

INTERNATIONAL PRACTICAL SHOOTING CONFEDERATION



INTERNATIONAL RANGE OFFICERS ASSOCIATION

CHIEF RANGE OFFICER GUIDE

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CHAPTER 1: INTRODUCTION

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

2. The development and education of Range Officers to be better Range Officers is vital for the continued safety and efficient operation of the IPSC shooting programs. Officials are the backbone of IPSC competition, and **good** officials always bring desire, enthusiasm, and commitment to the sport. There is a direct relationship between the quality of the officiating and the quality of the competition. Fact: the better the officials and the officiating, the better the match.

3. The importance of high quality officials cannot be overstated. In addition to ensuring the safety of our competitors and spectators, they provide credibility and structure. Competent, professional IPSC officials are the backbone of organised matches. Without them the IPSC competition programme would be very difficult to carry out.

4. The **International Range Officer Association** and the many National Range Officer Institutes were established to provide in this requirement for Match Officials. They are intended to provide the structure for the creation, 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 world wide standard.

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

Proficiency. To see how they compare to the best. This is why it is important to show all the scores and have daily postings so all levels of competitors can track their performance.

Friendship. To meet other people sharing the same interests. This happens in any case 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 CHIEF RANGE OFFICER

The duties and terms of reference of the Chief Range Officer are defined in the IPSC Competition Rules

“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).

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

RESPONSIBILITIES

2. Read the IPSC Rules Chapter 7 for the responsibilities of the Chief Range Officer and those who work the stage or stages with him. Take the time to think on what is implied in the section specifically aimed at the Chief Range Officer but also the Range Officer, Match Director, Range Master and Stats. The larger the match the more important it is to be sure what the scope of the Chief Range Officer responsibilities are and the close relationship he must maintain with all the other match officials for a successful stage and match. See the table below for more clarity.

MATCH OFFICIALS

Name	Range Officer (RO)	Chief Range Officer (CRO)	Stats Officer (SO)	Range Master (RM)	Match Director (MD)
Appointed by	<i>Host Region/Association</i>	<i>Range Master</i>	<i>Host Region/Association</i>	The Range Master [<i>the person serving as Range Master at a match</i>] 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.	The Match Director is appointed by the host organization and works with the Range Master.
Responsibility	Issues range commands, oversees competitor compliance with the written stage briefing and closely monitors safe competitor action.	Primary authority over all persons and activities in the courses of fire under his control, oversees the fair, correct and consistent application of these rules	Supervises the stats room which collects, sorts, verifies, tabulates and retains all score sheets and ultimately produces provisional and final results	Has overall authority over all persons and activities within the entire range, including range safety, the operation of all courses of fire and the application of these rules. All match disqualifications and appeals to arbitration must be brought to his attention.	Handles overall match administration including squadding, scheduling, range construction, the ordination of all support staff and the provision of services.
Authority	Under the authority of a Chief Range Officer and Range Master.	Under the authority of the Range Master.	Under direct authority of the Range Master.		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.

Note. Contents taken directly from the IPSC Competition Rules 2015.

3. Squad Briefings. The Chief Range Officer should brief all the squads to ensure consistency for all the squads. Read the briefing/walk-through as approved by the Range Master. If you want to change it make sure that the Range Master first approves the changes. This is applicable only if he is the Chief Range Officer in charge of only one stage. If you are appointed for an area, check with the stage Chief Range Officers that the various stage briefings are correct.

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

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

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

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

8. Cleanliness. Make sure that you have rubbish bin or bag on your range and use it. After every detail check the area, pick up all rubbish, bits of patches, cups and cans, packets, cases, etc and put it in the bin or bag. This creates an immediate good impression as the next squad arrives and they usually leave the range neater too. It sets the example for the other Match Officials on your stage as well as the competitors.

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

RANGE MASTER

10. IPSC Rules and the Range Master. 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 a Chief Range Officer will be, being the Range Master at Level I and II matches and the understudy of the Range Master at higher level matches to some extent. Some aspects are highlighted to indicate the specific authority of the Range Master. This will assist the Chief Range Officer to know when to take initiative and when to obtain the Range Master's approval first and understand what the MD does.

11. Reading the Rules. This is the only place you will find all the rules pertaining to the Range Master in one place, except if you extract it from the Rules yourself. 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. Do not skip reading this thoroughly because you 'know it all' or find it boring. The IPSC Competition Rules

has little on the duties and responsibilities of the Chief Range Officer, but there is no doubt that the Chief Range Officer is the understudy for the Range Master for the area to which he is appointed.

12. Order of Rules. The rules are not in number order but start at the beginning of the competition and continue 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 organisers must, prior to commencement of a match, appoint a Match Director and a Range Master to carry out the duties detailed in these rules. The nominated Range Master should preferably be the most competent and experienced certified Range Official present (also see Rule 7.1.5). For Level I and II matches a single person may be appointed to be both the Match Director and the Range Master. [Note: If we always appoint the most competent and experienced official when will the rest get the opportunity to be competent and experienced? There should always be an understudy that is appointed to learn]

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

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

Match Officials

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

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

7.1.3 Stats Officer ("SO") – Supervises the stats room team, which collects, sorts, verifies, tabulates and retains all score sheets and ultimately produces provisional and final results (under direct authority of the Range Master).

7.1.4 Quartermaster ("QM") – Distributes, repairs and maintains all range equipment (e.g. targets, patches, paint, props etc.), other range needs (e.g. timers, batteries, staplers, staples, clipboards etc.) and replenishes Range Officer refreshments (under direct authority of the Range Master).

7.1.6 Match Director ("MD") – handles overall match administration including squadding, scheduling, range construction, the coordination of all support staff and the provision of services. His authority and decisions will prevail with regard to all matters except in respect of matters in these rules which are the

domain of the Range Master. The Match Director is appointed by the host organisation 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 organisers to actually serve in an official capacity at the match.

Stage administration

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

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

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

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

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

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

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

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

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

8.7.3 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. ..

Stage briefing

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

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

Range

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

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

Firearms

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

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

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

5.1.8 A competitor who substitutes or significantly modifies a firearm during a match without the prior approval of the Range Master will be subject to the provisions of Section 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 the "Major" or "Minor" power factors declared by all other competitors who have not been tested will be accepted without challenge, subject to any applicable Division requirements (see Appendices).

Division

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

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

Scoring

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

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

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

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

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

9.7.7 In the event that an original **score sheet is lost** or otherwise unavailable, the competitor's duplicate copy, or any other written or electronic record acceptable to the Range Master, will be used. If the competitor's copy, or any other written or electronic record, is unavailable, or is deemed by the Range Master to be insufficiently legible the competitor will be required to reshoot the course of fire. If the Range Master deems that a reshoot is not possible for any reason, the competitor will incur a zero time and score for the 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 match disqualification must not be deleted from match results, and match results must not be declared final by the Match Director, until the time limit prescribed in Rule 11.3.1 has passed, provided no appeal to arbitration on any matter has been submitted to the Range Master (or his delegate).

10.4.8 Exception: When it can be established that the cause of the discharge is due to a broken or defective part of the firearm, the competitor has not committed any safety infraction in this Section, and a disqualification will not be invoked, but the competitor's scores for that stage will be zero.

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 behaviour likely to bring the sport into disrepute. The Range Master must be notified as soon as possible.

Drugs

10.7.3 Except when used for medicinal purposes, competitors and officials at matches must not be affected by drugs (including alcohol) of any sort during matches. Any person, who in the opinion of the Range Master is visibly under the influence of any of the items described herein, will be disqualified from the match and may be required to leave the range.

Appeals and arbitration

See IPSC Competition Rules Chapter 7.

Calibration/Testing of Poppers

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

MATCH DIRECTOR

13. **Match Director Rules.** All the IPSC rules relevant to the match director are quoted below. This is quite lengthy but will give you an idea of what the duties of a Chief Range Officer will be relevant to the Match Director. Some aspects are highlighted to indicate the specific authority of the Match Director. This will assist the Chief Range Officer to know when to take initiative and when to obtain the Match Director's approval first.

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

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

16. **Duplication in Rules.** There is intentional duplication with the Range Master section above. You will be looking at some of the same rules but from a different perspective. This will allow you to find new information about the same rule and to apply it correctly.

Appointment

7.3.1 Match organisers 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.

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

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

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

Stage administration

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

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

Vendor area

2.6.2 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.

Clothing

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

Match ammunition

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

Divisions

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

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

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

Match dates and schedule

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

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

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

Scores

5.7.5 Where the firearm has failed as above, the competitor must not be permitted to reshoot the course of fire. This includes the instance where a firearm is declared unserviceable or unsafe during a course of fire.

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

9.8.4 Competitors who **are scheduled** (or otherwise authorised by the Match Director) to complete all courses of fire in a match in a period of time less than the full duration of the match (e.g. 1 day format in a

3 day match etc.), are required to check their provisional match results in accordance with the special procedures and time limits specified by the Match Director (e.g. via a website), failing which scoring appeals will not be accepted. ...

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

Appeals and Arbitration

See Chapter 7 of the IPSC Competition Rules.

RANGE OFFICER'S CREED

17. The range officer's creed is the epitome of brevity but at the same time clarity in how to act under all competition conditions. Read this before every match you officiate at irrespective of how many times you have been a match official.

"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 familiarise myself with all current regulations, match rules and attendant subjects.*

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

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

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

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

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

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

The IROA web page

CHAPTER 3: IPSC PRINCIPLES AND COMPETITION RULES

1. Introduction. It is essential for the Chief Range Officer to know what the principles of his sport are. This allows him apply the rules correctly and advise competitors appropriately. The Principles are contained in the IPSC Constitution and embodied in the IPSC Competition Rules and are quoted below. All participation in practical shooting under the auspices of IPSC take place against the background of these Principles and the accompanying Competition Rules. Everything that we as match officials do can be relayed back to these Principles and Rules.

IPSC PRINCIPLES

2. The IPSC Constitution determines the nature of our sport internationally, as does the constitution for any other international sport. Our principles or the objectives we strive to achieve are clearly set out in the IPSC Constitution and is clearly visible in the IPSC Competition Rules. They should be clearly visible in all our competitions and especially in the course design and construction. The Principles are quoted below as they appear 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.*"

IPSC COMPETITION RULES AND GENERAL PRINCIPLES

3. IPSC Competition Rules form the basis of our sport, as does the rules for any other sport, and is consistent with the IPSC Constitution. The IPSC Competition Rules set standards for competition around the world to ensure consistent competitor participation and enjoyment. We as officials organise and manage these competitions so competitors may participate in an IPSC match anywhere in the world in a safe organised manner under any conditions.

"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 General Courses and Classifiers may specify shooting strong hand or weak hand only without the need to enforce compliance using physical means (e.g. hook-and-loop fasteners etc.). The specified hand must be used exclusively from the point stipulated for the remainder of the stage.

1.1.5.4 If a written stage briefing specifies strong or weak hand only, Rule 10.2.8 will apply. If a competitor is merely 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 recognise 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."

4. Knowledge of the IPSC Principles and Competition Rules enables the Chief Range Officer to **apply the Rules correctly** in all situations on the range during competitions. It provides him with that little bit of superior insight to enable him to take good, realistic and credible decisions under difficult situations.

CHAPTER 4: RANGE OFFICER ASSOCIATIONS

INTERNATIONAL RANGE OFFICERS ASSOCIATION (IROA)

1. IROA Responsibilities. IROA was established as part of IPSC, as is any NROI a part of the Region to which it belongs. The responsibilities of IROA are contained in the IROA Member Handbook and 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 recognise 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 organisations.

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 Chief Range Officer Requirements for International Certification. The requirements for appointment to IROA Chief Range Officer rank are detailed in the IROA Member Handbook. They are paraphrased below. The candidate must be:

- A current member of his Region.
- A current working member of his Region's NROI and hold a rank of Chief Range Officer or above.
- A current International Range Officer.
- Have accumulated a minimum of 35 match points at IPSC Level III or higher matches, including at least one Level IV or V match.
- Have worked as a Chief Range Officer or Range Master at 3 or more IPSC Level III or higher matches.
- Sufficiently fluent in English to be able to fulfil the duties of a Chief Range Officer in an internationally sanctioned match.
- 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.

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

Level	Size of competition	Points
I	A club or similar match.	1
II	An inter-club or larger match.	2
III	Large area competition such as a national championship.	3
IV	Continental championships such as the European Shotgun Championship, the Australasia Handgun Championship. Occurs every three years.	4
V	The World Championship. Occurs every three years. Presently still only Handgun.	5

The IROA Member Handbook will provide more detail on IROA.

NATIONAL INSTITUTE OF RANGE OFFICERS (NROI)

4. National Institute of Range Offers. All Regions should have a National Range Officer Institute [NROI]. The NROI carries out the following activities:

- a. Conducts range officer training in accordance with international standards.

- b. Certifies national range officers.
- c. Advises the Regional Director on aspects relating to the safe conduct of IPSC competitions.
- d. Advises the Regional Director on rules of competition.
- e. Maintains a register of all national Match Officials.
- f. Manages the national range official maintenance programme.

5. Start-up. Should the Region not have such a body the Region may approach IPSC for assistance. IROA will, in conjunction with the Regional executive, assist such a Region.

IROA RECOMMENDATIONS FOR NROI PROGRAMS

6. New Region and/or NROI. A new Region has to have its own NROI to be able to host IPSC matches at all levels. The recommended procedure is set out below.

- a. The organisation is customarily named the National Range Officers Institute (examples: NROI Canada, GROI for Germany, SAIRO for South Africa, etc.).
- b. The Regional Director usually appoints the President or Chairman of the NROI.
- c. The organisation creates its own identifying logo and colours. The IROA shield and scales may be used but the actual IROA logo or grey striped shirts may not be used.
- d. The funding for the operation of the NROI usually comes through the Regional Director.

7. NROI Range Officer Training. The NROI is responsible for the training of National Range Officers in accordance with international training standards. IROA has developed Range Officer Training Seminars that are designed for the training of National Range Officers and this material is available from IROA free of charge to all Regions.

8. Promotion to Chief Range Officer. IPSC and IROA do not prescribe to Regions and NROI the requirements for promotion to Chief Range Officer. Each region should have its own process suited to the Region. The minimum requirements should, however, include being a current Range Officer and IPSC member, recommendations and approval at the various levels in the Region and the NROI, experience at level II and preferably level III competitions and attended a Level I and Level II Seminar.

CHAPTER 5: MATCH PLANNING AND ADMINISTRATION

MATCH STRATEGY

1. Planning. The most important factor in organising a large match is PLANNING. The value of proper planning cannot be over emphasised. We are an amateur sport with the competition organisers being unpaid volunteers. Doing proper planning ensures that all of us that are part of the competition organisation accept co-responsibility for the success of the competition.

2. Time required for Planning. The recommended period for planning is two weeks per stage. This time excludes the co-ordinating time, meeting time and stage construction time.

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

COURSE OF FIRE	Discussed further in this guide.
ORGANISATION	Discussed further in this guide.
RECOGNITION	See the Match Director Guide.

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

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

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

MATCH COMMITTEES

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

	Transportation	Airport - hotel - range
	Range concessions	Range food and drinks
	General Assembly	Budget Recording Secretary Where and when
Awards and Prizes	Awards and Trophies	Match winner, 2nd Overall, 3rd Overall Stage winners, 1st, 2nd, 3rd Medals Top Lady, Top Junior, Top Senior, Top Teams, others?
	Information to sponsors	
Budget and Finance	Bank account Budget Spending approvals Treasurer	
Course of Fire	Man vs Man events Stage design	
Printing and Art Work	Competitor programme	Area maps Calendar of events Course of fire Match copy Score sheets Welcome letters
	Advertisements and information mailings Match logo Match certificates - often overlooked but it make a nice touch Match posters Name badges Registration forms Squadding lists	
Props and range equipment	Prop and equipment design and type Prop and equipment building teams Props and equipment list Painting and decorating team	
Public Relations	Firearm permits Press releases and brochures	
	Souvenirs	Competitors' name badge Match programme
	For sale	Belt buckles Golf shirts Match pins Pennants T shirts Video tapes
Range Master	Allocate CRO/ROs to stages. Assign CROs and ROs to stages. <i>Don't forget the chronograph, squadded and officials same as a stage</i>	

	<p>Arbitration committee <i>Appropriate private room set aside for arbitrations</i></p> <p>Budget</p> <p>Number of CROs needed</p> <p>Number of ROs</p> <p>Range safety <i>Safety glasses should be worn at all times</i></p> <p>Stage walkthroughs</p> <p>Type of recognition for officials</p>	
Range Warden	<p>Ammo packets/envelopes/bags for chrono</p> <p>Bulletin board for posting results</p> <p>Bunting</p> <p>Clipboards with plastic rain covers</p> <p>Communications</p> <p>Clear plastic bags for targets in the event of wet weather</p> <p>First aid</p> <p>Flags</p> <p>IPSC flag</p> <p>Marquees (tents)</p> <p>Pens and pencils for wet weather</p> <p>Paint for all purposes</p> <p>Rule books</p> <p>Safety areas with tables (in all areas) <i>Also very important and often overlooked</i></p> <p>Scoring overlays</p> <p>Stage briefings</p> <p>Staplers and staples</p> <p>Tables and chairs</p> <p>Washrooms (in all areas) <i>These items are the most overlooked and, at times, can be the most important</i></p> <p>Water, chairs, table, and umbrellas for Match Officials (rain/sun)</p>	
Stats and Scoring	<p>Computers</p>	Include printers, cables, UPS, CDs for backup
	<p>Squadding</p>	Competitors Officials <i>A global lunch break is recommended</i>
	<p>Match registration <i>Registration acknowledgements are often overlooked.</i></p>	
	<p>Competitor registration packets</p> <p>Final results distribution</p> <p>Score sheet design <i>WinMSS</i></p>	
Match Schedules	<p>Officials and sponsor shoot</p> <p>Set up ranges</p>	
	<p>Competitor registration</p>	Where and when
	<p>Awards ceremony</p> <p>Opening ceremony</p>	

	General Assembly	
First Meeting	Select Committee chairpersons	Commitment is important Involvement and time
	Set dates for all the next meetings	
Match Parameters	Number of competitors	
	Total shooting hours in a day (minus lunch)	Average 10 competitors per hour
	Allocation of slots Match fee Number of ranges Number of stages	
	Timetables	Set timetables for all committee projects
Projections	Financial	Manpower Meetings Spending approvals
	Committee reports Financial projections	
	Squadding	Use the IROA Shooting Order as seen in the Range Officer Manual and IROA Member Handbook.
	Artwork Assign CRO Complete prop and stage equipment list. Review COF for international sanctioning. Review prop and equipment list. Order souvenir inventory, i.e. pins, shirts, etc. Work squads.	
Final Prop and Equipment Check		

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

MATCH ORGANISATION FOR LEVEL III TO V MATCHES

5. The officials 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 way that provides this consistency and reliability.

6. There is a certain degree of physical stress in larger matches. It is, therefore, normal for an Area Chief Range Officer to be appointed for oversight in an area of the match to assist the stage Range Officers in solving any problems earlier and ease the load of the Range Master.

7. A Level IV is 24 stages arranged in 4 areas while a Level V is 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.

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

Range Master	2
Area Chief Range Officer	1 per area
Chief Range Officer	1 per stage
Range Officer	1 or 2 per stage
Score keeper and patchers	1 score keeper per stage and 1 patcher/helper for every 6 shots fired
Stats	crew of 6-8 (including an IROA SO)
Quartermaster	1 or 2
Range crew	2 to 5.

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

STAGE ADMINISTRATION FOR LEVEL III AND HIGHER MATCHES

10. Match Officials. At least three Match Officials are required to run an efficient stage, depending on the size and complexity of the stage. A short discussion of what each one does is below.

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

12. Chief Range Officer, has primary authority over all persons and activities in the courses of fire under his control, and oversees the fair, correct and consistent application of these rules (under the authority of the Range Master). The Area Chief Range Officer should carry the following with him during the match:

A copy of the appropriate IPSC Competition Rules and scoring overlays.
Several rolls of patches, spare batteries, staples, etc in case one of the stages runs out.
A radio so that all can contact you.
Complete copy of the amended and updated Course of Fire and walk throughs for all his stages.
A notebook to record actions taken, by whom and the time, for possible arbitration purposes.

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

14. Helpers/patchers. Plan on having one helper/patcher for every six shots fired.

15. "On Air" and "Off Air" Time

"On Air" time belongs to the competitor from "Load and Make Ready" (LAMR) to "Range is Clear" (normally 1 - 2 minutes). Do not hassle the competitor in this time, there is little to gain in trying to get them to shoot quicker.

"Off Air" time belongs to the Range Officer. This time is used for all other activities such as scoring, patching, painting, repairing, etc. (3-4 minutes). The shorter you can get this time the smoother the stage should run. A guideline is 16 competitors per hour, including briefing and walk through. It will take longer per shooter for a long stage and less for a short stage. As our matches get larger the squads are getting bigger, placing more pressure on the match officials to run a smooth and efficient stage and cutting the 'off air' time shorter.

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

Time each stage from LAMR to LAMR. This will give you the actual time it will take for each squad to finish the stage, allow you to identify the obvious and not-so-obvious problem stages and to plan to handle any problems on these stages.

16. Vetting the Stage. Meet with your Range Officers for the stage. Discuss and walk through the stage with them, get their ideas and input so you all have the same approach to ROing the stage. Critique the Course of Fire (shoot through, safety, etc), call the Range Master and discuss any possible stage changes. Then, after all is set up and works, call the Range Master again and get his approval. This is usually not necessary at Level III and higher matches as the stages will already have been approved and cannot be changed any more. However, do your due diligence and check with the Range Master if there is any aspect that you are concerned about.

17. Placing of Range Officers. Discuss with your Range Officers where to stand to be able to monitor competitor action. This is to ensure proper adherence to the Rules and CoF (finger on trigger, 90 degrees, foot faults, procedurals, etc). Then determine who stands where during each competitor's attempt at the course or fire. Make sure each Range Officer takes position before starting the competitor. There should always be at least one Range Officer placed to monitor competitor action, other than the primary Range Officer, especially where there are many vision barriers or the movement of the competitor prevents the Range Officer from seeing the angle of shooting and trigger finger.

18. Rotating Positions. It is prudent to rotate the Range Officers so as to prevent boredom, ensure that all learn from the match, develop Range Officer skills further, and learn from one another. Everyone thus gets a turn at holding the timer and standing at a different position to monitor competitor action. This depends on the CoF and the Range Officers you have. Use your discretion but remember this does not release you from your responsibilities as the Chief Range Officer

DAILY STAGE ACTIVITIES

19. Stage Inspection. The first thing the Chief Range Officer does when he gets to the stage/s is to inspect it to see that it is set up according to the published CoF. If not, he either sets up the stage according to the shoot booklet and briefing or ensures that it is set up properly [Area Chief Range Officer]. If you think that something on the stage or the CoF needs changing, clear it with the Range

Master first; you may inadvertently change the layout and cause endless trouble with arbitration and reshoots.

20. Range Officer Pack. Check that your Range Officers' packs are complete and that you have/there are enough spare targets, sticks, patches, etc for the day for each stage. Be a low maintenance Chief Range Officer.

21. Cleanliness. Clean up the area and make sure that a rubbish bin or bag is available per stage. Clear up after every squad and make certain that your stage/s are neat and tidy. Check your stages after every squad and assist your stage Chief Range Officer's to keep their areas clean.

22. Between Squads. Check the stage/s for the target appearance, replace them if necessary, repaint the plates, and take the score sheets to stats if nobody has collected them yet. Make certain that you and your Chief Range Officers/Range Officers drink enough water in winter and summer. Check that each stage does this every time.

23. After the Last Squad is Finished. Get your Range Officers to check that all the equipment is still in order and ready for the next day, clean up the area so that it is clean when you get there the next day, check that all score sheets have been handed in. Do a short debrief with your Range Officers about what was important for the day, lessons learnt, what to do better tomorrow and what should be reported to the Range Master. Report back to your Area Chief Range Officer. If you are the Area Chief Range Officer, do the same for all your stages. Report back to the Range Master for the match about the day and what you have in mind for tomorrow.

SHOOTING ORDER

24. The shooting order must be the same for all squads in a match to ensure consistency and fairness. IROA has a shooting order that works well, is easy to understand and is fair to all. See the shooting order in the IROA Member Handbook or RO Manual. It is recommended that it be used at all levels of competition. The Range Master must decide on this shooting order before the match starts to ensure consistency. Check with the Range Master before the first squad on your stage or area starts.

SQUAD BRIEFING AND WALK-THROUGH

25. Briefing. The IPSC Rules are specific (Rule 3.2) on what should be included in the briefing for each stage and that a copy be displayed for the competitors to read on the stage. However, it is essential that the Chief Range Officer for the stage read the briefing verbatim to each squad. The same person reads the same information in the same way for every squad, ensuring consistency and fairness in the briefing. Answer any reasonable questions from the competitors. If the answer might have an impact on the rest of the squad, assemble the squad and then answer the question. In such a case make a note on your briefing to brief the rest of the squads in the same way. Confirm this with the Range Master at the earliest opportunity.

26. Walk-through. After reading the briefing, take the squad on a walk through the stage, demonstrating the moving and reacting targets and starting position. Show the moving and reacting targets only once per squad. Allow five minutes for them to view the stage and try the activating and other equipment, depending on the size of the squad. After this only allow the competitors on the stage for patching and picking up. Only the next competitor to shoot must be allowed on the starting position and to 'practice' but allow that competitor sufficient time to view the stage again without wasting time. Make this clear to the competitors during the walk through. Rule 8.7.3. Check that all your stages do the

same. See Appendix E for an example of the walk through template.

27. Equipment Check. Part of the due diligence that every Range Officer should do as a matter of course is to check competitor equipment on the stage. Appoint a Range Officer on your stage specifically to do this. This equipment check is to ensure conformance to the Division requirements and does not replace the equipment check on registering for the competition. The equipment check can be a cursory scan of the competitors before the briefing starts or a formal check per stage as part of match arrangements. In the case of a formal equipment check per stage, an equipment check sheet may be used. See Appendix A for an example. Be ready to rule on equipment at any one of your stages.

TARGETS AND SCORING PROCEDURE

28. Targets. The description of the targets can be found in the Appendices in the Rules. Only the official IPSC targets may be used in any competition conducted under IPSC rules. Check the targets to see that they indeed conform to the IPSC requirements. If not, report it to the Range Master for his further action.

29. Scoring Procedure. Walk your stage to see what the logical flow of scoring and patching will be – where the scorers, patchers and case pickers will move. Where should the scorer stand to hear the shouted scores the best? What order should the targets be scored to make the stage run the quickest – left to right, right to left, front to back, back to front and if you are going to start scoring before the competitor has finished shooting. Whatever you decide on, keep the procedure the same for all competitors for the whole match and inform the squad as part of the briefing how the scoring is going to be done. Allow a designated representative to accompany the scorer. Check your stages if you are the Area Chief Range Officer to see that the scoring and flow of competitors are smooth and fast. Take corrective actions if necessary, but politely and diplomatically.

30. Scoring from the Start Position. With patching and scoring on a long course the scorers and patchers often start working from the start position while the competitor is still shooting, particularly where the event is run to a tight time-schedule. There is no objection to this **PROVIDED** that it is safe to do so, the squad is briefed accordingly and it is ensured that they do not move forward too quickly, and that a nominee of the shooter accompanies the scorer to verify that the score is recorded correctly.

SCORERS, PATCHERS AND CASE PICKERS

31. Range Officer Responsibility. Scorers and patchers assist the Range Officer, which means

- a. that the Range Officer remains responsible for their actions and, therefore, for their mistakes, and
- b. has an obligation towards them.

that you as the Chief Range Officer of the stage or area have an obligation to ensure that the scorers and patchers are looked after properly as to their work and wellbeing.

32. Scoring and Patching. Scoring and patching are both tedious and thankless jobs and the Chief Range Officer should ensure that

- a. patchers are given appropriate breaks,

- b. there are sufficient people who understand and have experience of scoring so that this duty may be rotated, and
- c. the scorer gets recognition for the work and that he or she is not simply taken for granted.

It is a small courtesy that takes no effort specifically to introduce a scorer by name at the start of the stage briefing.

33. Scorers. If more than one scorer is going to be used in any event (and this is desirable) the Range Officer should talk to the scorers before the event and make sure

- a. that they understand how the score sheets are to be completed,
- b. that the same method of scoring will be used by all, and
- c. that they understand the signals the Range Officer will give for penalties, procedurals, etc.

34. Case Pickers. "Case pickers" are something of a problem, firstly as far as safety is concerned and secondly administrative.

Safety wise on a long course case pickers should be controlled to ensure that they do not get over zealous and ahead of the Range Officer, which principally happens where the terrain is such that cases may easily be lost. This requires the Range Officer staying with the competitor and not strolling along at his leisure.

Administratively because the time taken to hunt the missing few cases can make a stage run behind schedule quite quickly. Picking up cases can always be done later and must not delay the running of the stage.

SCORESHEET CHECKLIST

35. The Chief Range Officer should check all the scores sheets of the squad before they go to Stats. This double check catches most of the possible mistakes before they reach stats and require a reshoot. This all seems so simple, but we make far too many errors on scoresheets. The shooter showed up to shoot, paid his entry fee, shot his match and deserves an accurate accounting of his score. Taking a little more time to double check makes the stats job easier and ensures the shooter gets an accurate score every time.

36. Check the following:

- a. Totals. Total all the columns.
- b. Cross Total. Cross total the total hits, misses, non-shoots and procedurals to make sure they correctly add up to the stage round count. After you cross total the hits, CIRCLE the shot count number to show you checked this.
- c. Procedurals. Ensure the reason for the procedural penalty with the rule number is recorded.
- d. Warnings. If you issue a warning to a competitor, write down the reason for it and the rule number to avoid any doubt. Remember the Stats Officer will inform the Range Master, who will follow it up in case of repetition of the same fault.

- e. Alterations. Initial any alterations on the scoresheet and ensure the shooter also initials the alterations.
- f. Signature. After the shooter has reviewed the scoresheet, have them sign it. Make sure that YOU sign the scoresheet after you have checked the time and score and don't forget to record the time of day.

PENALTIES AND DISQUALIFICATION

37. There is a clear distinction between penalties and disqualification.

- a. Penalties. Penalties are simply that. The shooter is penalised for making a procedural error, dropping shots etc., resulting in points being deducted from his score.
- b. Disqualification. Completely different from the penalty, the disqualification is a disciplinary measure for a major transgression, usually an infringement of safety rules. This usually entails losing the score for the entire match, literally "being sent off the field".

38. The only time when a shooter is not disqualified but is stopped from shooting is when he may be injured during a stage, and the Range Officer considers it detrimental to his health to allow him to continue, or the Range Officer suspects that a bullet may be stuck in the barrel, or the shooter has lost his glasses or ear muffs, etc. This has to do with competitor safety.

PENALTIES

39. Procedural penalties specific to the stage are usually clearly stated in the stage briefing. The seriousness of the procedural error will determine the number of penalties. It is important for the Chief Range Officer to note the penalties and be prepared to explain the reason. Adding the Rule number to the score sheet is essential to possible later appeal.

40. Do not add penalties just because you can. Make certain that the competitor really deserves them but do not overlook procedural errors either. The examples in the IPSC Competition Rules are clear. Use them as a guide for your decisions – apply them, don't interpret them. Explain to the competitor what the penalties are for. If he disagrees, do not get into an argument, call the Area Chief Range Officer or Range Master and carry on with the squad.

41. If you have more than one penalty on your stage or any one of your stages for the same action, investigate and determine what the cause is. Get the Range Master and discuss this with him to find a solution. Do not do this on your own as this may change the conditions of the shoot for all subsequent competitors and cause a reshoot for those that have completed the stage already. This is a decision that only the Range Master may take.

Rules 10.1 Procedural Penalties – General Regulations

10.1.1 Procedural penalties are imposed when a competitor fails to comply with procedures specified in a written stage briefing and/or is found to be in violation of other general rules. The Range Officer imposing the procedural penalties must clearly record the number of penalties, and the reason why they were imposed, on the competitor's score sheet.

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.

10.1.4 Procedural penalties cannot be nullified by further competitor action. For example, a competitor who fires a shot at a target while faulting a line will still incur the applicable penalties even though he subsequently shoots at the same target while not faulting the line.

DISQUALIFICATIONS

42. A disqualification [DQ] is the severest sanction that can be applied during a competition and is applied at all levels of competition. Such sanction is not lightly applied but it occurs in many competitions. The reasons for a DQ are all linked to safety infringements or possible safety infringements and are intended to ensure rigid compliance to safety. The IPSC Rules are clear on this and will not be discussed here.

Rules 10.3 Match Disqualification – General Regulations

10.3.1 A competitor who commits a safety infraction or any other prohibited activity during an IPSC match will be disqualified, and will be prohibited from attempting any remaining courses of fire regardless of the schedule or physical layout of the match.

43. DQs are not something that a range officer actively seeks out, it usually finds you. It is always as a result of competitor action, owing to a safety infringement by the competitor that may be his own error or caused by poor course design [DQ trap]. This is why good course design is so important. It is not something that we want to do but do not hesitate if it happens. Condoning a breach of safety will have repercussions as the competitor may possibly repeat it later and other competitors will judge you on this and it will make enforcing any of your decisions later difficult.

44. Chief Range Officer Action. In all cases of a DQ, you as the Chief Range Officer for that stage or Area and the Range Master should be called. Check the DQ form, make specific mention of the IPSC Rule, the circumstances of the DQ, and that the time of day is entered on the score sheet and DQ form. You as the Area or Stage Chief Range Officer are the first recourse that the Range Officer or Stage Chief Range Officer has, and the next one in line for the competitor. You must make sure of the facts of the competitor action and that it was indeed an action that has a match DQ as sanction. In this process you as the Chief Range Officer may possibly overturn the DQ. Do not do this lightly because any harm cannot be easily undone. If there is any doubt wait for the Range Master to rule. In any case the competitor must wait there until the Range Master or Chief Range Officer arrives.

45. Arguments. A DQ is unpleasant at the best of times; therefore handle the competitor with the necessary patience and tact. Do not become involved in an argument with the competitor, ask him to wait for the Area Chief Range Officer or Range Master and carry on with the next competitor.

46. If you have more than one DQ on your stage or any one of your stages for the same action investigate and determine what the cause is. Get the Range Master and discuss this with him to find a solution. Do not do this on your own as this may change the conditions of the shoot for all subsequent competitors and cause a reshoot for those that have completed the stage already. This is a decision that only the Range Master may take.

ARBITRATION

47. See the Chapter on arbitration for the detail.

STAGE CONSTRUCTION CHECKLIST

48. Stage Design and Construction Checklist. This checklist covers the basics of what to look for when designing a stage and, perhaps more important, how to approach the physical construction of that stage design on the shooting range. See the “IPSC Course Design and Construction Guide” for more detail.

1. Briefing. Rule 3.2

Targets (Type and Number).

Number of Rounds to be scored and type of ammunition [shotgun].

The firearm ready condition.

Start position.

Time starts on ... , time stops on ...

Procedure.

Moving targets: remain visible or not, drop shot penalties.

2. Type of Course. Rule 1.2.1. The number of shots differ 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 (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.

Remember tall and short competitors.

6. Charge and Fault lines

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

Charge and fault lines should be fixed firmly in place.

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

It's better to use a rear starting line (i.e. heels against rear) rather than a starting box, to minimise the chance of competitors tripping.

Use strongly braced barricades rather than charge or fault lines to further minimise the chance of tripping

7. Are alternatives possible for the shooter?

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

9. Is there a way to short circuit the intention?
10. Are the shooter's movements controlled with props, stage equipment and fault lines?
11. Are procedural penalties easy to administer?
12. Check that all props a competitor might use for support (including doors and ports) are strong and durable enough for the intended purpose and for the duration of the match.
13. Ensure there is sufficient room for the Range Officer to monitor safe competitor action without interfering with the competitor.
14. Check consistency
Secure each target stand and popper to the range surface.
Mark paper target stands/sticks with the precise angle, location and layout of targets.
Make a written note of the sequence and presentation of all scoring and non-shoot targets, especially overlapping and adjacent ones. Take digital photos if possible [your cell phone].
Record the height of "non-standard length" sticks used to hold paper targets, in case they get shot and need to be replaced, and have spares ready.

CHRONOGRAPH

49. Manage the Chrono. The following points may seem trivial to the experienced chronographer, but for the novice or one who does not often use a chronograph, it may make the difference between a working and reliable chronograph for the entire match or scrapping it.

Read the instructions for the specific make of chronograph twice. Make sure the Range Officers in charge of the chrono also read it twice.

Place the chrono and the sky screens as per maker's instructions. Ensure that the chrono staff knows this.

Only then set it up and test the working of the chrono.

Only the chrono staff shoot the firearms.

Ensure that the shooter holds every gun the same way every time, on sand bag, etc.

Ensure that the gun is level and an aiming point provides consistent reference for shot to shot consistency.

Have the scale available and weigh the bullets.

The IPSC Competition Rules are very clear on how to chrono ammunition. Follow the instructions closely and you will have a very successful chrono stage. If there are any complaints or arguments, be polite but firm and refer the complainant to the Range Master for a decision.

CHAPTER 6: COURSE OF FIRE DESIGN

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

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

See the “IPSC Course Design and Construction Guide” for more detail.

2. Course Designer's Mission. To create a course of fire that is safe, exciting and 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 or shooting stance, it is the same view. The approved ratio in a match is 3 short courses/2 medium courses/1 long course.

The following broad differences between short, medium and long courses **for all five disciplines** are presented for background information:

Short Course	Little or no movement with a maximum of 5/8/12 rounds and no more than 2 shooting locations.
Medium Course	No more than 24/18/20 rounds and no more than 3 locations. No more than 8/9 scoring hits 5/8 shootable targets from any single location or view.
Long Course	No more than 32/40 rounds. No more than 8/9 scoring hits 5/8 shootable targets from any single location or view, or 28 targets in total.

The recommended balance for an IPSC Rifle match with regards to target distance is 30% of all targets to be less than 60 metres, 50% to be between 60 and 150 metres and 20% to be between 150 and 300 metres.

4. Supplementary Courses of Fire

Shoot-Off	Separate from the main match (see Rule 1.2.3).
	Process of elimination.
	Does not affect overall match results.
	Spectator appeal.
	A specified maximum number rounds and may include a reload, depending on the

	discipline.
Classifier	Courses of fire authorised by a Regional Director and/or IPSC that are available to competitors seeking a regional and/or international classification.
	Classifiers must be set up in accordance with IPSC Rules and be conducted strictly in accordance with the notes and diagrams accompanying them.
	Results must be submitted to the authorising entity in the format required (with the applicable fees, if any), in order for them to be recognised.

5. Scoring Method. Comstock is the only scoring method permitted in IPSC matches.

Comstock	Freestyle approach to measure individual performance.
	Total score (minus penalties) divided by time.
	No maximum on the number of rounds fired.
	Stipulated number of shots to score.
	Time stops on last shot.

PLANNING A COURSE OF FIRE

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

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

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

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

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

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

- it must STOP all directed rounds,
- the design must permit spectator control,
- the range must be clearly marked.

Effective Height of Targets. Use interim backstops [sandbags, tyres filled with sand, etc] to absorb bullets that pass through low midrange targets and in every case where the bullet does not strike the backstop or side berms directly.

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

Do not provide the written scenarios as part of the stage briefing; rather give the course designer's intention for the stage Chief Range Officer.

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

9. Clarity. Keep it simple. There is no need for gimmicks or tricks to make a stage interesting.

10. Variety. Free style approach. The principle is if you can see it, you can shoot it.

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

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

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

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

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

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

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

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

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

14. "Ask yourself". Use the following questions to test your CoF.

-Is it SAFE?

-Is the stage freestyle?

- Can you see only the targets to be shot at from each firing position?
- Can it be set up and run by someone else?
- Can all competitors shoot the course safely?
 - Is it suitable for right and left handed shooters?
- Is it SIMPLE?
- Is it understandable to the Range Officer?
- Could the non shooting public or the media be upset by the scenario?
- Is there a way to short circuit the stage? Can the course designer's original intent be maintained or will a competitor find a loophole.
- Are the shooter's movements controlled with props, stage equipment, and fault lines?
- Will any possible procedural penalties be easy to administer?
- What is the most likely protest? Can it be avoided?

Again, look for:

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

CHAPTER 7: ARBITRATION/PROTEST 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 competitions 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.

Rule 11.1.1 Administration – Occasional disputes are inevitable in any competitive activity governed by rules. It is recognised 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 ...

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

11.1.1 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.

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

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

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

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

Rule 11.2.2 Arbitration Committee – For Level I and II matches the Match Director can appoint an Arbitration Committee of three experienced shooters who are not parties to the appeal and who do not have a direct conflict of interest in the outcome of the case. The arbitrators should be certified 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 to be able to take the correct decisions.

Rule 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 Arbitration 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?

Rule 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 Organisers, 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 IPSC Competition 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 IPSC Competition Rule books are available.
- b. The chairman oversees the proceedings without a vote.
- c. Each member then reads the protest without comment or discussion.
- d. The committee's goal is to work without limitation to reach an **Unanimous Decision**.
- e. The committee will interview any witnesses and view the site or location of the protest if necessary.
- f. The order for the witnesses:

- Complainant.
- Range Officer or officials involved.
- Any other relevant witnesses.

g. There will be no discussion until all the evidence has been given.

h. Each witness must be allowed to present their evidence in their own words, following which each member in turn will be allowed to ask questions. After each member is finished, the chairman will call for any follow-up questions.

i. A member will take the minutes of the proceedings and to 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 organisers 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.

11. Witness Procedure

- a. Proceed to call the witnesses in order as above.
- b. The chairman will welcome the witness and formally introduce each of the committee

members.

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

12. Decision Procedure

- a. When all witnesses have been processed, the chairman will assist and direct the committee through the process of deliberation. Once an unanimous decision has been reached, the chairman will recall the complainant and the Range Master and possibly the official involved and advise them of the decision before it is posted. This takes the form of a brief description of the decision. Committee members should be silent during this process and discussion will be limited.

Rule 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.

- b. The Range Master will then ensure that the decision is posted in a place available to the competitors and implement any action resulting from the decision.

13. 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: [day/month/year]	Division:	Category:
Protest is 1 st Party/3 rd Party	Arbitration fee attached:	
Names of Range Officer and Chief Range Officer 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]

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].

CHEPIT'S TIPS FOR STAGE PLANNING AND CONSTRUCTION

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

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

the shooter will not be able to see the target while breaking 180. The lip of tyre rims and drum have been notoriously reported to have spun a bullet back up range. Try to deform it halfway so that it will break the centrifugal action.

26. Put a popper in front and ahead of an IPSC target if they are to be placed close to one another. This will eliminate splatters piercing the target board. Space them at least 8 feet apart.

27. Use a lot of sponsor streamers, banners, billboards, etc. They make the range festive in ambiance and your sponsors happy. Drink sponsors usually have a bunch of them readily available if you ask.

28. Always have 2 carpenters ready in case there is anything to be done like a broken door, window, detached wire connections, etc. You don't want any unnecessary delays in your match.

29. Make sure that all the cut targets, hard covers, and no shoots have already been done with enough supply at least 3 days before the Range Officer match. A reasonably large portion of the A in each target must at least be exposed to the shooter if it covered by a prop, hardcover, or no shoot. The shooter must be given that opportunity to score the maximum stage points.

30. To the Range Masters, when you give the stage supplies to the Chief Range Officer, make sure you give him everything he needs so that you don't want to see his face for supplies till he closes his stage in the afternoon. You'd like to see and ask him if he needs anything or making sure the stage is running fine. That way you keep everybody smiling and happy.

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

APPENDIX B

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 decision under Rule 2.3.3.1. and Rule 2.3.3.2.
2. Range Equipment Failure. Depends on Range Officer decision under Rule 4.3.3.2, 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 Range Officer decision under Rule 8.6.3.
6. Target Issues. Depends on Range Officer decision under Rule 9.1.3 and Rule 9.1.4.
7. Scoresheet Issues. Depends on Range Master decision under Rule 9.7.5 (also see Rule 9.7.6).
8. Faulty Timer. Depends on Range Officer decision under Rule 9.10.1 or Arbitration decision under Rule 9.10.2.
9. Arbitration Decision. Mandatory if so ordered under Rule 11.6.1.
10. Calibration Issues. See Appendix C1, Points 6c, 7b and 7c.

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

APPENDIX C

EQUIPMENT CHECK SHEET

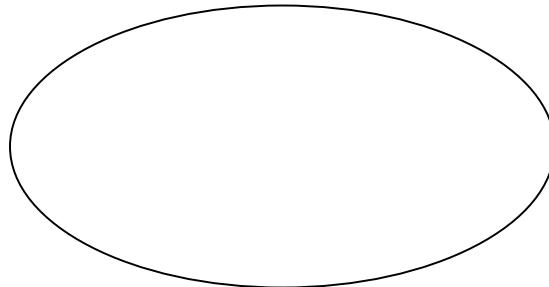
Competitor Name:

Competitor number: _____ **Squad:** _____

Division: Open / Standard / Classic / Production / Revolver Category: L / J / S / SS

Gun Make: _____ **Model:** _____ **Serial #:** _____

Calibre: _____ **Declared PF: Major / Minor**



Front of Belt

(Legend: **H**=Holster, **P**=Pouch, **M**=Magnet)

Stage	Verified	Stage	Verified	Stage	Verified
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	

APPENDIX D

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 shot		Average velocity of the 3 best of 6 first shot	
Factor after 3 first shot		Factor after the 3 best of 6 first shot	

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

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

Competitor

Range Officer

APPENDIX E

WALK THROUGH TEMPLATE

Stage XXX

Running fast

Good day my name is and I am from

(Region/Club).

I am working Stage xxx with who is from

(Region/Club).

This is a “*short/medium/long*” course consisting of *xx* IPSC/IPSC Mini paper targets, *xx* Poppers, *xx* plates and *xx* non-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 / in 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 ...*” 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 “*Area A/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.

Stage XXX Notes

ENTERING OR MOVING THROUGH A COURSE OF FIRE PRIOR TO THE BRIEFING – Rule 8.7.5

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 Range Master) 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 Range Master if the competitor has previously been warned – Rule 8.7.5 (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 Range Master.

The start positions are to be consistent across all ranges and range officers but must not result in slanging matches.

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 while faulting (Rule 10.2.1)