swinging target. This way there won't be any shoot-through.
16. Wooden platforms and planks must have very rough surfaces so that even if it rains it doesn't get slippery. You can either put upside down nailed bottle caps for ultra traction, nailed down small pieces of wood, serrate the surface, etc.
17. Have wide doors for wide people, don't skimp on its width just to save wood. Have at least another 10 inches of space between shoulders. Remember these shooters are running 127 kph while opening it. Some 180s have been caused by narrow doorways.
18. Avoid having vertical or horizontal slots to close to each another as it already hampers the shooting performance of a good shooter, if he can shoot it at least 2 feet away from the prop. You don't want a stuck front sight in your prop nor having to change slots per shooter because the slide can't even pass through.
19. Make sure the boundaries of the safety area are very defined and small in parameter. Have festive crowd control lines, not the yellow ones with the 'police' marking on it, unless it's for real. Make sure you put charge lines where you don't want shooters to pass through a 'wall' as its intended design.
20. Make sure you have the big clear plastic wrappers for the targets in case of rain. Once you have the targets placed ready for the first shooter, cover all targets including no-shoots so that the next day you'll be more relaxed and have more time to make last minute debugging if needed.
21. Whenever possible, have moving targets rather than disappearing. Modify disappearing targets in such way that at least the head part still appears when it settles down or stops moving. You eliminate big problems with it.
22. Always have 2 more targets that can be engaged while the activator is still activating the

swinging target. This will cater to the better shooters that do not have to wait.

23. On swinging and running targets, attached plywood shaped into an IPSC target behind the target. This will make it more stable with less breakage and not folding the target board.
24. Don't put boxes on windows, doors, or on ports. They are going to shoot through there anyway. Boxes are only to be seen in a starting position or if not at all.
25. Angle targets with a hardcover/prop where if the shooter did break 180 while engaging the target, the prop will be hit, then you have a stronger evidence on your call. Position the prop and target so that the shooter will not be able to see the target while breaking 180. The lip of tyre rims and drum have been notoriously reported to have spun a bullet back up range. Try to deform it halfway so that it will break the centrifugal action.
26. Put a popper in front and ahead of an IPSC target if they are to be placed close to one another. This will eliminate splatters piercing the target board. Space them at least 8 feet apart.
27. Use a lot of sponsor streamers, banners, billboards, etc. They make the range festive in ambiance and your sponsors happy. Drink sponsors usually have a bunch of them readily available if you ask.
28. Always have 2 carpenters ready in case there is anything to be done like a broken door, window, detached wire connections, etc. You don't want any unnecessary delays in your match.
29. Make sure that all the cut targets, hard covers, and no shoots have already been done with enough supply at least 3 days before the RO match. A reasonably large portion of the A in each targets must at least be exposed to the shooter if it covered by a prop, hardcover, or no shoot. The shooter must be given that opportunity to score the maximum stage points.
30. To the RMs, when you give the stage supplies to the CRO, make sure you give him everything he needs so that you don't want to see his face for supplies till he closes his stage in the afternoon. You'd like to see and ask him if he needs anything or making sure the stage is running fine. That way you keep everybody smiling and happy.

Range Master Chepit Dulay of IPSC Philippines, as posted on the Global Village.

**RESHOOTS**

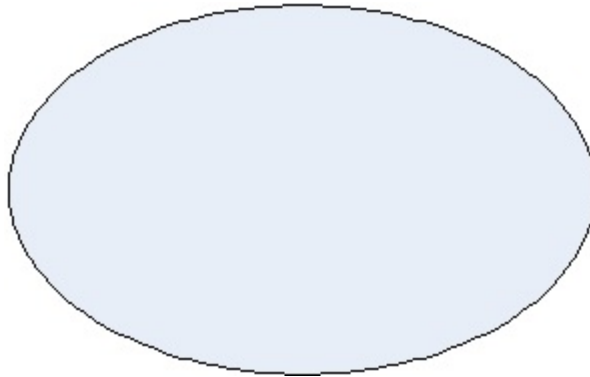
There seems to be many incorrect reasons given in order to justify appeals for reshoots. The following list, as authorised by the rule book, might be useful:

1. Modified Course of Fire. Depends on RM's decision under Rule 2.3.3.1. and Rule 2.3.3.2.
2. Range Equipment Failure. Depends on RO decision under Rule 4.3.1.6, mandatory under Rule 4.6.2, Rule 9.1.5.2 and Rule 9.1.6.2
3. Loss of Eye or Ear Protection Mandatory if Rule 5.4.3 applies
4. Suspected Squib. Mandatory if Rule 5.7.6.2 applies.
5. Interference. Depends on RO decision under Rule 8.6.3.
6. Target Issues. Depends on RO decision under Rule 9.1.3 and Rule 9.1.4.
7. Scoresheet Issues. Depends on RM's decision under Rule 9.7.5 (also see Rule 9.7.6).
8. Faulty Timer. Depends on RO decision under Rule 9.10.1 or Arbitration decision under Rule 9.10.2.
9. Arbitration Decision . Mandatory if so ordered under Rule 11.6.1.
10. Calibration Issues . See Appendix C1, Points 6c, 7b and 7c.

Range Master Vince Pinto of Hong Kong, as posted on the Global Village

**EQUIPMENT CHECK SHEET****Competitor Name:****Competitor number:** \_\_\_\_\_ **Squad:** \_\_\_\_\_ **Division:** \_\_\_\_\_

Front

Original position of firearm marked **X** and loading device carriers marked **O**

Stage	Verified	Stage	Verified	Stage	Verified	Stage	Verified
1		11		21		31	
2		12		22		32	
3		13		23		33	
4		14		24		34	
5		15		25		35	
6		16		26		36	
7		17		27		37	
8		18		28		38	
9		19		29		39	
10		20		30		40	

APPENDIX D

**CHRONOGRAPH SHEET**