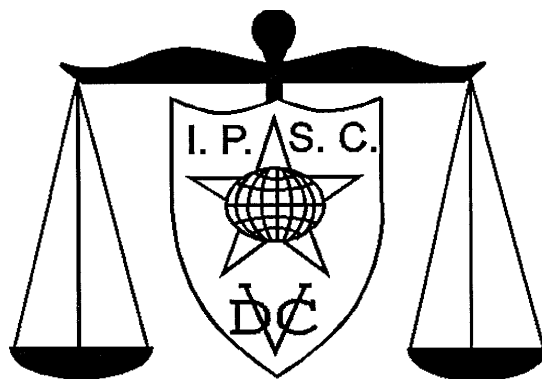




INTERNATIONAL PRACTICAL SHOOTING CONFEDERATION



INTERNATIONAL RANGE OFFICERS ASSOCIATION

RANGE MASTER GUIDE

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RANGE MASTER GUIDE

CHAPTER 1: INTRODUCTION

A Range Master in IPSC is both a rank and an appointment. On the one hand it is the most senior rank you can attain in IROA and NROI and on the other hand the most senior appointment at an IPSC match is that of Range Master. This may cause some uncertainty as the Range Master of a match may be an ordinary Range Officer with IROA and NROI Range Masters in his crew. This in no way detracts from his or her authority as the Range Master for that match.

The aim of the Range Master Guide is to equip the Range Master with the knowledge to be able to plan and manage the Range Officers at an IPSC match from Level I up to Level V. It accepts that he is a knowledgeable shooter and experienced Chief Range Officer. At the same time it is intended for those Range Officers appointed as the Range Master for a match, but who does not hold the rank of Range Master yet.

This Guide does not replace the IPSC Competition Rules, it amplifies it. It also does not replace your use of common sense in applying the Rules.

This guide firstly aims to assist you in taking the next step in the natural progression of IPSC Officials, i.e. the transition from Chief Range Officer to Range Master. 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 match officials, multi match management skills, the procedures of match planning and the guidelines and regulations of course design.

Secondly this guide is also designed to provide the Range Officer with the knowledge and guidance to run and manage an IPSC match as the Range Master of that match.

The development of a Chief Range Officer to become a Range Master is vital for the continued safety and efficient conduct of IPSC matches. Officials are the backbone of IPSC matches, 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 match: the better the officials and the officiating, the better the match.

The *International Range Officer Association* and the many National Range Officer Institutes were established to provide in this requirement for quality match officials. They are intended to provide the structure for the appointment, recognition, and administration of Range Officers. These organisations ensure that IPSC Range Officers are the best trained, the best qualified, and the best prepared match officials there are, all to a worldwide 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 RANGE MASTER

1. As experienced Range Officers, you will take on new responsibilities on becoming a Range Master. 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 or in charge of the match. 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. Your job will include 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. Other officials will look to you to provide competent decisions on rulings they will have to make as part of your team. Experienced Chief Range Officers are often appointed as Range Master at level I and II matches, providing experience and development.

2. The role of the Range Master is defined in the IPSC Competition Rules Section 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 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.

7.1.5.1 References to "Range Master" throughout this rulebook mean the person serving as Range Master at a match (or his authorized delegate for one or more specific functions), regardless of any international or regional rank.

3. The definition can be separated into its component parts to create a better understanding of the role of the Range Master:

has overall authority over all persons and activities within the entire range,

It is clear that all officials, competitors, spectators and vendors fall under his authority, as well as anything that happens on the range. He is thus in charge of the entire match and its range for the entire period of the match.

including range safety,

He is responsible in the first and last instance for safety on the range and his decision is final.

the operation of all courses of fire and

He approves each course of fire’s construction and safety and ensures that his Range Officers can manage it easily. And that the operation of each course of fire is the same from the first squad on the first day to the last squad on the last day.

the application of these rules.

He ensures that the IPSC Competition Rules relevant to the match are applied correctly. He does not allow any interpretation to be done. In ensuring the correct application he sets the example to the match officials and can contribute to decreasing disqualifications and appeals. The Range Master directly or indirectly approves, disapproves or amends decisions already taken by the Chief Range Officers and Range Officers. He is also the last recourse in many instances available to the competitor before arbitration.

All match disqualifications and

He personally verifies all disqualifications. In this way he confirms that the disqualifications are indeed so and also by talking to the disqualified competitor, he defuses any bad feelings and acrimonious debate.

appeals to arbitration must be brought to his attention.

The Range Master has an important role to play in arbitration. He ensures that the process is initiated correctly and that it is ended correctly. In ensuring that the IPSC Competition Rules are applied correctly he ensures that only those matters really requiring arbitration are raised.

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.

This is the Range Master's mandate. See Appendix A for an example of an appointment letter.

References to "Range Master" throughout this rulebook mean the person serving as Range Master at a match (or his authorized delegate for one or more specific functions), regardless of any international or regional rank.

This is self explanatory. The match Range Master does not need to hold the rank of Range Master, only to be appointed by IPSC or the Regional Director to be the Range Master for that specific match.

Area Range Master roles and responsibilities

Check flow of competitors through stages in his area.

Correct bottle necks and delays.

Scoring disputes.

DQ are followed up. And reported to RM

Ensure stages are managed correctly and appropriately.

Check function of each stage in the area.

Daily report to RM.

Maintenance requests for the following day.

Carry back up patches, timers, batteries, etc.

Only refer matters to RM that he can't solve himself.

Duties of Assistant Range Master

Assist the RM in managing the match.

Is delegated certain decision taking authority by the RM and the NROI.

Carries out instructions of the RM.

Similar to the area CRO but on a higher level and larger scale.

Mainly used for development of future CRO and RM.

Usually found at level III and IV matches.

RULES AND THE RANGE MASTER

4. 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 the Range Master are. Some aspects are highlighted to indicate the specific authority of the Range Master. It is in many ways an eye opener to see what the Range Master'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 match 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 Match 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]

7.2.1 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 direct authority of the Range Master).

7.1.3 Stats Officer (“SO”) – Supervises the stats room team, which collects, sorts, verifies, tabulates and retains all score sheets and ultimately produces provisional and final results (under the 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.), other range needs (e.g. timers, batteries, staplers, staples, clipboards etc.) and replenishes Range Officer refreshments (under the 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 Match 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. Persons who are certified Match Officials, but who are actually participating in the match as regular competitors, have no standing or authority as Match Officials for that match. Such persons should therefore not participate in the match wearing garments bearing Match Official insignia.

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. Reasonable effort must be made to prevent injury to competitors, officials and spectators during the match. Course design should prevent inadvertent unsafe actions wherever possible. Consideration must be given to the operation of any course of fire to provide suitable access for officials supervising the competitors.

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. Any such physical changes or additions to a published course of fire should be completed before the stage begins.

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 revised course of fire, subject to Rule 2.3.4.1; 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 results.

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 Officer, 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.

2.3.4.1 A competitor who incurred a disqualification in a stage which is subsequently deleted, may be entitled to reinstatement, if the highest level of appeal pursued by the competitor (i.e. the Range Master or the Arbitration Committee, as the case may be), deems that the disqualification was directly attributable to the reasons for the stage being deleted.

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.

8.7.3 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. Violations will incur a warning for the first offense but may be subject to the provisions of Section 10.6 for subsequent offenses.

Vendor Area

2.6.2 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 front 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 ensure that all affected no-shoots have a replacement non-scoring border drawn or fitted thereon.

Target

4.5.2 A 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 allied 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 (also see Rule 5.7.5).

5.1.7 Competitors must use the same shotgun, barrel and type of sights for all courses of fire in a match. This includes magazine tubes which must not be changed unless they are changed as part of routine reloading during a course of fire. However, in the event that a competitor's original shotgun and/or sights become unserviceable or unsafe during a match, the competitor must, before using a substitute shotgun 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 firearm and/or sights during a match without the prior approval of the Range Master will be subject to the provisions of Rule 10.6.1.

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 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 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 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 for all other competitors it will be accepted that they have achieved the minimum power factor without challenge, subject to any applicable Division requirements (see Appendix D)..

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 in respect of the scoring of hits on targets and no-shoots will be final. No further appeals are permitted with respect to such scoring decisions.

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 results.

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 stage.

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 10.2.10 may still apply, at the Range Master's discretion.

10.2.10 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.

10.2.10.1 If the request is approved by the Range Master, he must state, in advance of the competitor attempting the course of fire, the extent of the special penalty, ranging from 1% to 20% of the competitor's points "as shot", to be deducted.

10.2.10.2 Alternatively, the Range Master may waive application of any penalties in respect of a competitor who, due to having a significant physical disability, is unable to comply with the stated course requirement.

10.2.10.3 If the request is denied by the Range Master, normal procedural penalties will apply.

Disqualification

10.3.2 When a 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 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).

10.4.8.1 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 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 for conduct which a Range Officer deems to be unsportsmanlike. Examples include, but are not limited to, cheating, dishonesty, failing to comply with the reasonable directions of a Match Official, or any behavior 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

See the Chapter on Arbitration.

Calibration/Testing of Poppers.

See IPSC Competition Rules Appendix C1 for full details. The following is a summary of what the Range Master should do.

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 authorised by him to serve as calibration officers.
2. Once the supply of ammunition and the designated firearms have been tested and approved by the Range Master, they are not subject to challenge by competitors.
3. The Range Master must arrange for each Popper to be calibrated prior to commencement of a match, and whenever required during a match.

RESPONSIBILITIES

6. It should by now be abundantly clear that the Range Master has more authority than you thought but also his responsibilities are much clearer than would seem at first glance. These responsibilities are the same no matter where you are in the world. The success of a match lies in the way that the Rules are applied.

7. The NROI approach to appointing Range Masters for national level matches should be for as many range officers as possible to get the experience without sacrificing safety or the good management of the match. This in itself requires that the most experienced person be appointed as Range Master, with an understudy to get the experience. The choice of Range Master lies primarily with the host although approval is vested in the Regional Director [Appendix A1 to the IPSC Competition Rules].

8. After appointment of the Range Master he has the responsibility to arrange the range officers for the match in conjunction with IROA/NROI. The NROI assists in this but the primary responsibility for sufficient Range Officers for the match lies with the host organisation. The Range Master must keep up to date with the availability of the Range Officers for the match. Call those who haven't responded to the request for Range Officers. Rather be in the position of having to reduce the numbers applying than having to worry about unqualified personnel on the range.

9. The Range Master must ensure that the stage packs/RO boxes are prepared for each stage every day. This is done in conjunction with the Stats staff.

10. Have a short social function with all the range officers on the evening before the match starts. Start the function with a short briefing in what is expected specifically at this match. Go through each stage with the specific range officers to ensure that they understand what is expected, such as how to reset the activators, etc. Those who can't make it that evening must be briefed the next morning before they start their stage.

11. The responsibilities and authority of the Range Master are varied and extensive and affects all the people at the match. This tends to picture the Range Master as a superhuman and unreachable match official, so here is some advice that may ease the Range Master and match crew's life:

- You, the Range Master, are not infallible. You are entitled to make mistakes, apologise for and correct them, and entitled to consult with other match officials as to the correct action to take. You, however, remain responsible for all the decisions you take.
- You are entitled to accept that the competitor has a certain level of experience and knowledge of the sport and is responsible for his own actions and decisions.
- Do not get involved in an argument with any competitor or Match Official. This usually is as a result of trying to prove yourself right or justify your decisions. Explain your decision, don't justify it.
- Take the necessary time to talk and "listen" to all of your match crew, prior, during and after the match.
- Accept all comments, criticism, etc ... all points of view must be taken in account. Don't try to justify your actions, you have taken the decision and the responsibility for it remains yours.
- Once the match is running, walk [don't rush] through the range regularly, receiving comments and viewing for yourself the progress of the match [management by walking around].
- Bring any errors to the attention of match officials but in the correct way. If you must correct a match official, do this in such a way that it isn't obvious to the competitors. Otherwise, you could put in doubt the official's authority. Also let them know your appreciation when they proceed correctly or creatively.
- There will always be opportunities to instruct, advise, answer questions, explain application of rules, as you move along the match officials and competitors. This is your duty. Be free with your hard-won knowledge and experience to the advantage of all, but do not be a know-it-all.
- Remember that in IPSC shooting the 'benefit of doubt' doesn't exist. It is either there or it isn't.
- Prior to taking a decision, be absolutely sure of fairness in regard to all competitors.
- When quoting or referring to the IPSC Competition Rules, use the IPSC Competition Rules for that discipline, don't proceed by memory.
- Take care of your image. Even when you're in doubt, be firm and confident. If you look weak, you lose credibility. This includes when you apologise for your mistake.
- Once you take the decision, be concise. Take special care of your words. Don't let others use your wording against you ... don't talk before you have ended the decision taking process.
- Keep your personal thoughts about the particular problem you're ruling on to yourself. You must appear neutral to all people involved in your decisions. However, you are entitled to your opinions and to express them, on condition that you say that it is your opinion.

- Make sure any incident does not halt the working of the stage. The match must go on.
- Handle the situation by talking to people involved one by one. Do an investigation not a discussion.
- If you are in doubt, go to the stage or place where it happened, putting yourself in the place of the shooter and match official.
- If you are in doubt and can't find a solution and none of the parties want to arbitrate, you can always do so. This is a last resort.
- When interviewing the Range Officer, the shooter and/or witnesses, remember that you are looking for information. Be polite and avoid answering questions and do not respond to comments from crew, the shooter or the spectators.
- Your own attitude as the Range Master is important. Under no circumstance, never, ever, get angry. Withdraw from the situation to return later if you feel you are losing control over yourself. Your personal thoughts are yours and have nothing to do with your duties as Range Master.

In summary: Be strict, but be polite and friendly.

CHAPTER 3: IPSC PRINCIPLES

INTRODUCTION

It is essential for the Range Master to know what the principles of his sport are. This allows him apply the rules correctly and advise competitors appropriately. The principles start with the principles of IPSC, which are to be found in 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 Competition Rules form the basis of our sport, as does the rules for any sport. The Rules of the sport set standards for competition around the world and ensure safety and good order in our sport. We as officials organise and run these matches so competitors may shoot an IPSC match anywhere in the world in a safe organised manner.

Knowledge of the Principles enables the Range Master 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, for handgun and shotgun matches, 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 Short Courses and Classifiers may include mandatory reloads and may dictate a shooting position, location and/or stance.

1.1.5.3 Short Courses and Classifiers may specify that only the weak shoulder is to be used when shooting.

1.1.5.4 If a written stage briefing specifies that a competitor is required to carry, retain or grasp an object during his attempt at a course of fire, Rule 10.2.2 will apply.

1.1.5.5 Course designers may give competitors freedom to await the Start Signal anywhere within the boundaries of a well demarcated firing zone.

1.1.6 Difficulty – IPSC matches present varied degrees of difficulty. No shooting challenge 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 matches recognize the challenges presented when using full power firearms in dynamic shooting, and must always employ a minimum power factor to be attained by all competitors to reflect this challenge.”

RANGE OFFICER'S CREED

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 Match 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.”*

IROA Member Handbook

CHAPTER 4: RANGE OFFICER ASSOCIATIONS

INTERNATIONAL RANGE OFFICERS ASSOCIATION (IROA)

1. IROA was established as part of IPSC, as is the NROI is part of the Region. The purpose and goals of IROA are as follows:

1. Education

The preparation, development, maintenance and distribution of match official training materials which reflect the current and future requirements of IPSC match.

The training, certification, maintenance and evaluation of IROA instructors.

The identification and training of national match officials who exhibit a high level of competence, an exemplary attitude, and a personal commitment to the safety and quality of IPSC matches to join the ranks of IROA.

The promotion of programs and policies to assist the Regions of IPSC in the installation and development of National Range Officer Institutes using the IROA model and standards.

2. Membership

Criteria for membership.

Annual maintenance of membership.

The introduction of benchmark systems to facilitate the development, deployment and promotion of IROA Officials in an equitable and orderly fashion subject to match requirements and individual experience and expertise. Such systems to recognize the importance of constructive but critical feedback to enhance individual development and improvement.

d) To devise and employ a fair and just system to discipline IROA officials with the understanding that IROA officials must set a very high standard as an example to NROI officials and IPSC competitors at all times.

3. Administration

The creation and maintenance of current records of IROA Officials including their ranks and historical performance

To set and administer codes of conduct as well as minimum standards for attitude and appearance to maintain the IROA image throughout IPSC.

Install and maintain a system to provide IROA officials with appropriate identification, apparel, equipment, and compensation (where applicable).

4. Operations

To provide IPSC Regions/NROI with technical and practical support to assist them in delivering high quality international matches.

To provide IPSC matches with high quality crews of IROA officials to help ensure matches are conducted as safely as possible and to provide logistical support to ensure orderly operation, including the actual construction of the stages if necessary.

To inspect and maintain targets, props, range conditions and any other aspects of matches as may be deemed necessary.

To direct and control the consistent application of the IPSC rules to constantly strive for the highest level of equity in competition and the enjoyment of the competitors.

5. Consultation

To advise IPSC on all matters relating to rule changes and match operations including safety, firearm and equipment development and competitor actions.

To provide the Regions with current and effective expertise to assist them with the development and maintenance of their NROI organizations.

To provide IPSC with appropriate research, opinions and evidence as may be required.
Note: Some of the above responsibilities may be effected through other IPSC committees.

Core Values

People, Knowledge, Integrity, Experience, Excellence, Teamwork, Ingenuity and Service.

2. IROA Range Master Requirements for International Certification. The requirements for appointment to IROA Range Master rank are detailed in the IROA Member Handbook. They are paraphrased below. The candidate must have successfully passed an IROA Level II Range Officer Seminar, conducted by either an IROA Instructor or a certified NROI Instructor of the Region in which the Seminar is held.

International Range Master (RM)

Membership Requirements:

- Must be a current member of his Region.
- Must be a current working member of his Region's NROI and hold a rank of RM.
- Must be a current International Chief Range Officer.
- Must have accumulated a minimum of 55 match points at IPSC Level III or higher matches, including at least 1 Level IV or V as a CRO.
- Must have accumulated a minimum of 12 points working outside his zone.
- Must have worked as a RM at 3 or more IPSC Level III or higher matches.
- Must be sufficiently fluent in English to be able to fulfil the duties of a RM in an internationally sanctioned match.

The IROA Member Handbook will provide more detail on IROA.

NATIONAL INSTITUTE OF RANGE OFFICERS (NROI)

3. National Institute of Range Officers. The particulars of NROI are covered in the Range Officers' Manual and will not be covered in detail here. The objectives of the NROI 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 Region for implementation.
- b. Conducts range officer training seminars in accordance with international training standards.
- c. Certifies national range officers.
- d. Advise the Regional Director on aspects relating to the safe conduct of matches.
- e. Advise the Regional Director on Rules of Competition.
- f. Maintain a register of all NROI officials.
- g. Manage the NROI official maintenance program.

Recommendation for NROI Certification as National Range Master

*****Qualification Requirements***

1. Must be a member of the Region.

2. Must be a certified current CRO.
3. Must have accumulated a minimum of 35 level III and higher match points with at least one level IV or V match.
4. Must have worked as a Match Director or Range Master at a level III or higher match.
5. Must be recommended by the RD and NROI Chairmen.
6. Must have candidacy upheld by a poll of the NROI board members.
7. Must have the unanimous approval of the NROI Executive.
8. Must have the approval of the Regional Executive.

Minimum Annual Maintenance Requirements

1. Must remain a member of the Region.
2. Must accumulate 9 match points per year, of which at least one must be a level III or higher match.
3. An RM certificate is valid for a period of three years. If an RM is not active for two consecutive years, his/her name will be marked as inactive in the RO database and will not be issued with a new RM certificate on expiry of the date on the certificate.
4. Any official not attaining their required maintenance match points for the calendar year may re-certify for the next year, at their level, by attaining 4 supervised match points.

CHAPTER 5: MATCH PLANNING, MANAGEMENT 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:
 - a. COURSE OF FIRE See Chapter 6.
 - b. ORGANISATION Discussed further in this Guide.
 - c. RECOGNITION See the Region 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:
 - a. SET COMMITTEES - what needs to be done?
 - b. SET PERSONNEL - who is responsible for it getting done?
 - c. SET TIME TABLE - within what time frame?
5. Any subsequent meetings will consist of ANY PROBLEMS AND REVIEW TIME TABLE. The various committees can be found in the Match Director Guide.

MATCH ORGANISATION FOR LEVEL III TO V MATCHES

6. Range Master Sequence of Events

- a. The Range Master planning for the match starts with his appointment as the Range Master for the match. He also then forms part of the Match Committee.
 - b. He then initiates the call up of Range Officers for the match, or follows up the call up that has already been initiated by IROA, the NROI or match organisers.
 - c. He has to plan and decide on the allocation of Range Officers to stages, their reliefs and schedule for the match.
 - d. Before the first shot of the match or prematch is fired, he participates in the vetting and approval of the courses of fire with the representative of IPSC, usually the IPSC President or Regional Director and the vetting team.
 - e. He then finalises the walk throughs for the stages.
 - f. Ensures that the stage documentation is ready for each stage each day, such as the score sheets, handouts, patches, etc.
 - g. Initial meeting with the Range Officers to lay down the rules, co-ordinate the daily schedule, transport, accommodation, meals, dress, etc.
 - h. He should shoot the prematch, if at all possible.
 - i. Management of the match on a daily basis. See below for more guidance.
 - j. Debriefing of the Range Officials on a daily basis and at the end of the match for the Range Master's report, as required.
7. The Range Officers should be organised 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 same consistency, confidence and reliability.

8. 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 as Area Chief Range Officer or Range Master to assist the stage match officials in solving any problems earlier and ease the load of the Range Master.

9. A Level IV match is 24 stages arranged in 4 areas while a Level V match is 30 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.

Match Officials Required for a Level IV or V Match

Range Master	2
Area Chief Range Officer/Range Master	1 per area
Chief Range Officer	1 per stage
Range Officer	1 or 2 per stage
Score keeper	1 per stage
Patchers	1 to 3 per stage
Stats	crew of 6-8 (including an IROA SO)
Quartermaster	1 or 2
Range crew	2 to 5

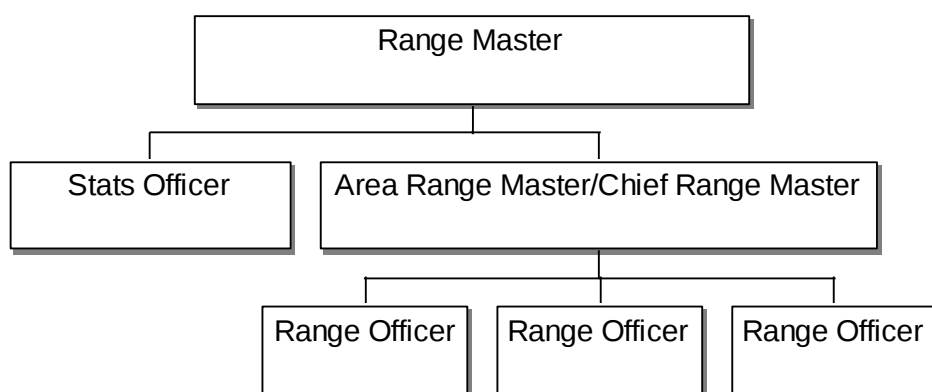
10. The list of officials above provides considerable depth and versatility. Typically, the Range Officers and Score Keepers are provided by NROI. The rest of the match officials for level III and higher are IROA. Smaller matches utilise similar systems by simply decreasing both the numbers and positions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

11. **Range Master Equipment.** The Range Master for the match should carry the following with him during the match:

- A copy of the appropriate IPSC Competition Rules and scoring overlays.
- Several rolls of patches for the stages that run out.
- A radio so that all can contact you.
- Complete copy of the amended and updated CoF and walk throughs.
- A note book to record actions taken, by whom and the time, for possible arbitration purposes.
- Spare timer and spare batteries for timers.

12. **Allocating Chief Range Officer/Range Officer to Stages.** The Range Master is also responsible to allocate the Range Officers per stage. In this he must make sure that the experience is not concentrated in one area of the range but spread over all stages. An IROA or NROI Range Master must be allocated per area, with the Chief Range Officers covering any gaps.

- a. Allocate a Chief Range Officer per stage, first the IROA and then the NROI Range Master and Chief Range Officers.
- b. Allocate the younger and more mobile ones to the longer courses but make sure that there is enough experience close by for advice.
- c. Place the most experienced ones on the stages most likely to cause problems, delays, equipment failure, etc.
- d. Pair up Range Officers who can work together and change them as required. Do not hesitate to reallocate Range Officers to improve stages, for development, etc.
- e. Allocate the Regional Director [if a Range Officer] to a short stage with a competent assistant in case he is required to withdraw for arbitration.
- f. Put up the stage allocation per range officer in an easily visible place as soon as you get to the range. Preferably publish it on the website too.



13. See Appendix H for a case study of how to handle crises at a large match.
14. The Range Master must prepare the Range Officer's briefing and walk through for each stage. Each Range Officer should be provided with the course of fire and a copy of the relevant score sheet well in advance of this briefing.
15. Range Officers who will be travelling from far should be sent a copy of the course of fire and the relevant score sheets. Provision for a briefing should be made to take place before shooting commences on the first day of the match.
16. Punctuality is vital to the success of your match. Stress this to all those involved in running the match.
17. **How to Handle the Check-In, especially the Production Division.** Registration and check in is a very busy time and you must plan the day before how this is going to be done. Be aware that the checking of equipment is a courtesy to competitors to ensure compliance with Division requirements, before they start shooting the match.
 - a. Appoint the responsible Officials already, one or more of the senior ones that have competent Range Officers with them on the stage, so that they can carry on with setting up the stage while he is busy with the checking- in.
 - b. You cannot be too strict with the check-in for production division. Appoint a competent person, preferably a Chief Range Officer or Range Master, to be painfully precise in this.
 - c. Every competitor should come to the registration with his equipment on him. Check

- them before registration so that they are in order before registering.
- d. See Appendices E for examples of Equipment Check Sheets for the various disciplines and Divisions.
18. **Range Officer Debriefing.** The debriefing gathers and summarises all the comment and input of the Range Officers about what went right and wrong in general and per stage, and what can be improved in general and in detail. Make certain that all the Range Officers know that there will be a debriefing. It allows the Range Officers to cool off and defuse after the days of hard work and at the end of the match. It affords closure so that what happened at the match usually stays there and does not fester on. For a multi day match have a short debrief every day after the match at a set place and time for a set time period, eg 30 minutes. It also allows for the free flow of information and instructions for the next day's activities.
19. **Format of the Range Officer Debriefing.** Ask for comments by all about general matters, not stage specific. Allow them to talk and comment but keep control. This is not a discussion. Stop after a while and then go according to stage. Allow them to talk about the stage. It is intended that the notes of the debriefing be placed on the Regional website in the NROI page for all to see and take notice. It also serves as material for the Range Master's report about the match to IROA and the NROI. See Appendix F for a format of a daily debrief if a get together isn't arranged.
20. **Liaison with MD, Stats, Logistics/Quartermaster, Repair Crew.** The Range Master must keep close contact with the other officials at the match, as he is responsible for all personnel at the match. Be careful to determine what the Match Director's responsibilities are before the match starts. E.g. log/QM and the repair crew will fall under the Match Director, as is the registration process. It can be argued that the equipment check may also fall under the Match Director as this is part of the registration process.
21. On the last day of the match ensure that all the Range Officers hand in all the score sheets, do not allow any Range Officer to leave the match without checking out with you personally.
22. Check with stats regularly for anything to follow up from the score sheets.
23. **Range Officer Allowance.** You are responsible for the correct figures for stats to make up the allowances. Take personal responsibility for the Range Officers receiving their allowance.
24. **Calibrate Poppers.** You have to calibrate the Poppers every morning before the first detail starts. Designate specific Range Officers to calibrate if you can't do it yourself. Check the calibration ammunition and guns every day. See Appendix C1 of the IPSC Competition Rules for the detail.
25. **Manage the Chrono.** Appoint a competent person to manage the chrono. It is more important than it appears at first glance. Precision handling is essential at every step of the process. See Appendix C for more detail.
- a. Read the operating instructions for the chrono twice. Make sure the Range Officers in charge of the chrono also read it twice.
 - b. Only the chrono staff shoot the gun.
 - c. Ensure that the shooter holds every gun the same way every time, on sand bag, etc.
 - d. Place the chrono and the sky screens as per maker's instructions. Ensure that the chrono staff know this.
 - e. Have the scale available and weigh the bullets.
 - f. Ensure that the gun is level and an aiming point provides consistent reference for shot to shot consistency.
 - g. Any ammunition not fired as well as all the components from the rounds which were

dismantled are to be returned to the competitor once chronographing has been completed.

The competitor is entitled to request that the chronograph be checked. This matter should be referred to the arbitration committee and the appropriate arbitration fee should accompany the written motivation. The arbitration committee will then check the chronograph using the match chrono ammunition.

26. **How to Handle a DQ.** Instruct the stage Chief Range Officers that you be informed immediately of any DQ. Have the competitor wait until you get there. Go to the stage, talk to the Range Officer and the competitor. Make sure that all the administration is done correctly. Make certain that it was indeed a DQ, if not reinstate the competitor. Remember that you as the Range Master have the authority to overturn a DQ decision if you investigate and find discrepancies, before it goes to arbitration. However, do not do this lightly.

27. **What to Watch for during Walk By** (Management by walking around). Walk the same route every time so that you spend equal time at all the stages. Watch for:

- a. Competitors practising up and down on a stage where only the next competitor should be.
- b. Handling of guns.
- c. Handling of ammunition in the safe area.
- d. Check long magazines.
- e. Check that Production Division start correctly.
- f. Check that Production Division equipment remains correct.
- g. Get Range Officers who have slack time to visit specific stages for specific purposes - check magazines, production guns, draw ammo, etc.
- h. Collect score sheets.
- i. All equipment still working as intended the first day and placed correctly. Compare with the amended and updated CoF and walk throughs. Take photos if necessary.
- j. Check with stats after every walk by and hand in the score sheets collected. Collect any enquiries and deliver them correctly to the respective stages/Range Officers.

28. **Scoring Challenges and Enquiries.** The Rules are clear. The scoring challenge progresses from the Range Officer to Chief Range Officer to Range Master and stops there.

- a. Be very sure that you take all the possibilities into consideration but do not award score because you feel sorry for the shooter. Be fair and consistent.
- b. There is no such thing as the shooter gets the 'benefit of doubt', score only what you can see.
- c. See Appendix B.

29. **Match Communications.** To ensure the efficient operation of the match and for urgent matters to be promptly deal with, handheld radios may be useful. The following staff should have radios:

Match Director
Range Master
Chief Range Officers
First Aider
Stats Officer
Quartermaster/Stores/Repairs Officer/range crew
Range Officer in charge of Calibration.

Headsets may be provided to allow for hands free communications.
An adequate reserve of spare batteries, battery chargers and spare radios is essential.

A telephone or mobile phone must be available at the match headquarters, where emergency procedures, including a list of all necessary emergency service numbers, must be displayed.

30. Range Master Report

- a. The report is intended to give feedback to the NROI and eventually IROA about the performance of the Range Officers at the match, as well as relevant happenings and activities. Include everything you think is appropriate but follow the guideline. See Appendix F for the format of the Range Master report. It must include the debriefing of the Range Officers at the end of the match.
- b. Send it to IROA and the NROI within two weeks of the match, together with the debriefing. See also the IROA Member Handbook [Maintenance of Membership, paragraph 6]

STAGE ADMINISTRATION FOR LEVEL III AND HIGHER MATCHES

31. Stage Officials. At least three match officials are required to run an efficient stage, depending on the size and complexity of the stage. [See the table above for more detail]

- a. 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.
- b. 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).
- c. 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.

32. "On Air" and "Off Air" Time

- a. "On Air" time belongs to the competitor from "Load and Make Ready" [LAMR] to "Range is Clear" [RIC] (normally 1 - 2 minutes).
- b. "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 15 competitors per hour or 3 minutes per competitor. It might be more for a long stage and less for a short stage. With the larger squads and match attendance lately it is much less. Times between squads and between shooters are getting shorter and the Range Officer needs to focus to make maximum use of the time to be able to start the next squad on time.

33. Stage Construction and Vetting

- a. Rule 1.3 determines IPSC Sanctioning. The Regional Director, Range Master, Match Director, assisted by any other knowledgeable and competent shooters as determined by the organisers, vet and approve each of the stages before the first shot of the match may

be fired. See the Match Director Guide. You are in charge of the match, so you are an integral part of the stage vetting process. See Appendix D for the checklist.

- b. During the vetting you must check the actual stage layout, placement of targets and briefing are correct and that they complement each other. Read the stage walk-throughs that you have prepared at the same time to see that it makes sense now that the stage has been set up. If not, correct it immediately. See Appendix G for a template walk-through.
- c. The Match Director must ensure that sufficient labour and material are available to fix, correct, set up, change, etc any of the stage construction before the first shot is fired.

1.3 IPSC Sanctioning

1.3.1 Match organizers wishing to receive IPSC sanctioning must comply with the general principles of course design and course construction as well as all other current IPSC Rules and regulations relevant to the discipline. Courses of fire that do not comply with these requirements will not be sanctioned, and must not be publicized or announced as IPSC sanctioned matches.

1.3.2 Target arrays and presentations included in courses of fire submitted to IPSC, but deemed by IPSC to be illogical or impractical, will not be approved.

1.3.3 The IPSC President, his delegate, or an officer of the Confederation (in that order), may withdraw IPSC sanctioning from a match if, in his or their opinion, a match or any component part thereof:

1.3.3.1 Contravenes the purpose or spirit of the principles of course design; or

1.3.3.2 Has been constructed at significant variance to the sanctioned design; or

1.3.3.3 Is in breach of any current IPSC Rules; or

1.3.3.4 Is likely to bring the sport of IPSC shooting into disrepute.

1.3.3.5 If the provisions of Rule 6.5.1.1 have not been observed.

34. Vetting Process. The vetting team must use the same process for all the stages of the match to ensure consistency. The stages must be set up completely ready to be shot for the match before vetting can take place. The vetting would serve no purpose if the targets weren't fixed and all the movers not set up, props ready, etc.

- a. Check that the amendments recommended/required by the vetting person/committee has been implemented in the final design as approved.
- b. At the stage read the written stage briefing and check that the stage can be shot as stated in the briefing. If not amend the briefing and/or course of fire immediately.
- c. Check that props and activating mechanisms function correctly and can be used by big and small.
- d. If anything does not function or work as intended, change it until it does. Move on if it entails a lot of work and return to it later.
- e. Check later to see if the changes have been implemented and work as intended.

- f. On final approval of the course, sign a copy of the stage briefing and staple it to the stage props or a suitable place at the stage. The Range Master keeps a signed copy of the approved written stage briefing/course design as approved by the vetting.

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 bases 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 Range Master has at least a basic knowledge of course design to be able to:

- design courses of fire for his club, area or region,
- set up a course of fire that is safe in respect of containing all shots and that there is minimal risk of injury to competitors and spectators,
- 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.

The **IROA Course Design and Construction Guide** provides ample guidance for the design and construction of courses of fire and should be used when designing and constructing a course of fire. Below are a few guidelines from the Guide for consideration.

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.

4. **Differences between Disciplines.** The differences between the Disciplines are such that it requires the course designer to change his thinking to accommodate fully the different discipline. It is not good enough to expect a Handgun course designer to produce Shotgun courses that meet the requirements of Shotgun without changing his thinking.

5. **Scoring Methods.** Comstock is the only scoring method in IPSC.

PLANNING A COURSE OF FIRE

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

7. **Safety.** Each stage must be viewed with complete safety as the primary objective. Go through the stage details and look for safe angles of fire, potential ricochets, splatter problems, as well potential 90 degree muzzle problems and traps. Make certain that the courses of fire are set up correctly to prevent this. Take particular care to ensure safe muzzle angles.

Try to eliminate the possibility of ricochets. Also remember that splatter goes in all directions. Use splatter guards on steel where possible.

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.

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 shooting area.

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. However, do not provide the written scenarios as part of the stage briefing.

Exercises vs. stages: IPSC matches should consist of appropriate challenges, not simple exercises that can be repeated and practised to perfection.

9. **Clarity.** Adhere to the keep it simple principle. 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. Matches should test a variety of gun handling skills. 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. **Range Officer Traps and Problems.** Do not design a course of fire that will be difficult for the Range Officer to control. This will lead to endless problems on that stage.

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 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 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,
- watch for proper use of fault lines,

- remember: if you can see the targets, you can shoot the targets,
- no possible shoot-throughs.

PRACTICAL COURSE DESIGN

"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." J.Michael Plaxco

12. IPSC shooting interests people for many different reasons. For some, the appeal of the sport is that it offers the most realistic opportunity available to exercise one's skill with a firearm. For others, it's a pure shooting sport; the test of competition is greater in IPSC than in any other shooting sport.

13. Course designers control the sport for practical shooters and they control the sport for shooters at the top and lowest levels.

COURSE DESIGN RECOMMENDATIONS

14. The key words are *realistic, reasonable, and sensible*. The situation represented by an IPSC course of fire has to be a realistic shootable problem. The shots required must be those that one could reasonably be expected to make with a firearm. The shots must also be ones that would be taken by a sensible person.

15. For handgun and shotgun targets past 25 m should be full targets, for rifle it should be 100 m. Any time we shoot a target beyond 25 m in distance, the full target surface should be available for score.

16. For handgun and shotgun Poppers beyond 15 m distance should be full Poppers. We see the same thing with poppers as with paper targets; half poppers at 25 m to represent a shoot/no-shoot target. For rifle always use full Poppers.

17. All targets should have at least half the full target available for score with the full A-zone showing. We see stages where there only 1/3 of the target's shoulder area available and just a corner of the A-zone open. With a rifle it would be a difficult shot. It shouldn't be taken with a handgun.

18. On each stage at least half the targets available for score should be full targets.

19. No more than 15% of the combined total number of targets for the entire match should be no-shoots or less than full targets.

20. Windows are designed to make the shooter come to a certain spot to engage targets. They should be both low enough and high enough so that both short and tall people can shoot through them with no handicap.

21. Low windows that are intended to make a competitor get down and shoot from an awkward position should begin a ground level. If the idea is to have the shooter go down to shoot, both short and tall people should have to go all the way down to the ground.

22. The maximum running distance without shooting should be no more than 10 m. Some courses of fire place more emphasis on moving than shooting. An IPSC match is first and foremost a test of shooting skill, the match winner should be the one who can shoot best, not the one who can run fastest or jump highest.

23. Course designers should be aware of the stage factor potential of the course they're laying out. A stage factor is based on the time that a course can be done and the number of points possible. The factor is derived by Comstock calculation (points divided by time). For instance, if a time on a stage is 6 seconds and the points possible are 30, that's a 5 factor stage. If we put a 1 over the factor number to make it a fraction, then that tells us, in seconds, what one point is worth. In a 5 factor stage, for example, you have .20 seconds to shoot an A instead of a C for the same score; vice-versa, you must be .20 faster with the C hit rather than an A hit for the same score. We feel that the optimal stage factor is between 4 and 6. A "push stage" is one that factors to 5, which is the best blend of accuracy and speed. A stage that factors higher than 8 is too speed-oriented; a stage that factors below 3 is too accuracy oriented. It should be noted that stage factors will vary greatly with shooter's skill levels; the factors stated above are based on an A class shooter's ability.

Also see Appendix D.

THE EFFECTS OF BAD DESIGN

24. **Cause of Bad Design.** A course can be bad for a number of reasons. It can be one that is not really shootable, or it can be a circus-type match with a carnival atmosphere, or it can come from a designer who just wants to put something really difficult out there. If they make a stage really hard that the good shooters won't be able to do as well on it, they're just kidding themselves. There will be a bigger separation in skill levels when a stage is made complex and hard to shoot. The really good shooters will always win, and the more difficult a stage is, the larger the gap will be between the Super Squad and the other shooters.

25. **Target Distance/Size.** Extending the distance of the targets on a stage and giving the shooter a smaller target area available for score hurts the lower level shooters much more than the top shooters. Over and over again we see the separation of skills comes from distance. For instance, in IPSC standards the difference between Master and A class will be pretty small. If the time limits are tough to make, then there's more separation. On typical long courses and short courses with shots under 15 m it's common to see A-class shooters beat Masters. Again, the separation of skill is distance.

EFFECTS OF GOOD DESIGN

26. When a competitor walks away from shooting a stage, you want to hear him telling how well he did, not how poorly he did, or how many shots he dropped, and how many procedural penalties he had. As well as realism, the course designer has to keep in mind that we want people to have fun. That's what is important. A shooter should have a good experience on the stage. How good is it? It should be relative: good, better, best.

27. A course of fire should be designed so that it shows a competitor his weaknesses and his strengths. If someone had a dissatisfying performance, he needs to walk off the line thinking constructive thoughts or reflecting on an appraisal of his skills - "I need to work on my strong-hand or weak-hand or reloading..." and the course of fire showed him that.

28. Another way to think about this: a poor performance should be the shooter's fault and the shooter should know that. Poor performance should never be blamed on the stage design. Blaming the stage leads to frustration, which leads to unhappiness with the sport, which leads a shooter away from the sport of Practical Shooting. A bad performance should always be the one the shooter can learn from, not the frustration of just saying "I don't need this".

29. This course of fire must:

- include all the correct elements,
- use the standard stage format,
- be fully documented with a scale drawing,
- include Range Officer information,
- include written out Range Officer's briefing (walk-through),
- include the score sheet,
- include a work order and list of materials needed,
- include a list of items need to run the stage, i.e., staple gun and staples, etc.

30. Remember to check your final design:

- from the shooter's point of view ... is it clear what is expected of the shooter?
- from the Range Officer's point of view ... can I run this stage without getting trapped? Do I understand the scenario and how the props relate to it? Can I run a shooter through in four minutes or less?
- stage crew ... can we set this stage up with a minimum of problems?
- stats office ... will it be clear how this is scored? Will special penalties, conditions, times, hits, misses, etc be clear to me? Is the score sheet clear enough that the score keeper can fill it out correctly? Have I made arrangements to get the completed score sheets to the stats personnel in a timely manner?

Remember! Safety, Relevance, Clarity, and Variety

CHAPTER 7: APPEAL/PROTEST/ARBITRATION PROCEEDINGS

1. **Introduction.** Arbitration is a process that provides the competitor the opportunity for redress. This is not common at matches but allows the competitor to have his complaint heard and investigated. It is part of the good management of matches to allow the competitor access to redress, have it investigated by a committee of his peers and so clear the air of any misconceptions, grievances, etc. It can also lead to improvement in the management of matches and IPSC Competition Rules.

2. **Arbitration Rules.** The IPSC Competition Rules for arbitration are quoted below as part of the explanation of arbitration. They are not quoted in numerical order but in the order in which they fit into the arbitration process. All the arbitration Rules have been included.

ARBITRATION PROCESS

3. **Appeal.** Arbitration requires that there be an arbitration request or appeal. See the Protest and Arbitration Request Form at the end of this Chapter. The standard procedure for this is explained below. However, the Rules allow you to use your Chief Range Officers, Range Master, or Match Director to settle disputes before they escalate to a formal request. This is much more preferable than having to convene an arbitration committee.

11.1.1 Administration – Occasional disputes are inevitable in any competitive activity governed by rules. It is recognized that at the more significant match levels the outcome is much more important to the individual competitor. However, effective match administration and planning will prevent most if not all disputes.

11.1.2 Access – Appeals may be submitted to arbitration in accordance with the following rules for any matter except where specifically denied by another rule. Appeals arising from a disqualification for a safety infraction will only be accepted to determine whether exceptional circumstances warrant reconsideration of the match disqualification. However, the commission of the infraction as described by the Range Official is not subject to challenge or appeal.

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.

4. **Re-Instatement and Proceeding.** In this escalation of appeal it is entirely possible for the Chief Range Officer or Range Master to re-instate a competitor. In the case of the competitor still wishing to appeal ...

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.

11.7.1 Appeals may also be submitted by other persons on a “third party appeal” basis. In such cases, all provisions of this Chapter will otherwise remain in force.

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. Audio and/or video recordings will not be accepted as evidence.

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.

11.3.1 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.

11.1.7 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.

5. **Composition of Committee.** 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 as this may disrupt the smooth management of the match. If using a half day format, appoint two committees, one for the morning session and one for the afternoon session. The committee members will then not have to stay on the range every day of the match the whole day in case of an arbitration.

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 Match 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.

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 Match officials if possible. All committee members will vote. The senior Range Official, or the senior shooter if there are no Match officials, will be the chairman.

6. **Effect of Committee Decision.** The committee's decisions are final and affect only the complainant and any subsequent similar incident. Decisions are not retroactive.

7. **Precedent.** Decisions may set a precedent for the future and could result in Rule changes.

8. **Committee Guidance.** The only guidance required is the newest versions of the IPSC Rules, the IPSC Principles, the stage briefing, and *Common Sense*. That is why selecting the right people for

the arbitration committee is so important. Over and above all this the members need to be well balanced, experienced, have integrity, be honest, dependable, etc. They have to be able to take the correct decisions.

11.1.9 Arbitration Committee's Duty – The Arbitration Committee is bound to observe and apply the current IPSC Rules and to deliver a decision consistent with those rules. Where rules require interpretation or where an incident is not specifically covered by the rules, the Arbitration Committee will use their best judgment in the spirit of the rules.

COMMITTEE PROCEDURES

9. **Validity.** The Committee must first verify the validity of the protest as follows:

- a. Check the time. Was it submitted within the required time frame? Rule 11.3.1.
- b. Fees. Was the required fee attached?

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.

- 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.

10. **Procedure.** If the protest is valid, the arbitration proceeds as follows:

- a. The committee will convene for the arbitration proceedings in an appropriate place that provides complete privacy and adequate seating and tables for the committee's use. The chairman will insure that necessary items such as pens and paper as well as Rule books for the relevant discipline 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 summarise the decision for posting.

Rule 11.5 Rules of Procedure

11.5.1 Committee's Duty and Procedure – The Committee will study the written submission and retain on behalf of the organizers the monies paid by the appellant until a decision has been reached.

11.5.2 Submissions – The Committee may require the appellant to personally give further details of the submission and may question him on any point relevant to the appeal.

11.5.3 Hearing – The appellant may be asked to withdraw while the Committee hears further evidence.

11.5.4 Witnesses – The Committee may hear Match Officials as well as any other witnesses involved in the appeal. The Committee will examine all evidence submitted.

11.5.5 Questions – The Committee may question witnesses and officials on any point relevant to the appeal.

11.5.6 Opinions – Committee members will refrain from expressing any opinion or verdict while an appeal is in progress.

11.5.7 Inspect Area – The Committee may inspect any range or area related to the appeal and require any person or official they regard as useful to the process to accompany them.

11.5.8 Undue Influence – Any person attempting to influence the members of the Committee in any way other than evidence may be subject to disciplinary action at the discretion of the Arbitration Committee.

11.5.9 Deliberation – When the Committee is satisfied that they are in possession of all information and evidence relevant to the appeal, they will deliberate privately and will reach their decision by majority vote.

Witness Procedure

- j. Proceed to call the witnesses in order as above.
- k. The chairman will welcome the witness and formally introduce each of the committee members.
- l. The chairman will then define the protest under consideration and confirm that the witness is involved in the issue in question.
- m. The chairman will ask the witness to describe what happened in their own words and without any committee interruptions.

- n. 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.
- o. When all the members have had a chance to question the witness, the chairman will thank the witness, excuse him and advise him that he may be recalled for further questions or to be advised of the committee's decision if appropriate.

Decision Procedure

- p. 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.

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, whichever comes first. If the Committee fails to render a decision within the prescribed period, both a first and third party appellant (see Section 11.7) will automatically succeed in their appeal, and the fee will be returned.

11.4.2 Disbursement – If the Committee's decision is to uphold the appeal, the fee paid will be returned. If the Committee's decision is to deny the appeal, the appeal fee and the decision must be forwarded to the Regional or National Range Officers Institute (RROI or NROI) in respect of Level I and II matches, and to the International Range Officers Association (IROA) in respect of Level III and higher matches.

11.6 Verdict and Subsequent Action

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 judgment.

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.

11.6.4 Minutes – Decisions of the Arbitration Committee will be recorded and will provide precedent for any similar and subsequent incident during that match.

- q. 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.

11. Conduct of the Proceedings. 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.

PROTEST AND ARBITRATION REQUEST FORM

I hereby submit the following for Arbitration in accordance with the current IPSC Competition Rules.

Name:		Competitor No:	
Incident Time:	(24hr)	Stage No:	Location:
If not at a stage, describe other location:			
Date:	Division:	Category:	
[day/month/year]			
Protest is 1 st Party/3 rd Party		Arbitration fee attached:	
Names of RO and CRO of stage:			
Names of witnesses:			

Describe completely and concisely the issue being submitted. Include any reference by section and number to any portions of the current IPSC Competition Rule book that may apply to this issue.
--

Signature: _____ Date: _____

OFFICIAL USE ONLY

Receipt of this form and fee confirmed by _____ at _____ (24hr) on [day/month/year].

Signature

Position

MINUTES OF ARBITRATION

The request was upheld or denied based on the following conditions or reasons:

CONCLUSION: Protest/Appeal upheld/denied Time: hrs on
[day/month/year]

ACTION REQUIRED:

Arbitration Committee

Name	Signature
Chairman	
Member	
Member	
Member	

A copy of these minutes is to be posted at a conspicuous place at the shooting range, with copies submitted to the IPSC Rules Committee [rules@ipsc.org] and IROA [iroa@ipsc.org].

APPENDIX A

EXAMPLE: APPOINTMENT OF RANGE MASTER

June 2014

To: U.R. Range Master

RANGE MASTER: LEVEL III THREE GUN TOURNAMENT TO BE HELD AT
16 JULY TO 20 JULY 2014

Appointment. You are hereby appointed as Range Master for the Level III Tournament to be held at from 16 to 20 July 2014.

The Tournament will be hosted by the Practical Shooting Association. Details of the tournament are as follows:

Vetting the CoF	16 July from 07:30
Check in	16 - 17 July
Equipment inspection	At check in
Pre Tournament	16 - 17 July 2014
Official opening	07:30 on 18 July on the range
Main Tournament	18 - 20 July 2014
Award Ceremony	20 July 2014 at the Clubhouse on the range.
Match Director	
Registration fees	 200 per individual Match (..... 600 for the Tournament)
Stages	Handgun 13 (6 short, 4 medium, 3 long) Rifle 12 (5 short, 5 medium, 2 long) Shotgun 12 (6 short, 4 medium, 2 long)
Minimum rounds	Handgun 225 Rifle 243 Shotgun 205 20 slug/buck, 185 birdshot
Fired cases	May be collected
Divisions recognised	Open Standard
Categories recognised	Ladies Senior Super Senior Junior
Teams recognised	Yes
Function firing bay	50m range available from 14:00 to 17:00 on 17 July
Shooting Range	
Lunch break	13:00 - 14:00 daily

Arbitration fee

Registration deadline 20 June 2014

Your duties and responsibilities are as determined in the IPSC Competition Rules for Handgun, Rifle and Shotgun and in the Tournament Rules. Further direction is available in the IROA Range Master Guide and IROA Course Design and Construction Guide.

[signed]

..... PRACTICAL SHOOTING ASSOCIATION

APPENDIX B

REASONS FOR 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 Range Master's decision under Rule 2.3.1.
2. Range Equipment Failure. Depends on RO decision under Rule 4.3.1.2, 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 Range Master'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 Rules Appendix C1, Points 6c, 6d, 7b.

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

CHRONOGRAPHING

This guide outlines the procedures for running the chronograph stage at a match, irrespective of the discipline. It is in addition to IPSC Competition Rule 5.6 which is the authoritative prescript for chronographing in IPSC and which has priority over this guide if there is any enquiry or doubt as to procedure.

Chronographing is performed to verify the integrity of the competitor's declared Power Factor, and Division if required. The chronographing process runs concurrently with the match, but must conclude at least one hour prior to the posting of the final match results.

IPSC sanctioned matches should have formal chronographing procedures. Some matches may accept the competitor's declared Division and Power Factor without dispute, while level IV and V matches will have formal chronographing. Shotgun matches need particular attention as chronographing all ammunition types for each competitor is expensive and time consuming.

The Match Director is responsible for ensuring the availability of a chronograph that has been properly setup and calibrated on each day of the match.

Whenever possible, chronographing should be scheduled like a regular, separate stage. In this way it is convenient to verify a competitor's compliance to their declared Division and Power Factor when they arrive at the chronograph stage.

It is the competitor's responsibility to ensure that his ammunition is chronographed before the end of a Match. If a competitor fails to report to the chronograph for the scheduled test, his scores are recorded in Minor Power Factor if declared Major, or shooting for no score if declared Minor.

Forms should be prepared to facilitate chronographing, including:

Competitor List by Competitor Number. Use this list to track who has and has not been chronographed.

Competitor List by Competitor Name. Use this list for cross-reference purposes, for example, when competitor number is not available, but the name is.

Chronograph Statistics List by Competitor Number. Use this list to capture chronograph statistics for each competitor. This form should be able to track the following information for all competitors:

- Competitor Number
- Competitor Name
- Competitor Division
- Competitor's Declared Power Factor (major/minor)
- Three chronographed bullet velocities in feet per second (recorded as three separate entries)
- Averaged bullet velocity in feet per second (recorded as a single entry that equals the average of the three chronographed bullet velocities)
- Bullet weight in grains
- Power factor (recorded as the averaged bullet velocity in feet per second, multiplied by the bullet weight in grains, divided by 1000).
- Complies with Division requirements

Competitor Chronograph Statistics Sheet. Use this list to capture the chronographing data for

the competitor and to identify the competitor's ammunition sample.

Chronographing Process

Read IPSC Competition Rule 5.6 in detail while planning the stage and before starting the chronographing process.

The chronograph must be verified every day as determined by the IPSC Competition Rules.

Ammunition samples should be collected at one of the following times:

At a specific stage during the match, eg each stage has a set of envelopes for a specific squad and the RO draws ammunition from each competitor of that squad when they reach his stage.
Randomly while the match is in progress.
Or any other suitable time.

For each competitor, eight rounds are collected randomly by a match official and placed in an envelope or plastic bag along with the Competitor Chronograph Statistics Sheet (so that the ammunition sample can be positively identified later). The ammunition is kept in an insulated container at the chronograph stage to maintain the ammunition at a constant temperature throughout the match, for consistency.

One bullet/shot charge per competitor is separated from the cartridge and weighed to determine actual bullet weight in grains (the weight is recorded on the Competitor Chronograph Statistics Sheet). If this is not possible, the competitor's declared bullet weight is to be accepted. The propellant is usually poured into the provided envelope or plastic bag.

At the chronograph stage, the competitor must not handle their firearm unless instructed to do so by the Chief Range Officer (CRO) in charge of the stage.

Ammunition is tested through the competitor's firearm. When he arrives at the chronograph stage the competitor is requested by the CRO to place his unloaded gun on the shooting bench or table, slide locked back (if possible), muzzle pointed down range. Once the firearm had been presented for chronographing, the competitor may not add, adjust, or alter anything on it until the chronographing process has finished.

The competitor's ammunition sample and Competitor Chronograph Statistics Sheet is retrieved. Three bullets are fired over a chronograph by the Chrono RO and their velocities recorded on the Competitor Chronograph Statistics Sheet.

Calculate and record the average bullet velocity and subsequently the competitor's Power Factor. The factor of the competitor's ammunition is entered on the Competitor Chronograph Statistics Sheet. The completed Competitor Chronograph Statistics Sheet is retained. The unfired cartridges, bullet, propellant, etc is returned to the competitor immediately after the chronographing has been completed.

If changes to the competitor's Power Factor or Division are required, they are noted, the Range Master informed and forwarded to the Match Stats Officer for action.

Other verification tests may also be performed and recorded at this time:

Compliance to declared Division.
Box test results for Handgun and Shotgun.

Magazine length is checked.
Minimum trigger pull tested.
Rifle compensator measured.
Distance of competitor equipment from the body.
Functioning of firearm safety.

If the chronographer notices that the firearm does not meet safety criteria (inoperable safety, double, etc.), the Range Master is called and the competitor is not permitted to continue in the Match until the gun is rechecked and proven safe.

CHRONOGRAPH DAILY REPORT

Test Gun Make/Model:				Test Gun Serial Number:				Bullet Weight:			
----------------------	--	--	--	-------------------------	--	--	--	----------------	--	--	--

DATE	SHOT VELOCITY (FPS)			Average Velocity	Power Factor	% Change	Initials	
	1	2	3				CRO	RM
						N/A		

CHRONOGRAPH RESULTS

Competitor number		Name	
--------------------------	--	-------------	--

Date		Time	
-------------	--	-------------	--

In accordance with the current rules, the competitor's ammunition has been tested as follows:

Initial bullet weight	
------------------------------	--

	Velocity		Velocity
Shot 1		Shot 4	
Shot 2		Shot 5	
Shot 3		Shot 6	
Average velocity 3 first shots		Average velocity of the 3 best of 6 first shots	
Factor after 3 first shots		Factor after the 3 best of 6 first shots	

New bullet weight		Velocity shot 7	
Factor after the 3 best of 6 first shots with new weight		Factor after the 3 best of 7 first shot	

Final Factor	
---------------------	--

Competitor

Range Officer

CHRONOGRAPH DOWNGRADE SHEET

CRO Name: _____

1. Downgrade to Minor

☐

2. Fails to meet minimum power factor floor (125)

☐

Comments:

Details

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

Comp No: _____

Fail major	Fail minor
------------	------------

COURSE OF FIRE CONSTRUCTION AND VETTING CHECKLIST

1. Briefing. Rule 3.2
 - Scoring method.
 - Targets (type and number).
 - Minimum number of rounds.
 - Type of ammunition (shotgun)
 - 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. Fault lines
 - Fault lines should rise at least 2 cm above the ground level.
 - Fault lines should be fixed firmly in place.
 - Fault lines should be a minimum of 1,5 meters 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?

APPENDIX E

HANDGUN EQUIPMENT COMPLIANCE CHECK SHEET

Competitor name

Competitor #

Squad #

Date

Handgun make

Handgun Model

Handgun Serial #

Division	O	S	P	C	R
Category	NA	L	J	S	SS

X The ones applicable

No of magazines excluding long ones	
No of long magazines for Open	
Long magazines correct length max 170mm	
Fits in box Standard and Classic	
Listed for Production	
Trigger pull Production 2.27kg	
Barrel length Production 127mm	
Dustcover length Classic 75mm	
Mag well opening Classic 35mm	
Manual safety functional	
Type of sights fitted	Front Rear
Rig behind hipbone and within 50mm of torso.	

Y = yes

N = no

RO Comments

RO Name

RO Signature

Competitor signature

RIFLE EQUIPMENT COMPLIANCE CHECK SHEET

Competitor name

Competitor #

Squad #

Date

Rifle make

Rifle Model

Rifle Serial #

Division	SAO	SAS	MAO	MAS	
Category	NA	L	J	S	SS

X The ones applicable

No of magazines	
Length and diameter of flash hider/port/etc correct	
Vertical front grip fitted/length 152mm	
Bipod fitted	
Barrel length	
Manual safety functional	
Type of sights fitted	Front Rear
Rig within 50mm of torso	

Y = yes

N = no

RO Comments

RO Name

RO Signature

Competitor signature

SHOTGUN EQUIPMENT COMPLIANCE CHECK SHEET

Competitor name

Competitor #

Squad #

Date

Shotgun make

Shotgun Model

Shotgun Serial #

Division	O	M	S	SM	
Category	NA	L	J	S	SS

X The ones applicable

No of magazines max 10 rounds	
Side saddle fitted to shotgun	
Loading modifications not protruding	
Speed loaders max of 6 rounds	
Removable chokes	
Barrel length	
Fits in box Open and Modified 1320mm	
Manual safety functional	
Type of sights fitted	Front Rear
Rig at hip level and within 75mm of body	

Y = yes

N = no

RO Comments

RO Name

RO Signature

Competitor signature

RANGE MASTER REPORT

The report is intended to give feedback to the NROI and IROA about the performance of the ROs at the match, as well as relevant happenings and activities at the match. Include everything you think is appropriate but follow the guideline below. It must include the debriefing of the ROs after the match.

Send it to IROA and the NROI within two weeks of the match, together with the debriefing. See also the IROA Member Handbook [Maintenance of Membership, paragraph 6]

Use appendices for any lengthy contents. Add any other information that might be relevant.

Name and General Description of the Match:

Location :

Level :

I	II	III	IV	V
---	----	-----	----	---

Dates : From: _____ To: _____

Match Director :

Range Master :

Assistant Range Master :

STAGES

Number of

Stages	
Total Rounds	
Short Courses	
Medium Courses	
Long Courses	

Number of Stages Deleted ____ Reason(s) _____

Were targets to exact IPSC specification? _____ If not why not? _____

General comment about course design.

Stage construction. Problems with the stages, props, range and facilities.

COMPETITORS

What problems were encountered with or relating to Competitors? Describe

Was the equipment compliance check done and results?

DISQUALIFICATIONS

Total Number of DQ ____

Percentage of DQ to total number of competitors ____%

Breakdown of DQ

Competitor Name	Stage No	Rule	Summary Information

How many arbitrations were there?

Names of Arbitration Committee

Morning Session

Chairman

Members

1.

2 .

3 .

Afternoon Session

Chairman

Members

1.

2 .

3 .

Give a short description of each arbitration in Appendices to this report.

WARNINGS ISSUED

Breakdown of Warnings

Reason	Rule	Number

SCORING

Scoring method used WinMSS _____ Other _____

Were there any problems arising from or related to computers and scoring? If yes, explain.

MATCH OFFICIALS

Number of Officials available: IROA__ NROI__ Other__ Total __

Were Match Officials sufficient for the event? ____ If not describe why not

Did Match Officials have adequate breaks for meals, toilet, etc? _____ If not describe why not

Did the Match Officials get to shoot the event? _____ If not describe why not

General comment about ROs and ranging.

Stage Assignments

Stage No	CRO Name	RO names	Comment

Chrono			
Stats			
Range Warden /Quartermaster			
Range crew			

Notes

1. Short report on IROA officials for Level III and higher matches as required by IROA.
2. Short report on NROI officials for the NROI.

General comment about match personnel.

The following headings to be used to add any other information that might be relevant.

Chrono. Functioning.

What went well in the match or tournament.

Feedback about the stages, match/es and tournament. Include feedback from RO debrief and stats.

Any comment about the written stage briefings.

Functioning and competitor use of vendor areas.

Provision and functioning of hygiene areas.

Climate, weather if necessary.

Signed by Range Master and Assistant Range Master.

STAGE DEBRIEFING SHEET

Stage _____ CRO Name: _____

WHAT HAPPENED ON THE STAGE DURING THE MATCH

1	Failure to meet Division requirements	
2	Reshoots (excluding incomplete score sheets)	
3	Reshoots (incomplete score sheets)	
4	Warnings	
5	Disqualification	
6	Range equipment failure	
7	Scoring dispute	
8	Problems with course design, construction, props, WSB	
9	Other	

Comments on what happened as mentioned above.

Provide Detail of What Happened

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

Comp No: _____ Ref (1-9): ____ Details: _____

WALK THROUGH TEMPLATE

Stage xxx

Running fast

Good morning/afternoon my name is and I am from
(Region/club/etc).

I am working Stage 1 with who is from
(Region/club/etc).
[include names of patchers, scorer, etc]

This is a “*short/medium/long*” course consisting of xx IPSC paper targets, xx Mini targets, xx clays, xx Poppers, xx plates and xx no-shoot targets. The course will require a minimum of xx rounds.

The competitor will start the course of fire “*standing/kneeling/lying on bed ...*” with both “*heels/toes/knees ...*” touching xx /at A ...” “*hands relaxed/in the surrender position/holding ...*”. The competitor’s gun will be “*loaded/chamber empty, hammer down/chamber empty, hammer down with a magazine inserted/Option2 ...*” and “*holstered/placed flat on table in demarcated area ...*”.

On the audible start signal, the competitor will “*draw/retrieve the gun/load*” and engage the “*paper targets/poppers/plates*” all in any order as seen “*from behind the barricade/through the apertures ...*”, while remaining within “*the demarcated area/seated ...*”. Paper targets require a minimum of two scoring shots each and the “*poppers/plates*” must be down to score.

..... will now demonstrate the start position; no variation to this position will be acceptable.

Do you have any questions about this course of fire?

You have 5 minutes to examine the stage.

Note. The words in parenthesis and italics are guidelines. Please add your wording for the specific stage and discipline.

Stage 1 Notes

ENTERING OR MOVING THROUGH A COURSE OF FIRE PRIOR TO THE BRIEFING – Rule 8.7.3

Please do not allow competitors onto the range prior to the stage briefing. Violators will incur a warning for the first offence (write this on the bottom of the relevant score sheet and notify the RM) but can be disqualified for unsportsmanlike behaviour for subsequent offences.

This must be kept consistent across all ranges and range officers.

WALKTHROUGH TIME – Rule 3.2.4

Please restrict this to 5 minutes per squad. Once this time has expired, the range will be closed for further walkthroughs. If a competitor is seen to be conducting a walkthrough during the 'scoring and patching' time, please issue a warning (if the first offence) or notify the RM if the competitor has previously been warned – Rule 8.7.3 (no longer has approval of Range Officer as walkthrough time has expired).

This must also be kept consistent across all ranges and range officers.

START POSITION

Please do not start the competitor until the correct position has been assumed.

Gently indicate to the competitor that he/she has not assumed the demonstrated start position if applicable.

If things become heated, ask the competitor to unload and step down in order to take a breather and recompose him/herself. If necessary, call the RM.

The start positions are to be consistent across all ranges and range officers.

PENALTIES

If any part of the competitor's body touches the ground on the other side of the fault lines while firing a shot, the competitor will be assessed one procedural penalty FOR EACH SHOT FIRED/ONCE ONLY while faulting (Rule 10.2.1).

CASE STUDY: ALLOCATION AND USE OF MATCH OFFICIALS AT WSX

At WSX the organisers allocated qualified RMs to act as Area Chief Range Officers to each of the 5 shooting areas. The organisers also put in place a reserve team headed by an RM. The team varied per day from the RM + 12 on the best day to the RM + 8 on the weakest day. They were nearly all qualified local ROs but there were also a couple of helpers. Some couldn't work the entire match but were happy to help for 1 or 2 days and some stayed the whole week.

Each morning of the match the team reported to this RM at a central point, who allocated them duties for the day based on need. They remained this RM's 'crew' and he could employ them anywhere and anyhow as he saw fit. This included moving them from stage to stage during the day if considered it necessary or beneficial.

There was a match debriefing every evening for the RM, MD, the Area Chief Range Officers and the Quartermaster. Any requests for help, including cover for illness, were passed to this RM at the meeting to plug the gaps as best he could the next day. He dealt with any problems during the day as and when they came up.

His team had other responsibilities and requirements. They provided a quick stand-in should an RO be required to attend arbitration. At lunchtime this RM allocated 1 person per range area to just keep an eye on the stages and to prevent any unauthorised "trespass" by ambitious competitors.

Should a stage fall behind for any reason he would move extra personnel onto the stage to give it the manpower boost to get it back on track. He used this on the very first day of the match when 2 stages in the same area were running late by boosting the crew by 5 extra ROs. He first assessed the best way to speed up the stage and get it back on schedule.

Nor did the guys just sit around waiting to be called to assist. Once daily replacements had been allocated, he simply allocated the team to various stages where he knew an additional person would be appreciated, with the proviso that they were only on loan until needed elsewhere.