



South African Institute of Range Officers and Instructors General Administration

1. General

- 1.1. Must be at least 18 years of age at time of registration.
- 1.2. Must be a member in good standing with the South African Practical Shooting Association.
- 1.3. All requirements are discipline-specific.
 - 1.3.1. Applications will be submitted as per the specific requirements.

1. Insignia and Uniform

- 1.1. Official S.A.I.R.O & I shirt
 - 1.1.1. The shirt will be red with a collar and short sleeves.
 - 1.1.2. The shirt will reflect the S.A.I.R.O & I and IPSC logos, with the South African flag on the left-hand sleeve.
 - 1.1.3. A 'patch' (the composition of which to be decided on by the Management Committee) will be attached on the right-hand sleeve, depicting the accredited rank.
- 1.2. Official S.A.I.R.O & I cap
 - 1.2.1. The cap will be red with the S.A.I.R.O & I logo on the front.
- 1.3. On initial certification with S.A.I.R.O & I, the member will receive two official shirts and 'patches', and one cap.
- 1.4. On promotion, the incumbent will receive two 'patches', reflecting the new rank.

2. Certificates – format and validity

- 2.1. The wording on the certificate to be in English only.
- 2.2. The certificate to include the following information:
 - 2.2.1. Name (first and surname)
 - 2.2.2. Rank and discipline/s
 - 2.2.3. S.A.I.R.O & I certification Number
 - 2.2.4. Date of issue
 - 2.2.5. Valid until
 - 2.2.6. Signature of Chairperson of the Association
 - 2.2.7. Signature of Chairperson of S.A.I.R.O & I
- 2.3. Certificates are valid for 3 years from date of issue.



South African Institute of Range Officers and Instructors General Administration

3. Requirements of the database/s and applicable forms

Provincial databases

- 3.1. A standardised spread-sheet per province to be maintained.
- 3.2. Each provincial spread-sheet to contain the following information per separate worksheet for **Active Officers, Trainees and Inactive Officers** (2nd year **Not Current**):
 - 3.2.1. First and last name
 - 3.2.2. SAPSA Number
 - 3.2.3. S.A.I.R.O & I certification Number
 - 3.2.4. Date of initial certification or promotion
 - 3.2.5. Date of issue of latest certificate
 - 3.2.6. Expiry date of certificate
 - 3.2.7. Date/s of successful completion of IROA seminars
 - 3.2.8. Club
 - 3.2.9. Email address
 - 3.2.10. Telephone number
 - 3.2.11. ID number
 - 3.2.12. Postal address
 - 3.2.13. Shirt Size.
- 3.3. All points to be recorded according to the match level and discipline.
- 3.4. Points for the previous 6 years to be recorded separately by match level and discipline.
- 3.5. Points accrued prior to that to be accumulated as Legacy points by match level and discipline.
- 3.6. Maintenance and/or progression status to be automatically calculated.
- 3.7. A separate worksheet containing the names and contact details pertaining to the Board member and provincial chairperson.
- 3.8. A separate worksheet accumulating and summarising statistics relating to the number of **Active Officers, Trainees and Inactive Officers** per discipline and in total, as well as suggestions regarding promotions.



South African Institute of Range Officers and Instructors General Administration

Master database

- 3.9. A Master spread-sheet linked to the individual provincial spread-sheets, accumulating:
- 3.9.1. Provincial details ex individual provincial spread-sheets
 - 3.9.2. Summary worksheet reflecting S.A.I.R.O & I membership statistics per province and in total
 - 3.9.3. Details pertaining to promotions
 - 3.9.4. Level III or higher match points accumulated performing the function of Range Master / Assistant Range Master / Stats Director
 - 3.9.5. Control of the allocation of certification numbers, reflecting the Name/s, province, rank and date of initial issue of a certificate
 - 3.9.6. Name/s, Province, RO number and rank of SAIRO members removed from the provincial database due to non-compliance with the maintenance / recertification criteria or on notification by the province.

Forms

3.10. Registration as a Trainee

- 3.10.1. Trainees will only be registered on the database on receipt of a completed Registration Form, submitted by the applicable SAIRO Board member.
- 3.10.2. The Registration form will require the following information:
 - 3.10.2.1. First and last name (as to be reflected on any certificates issued)
 - 3.10.2.2. SAPSA Number
 - 3.10.2.3. Provincial Association and club
 - 3.10.2.4. ID number
 - 3.10.2.5. Telephone number (cell or landline)
 - 3.10.2.6. Email address
 - 3.10.2.7. Postal address and code
 - 3.10.2.8. Shirt Size.
- 3.10.3. The Registration form must be signed by the applicant and the applicable S.A.I.R.O & I Board member.



South African Institute of Range Officers and Instructors General Administration

3.11. Request for Promotion

- 3.11.1. A request for promotion will be subject to all the applicable requirements being met.
- 3.11.2. The Request form will required the following information:
 - 3.11.2.1. Name/s and Province
 - 3.11.2.2. Requested progression rank/s and discipline/s
 - 3.11.2.3. Signature of applicant
Initial Certification – Provincial, National or Multi-discipline
 - 3.11.2.4. Written Exam % and date
 - 3.11.2.5. Practical evaluation %, name of examiner and date
- 3.11.3. Name and signature of Board member
- 3.11.4. Name and signature of Provincial Chairperson as applicable
Admin information
- 3.11.5. Number of points per match level
Chief Range or Stats Officer
 - 3.11.5.1. Assessment/s % and name of assessors
 - 3.11.5.2. Date of Chronograph function
 - 3.11.5.3. Date of successful completion of Level I seminar
Range Master or Stats Director
 - 3.11.5.4. Date performed function/s of RM / ARM
 - 3.11.5.5. Date of successful completion of Level II seminar
 - 3.11.5.6. Date of circulation
 - 3.11.5.7. S.A.I.R.O & I decision
- 3.11.6. Date of Issue of certificate
- 3.11.7. S.A.I.R.O & I certification number.

Inactive Range Officers

- 3.12. Trainees who have not accumulated sufficient points for progression within 3 years of registration, to be removed from the database and all information negated.
- 3.13. Certified members not submitting the required annual maintenance points timeously, to be 'moved' from **Active** to **Not Current** status.
- 3.14. **Not Current** members who fail to provide verification of having attained the minimum maintenance points for a second consecutive year, to be removed from the database and all information negated.