

MATCH DIRECTOR GUIDE

TABLE OF CONTENTS

MATCH DIRECTOR GUIDE.....	1
CHAPTER 1: INTRODUCTION.....	1
CHAPTER 2: ROLES AND RESPONSIBILITIES.....	2
ROLE OF THE MATCH DIRECTOR.....	2
RESPONSIBILITIES.....	2
MATCH OFFICIALS.....	2
RULES AND THE MATCH DIRECTOR.....	3
Appointment.....	4
Stage administration.....	5
Vendor area.....	5
Rifle/shotgun carry.....	5
Clothing.....	5
Match ammunition.....	5
Divisions.....	5
Match dates and schedule.....	6
Scores.....	6
Appeals and arbitration.....	6
CHAPTER 3: IPSC PRINCIPLES.....	8
Principles/Objects.....	8
IPSC RULES AND GENERAL PRINCIPLES.....	9
CHAPTER 4: MATCH PLANNING AND ADMINISTRATION.....	11
MATCH PLANNING.....	11
MATCH COMMITTEES.....	11
ORGANISATION FOR LEVEL III TO V MATCHES.....	14
STAGE ADMINISTRATION FOR LEVEL III AND HIGHER MATCHES.....	16
CHAPTER 5: ARBITRATION/PROTEST PROCEEDINGS.....	18
ARBITRATION PROCESS.....	18
EFFECT OF COMMITTEE DECISION.....	21
COMMITTEE GUIDANCE.....	21
COMMITTEE PROCEDURES.....	21
APPENDIX A.....	24
CHEPIT'S TIPS FOR STAGE PLANNING AND CONSTRUCTION.....	24
APPENDIX B.....	27
MATCH DIRECTOR REPORT.....	27
APPENDIX C.....	28
STAGE CONSTRUCTION AND VETTING CHECKLIST.....	28
APPENDIX D.....	30
RESPONSIBILITIES AT LEVEL IV AND V COMPETITIONS.....	30
APPENDIX E.....	32

WORK ALLOCATION.....32

MATCH DIRECTOR GUIDE

CHAPTER 1: INTRODUCTION

The aim of the Match Director Guide is to equip the Match Director with the knowledge to be able to plan, present and manage a competition up to level V from beginning to end. It pre supposes that he is a knowledgeable shooter and probably an RO.

This guide is designed to assist you in taking the next step in your development as IPSC Match Official, namely the Match Director of an IPSC match. The Match Director is not a rank as in the range officer hierarchy but an appointment for a specific match or tournament only. Although it is common for the Match Director also to be a qualified range officer, it is a waste of a range officer except if you have sufficient range officers for the competition. You will find your responsibilities varied and diverse and often onerous. This guide will address the roles and duties of various range officials, multi match management skills, the procedures of match planning and the many aspects to carry out to ensure a successful match.

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

The *International Range Officer Association* and the many National Range Officer Associations were established to provide in this requirement for range officials, ia the Match Director.

Final thought: Remember why competitors shoot large important competitions.

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

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

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

CHAPTER 2: ROLES AND RESPONSIBILITIES

ROLE OF THE MATCH DIRECTOR

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

2.As an experienced competitor or perhaps an appointee with restricted knowledge of administrating a match, you will take on new responsibilities on becoming a Match Director. Certainly you will be in charge of a complete team in larger matches. You will very likely be required to manage a number of differing aspects at Level III and higher matches. The planning and preparation of safe high-quality courses of fire, the direction of other officials and the smooth “on time ” operation of the entire match will be partly your job, together with the Range Master. Other officials will look to you to provide competent decisions on rulings they will have to make as part of your team.

RESPONSIBILITIES

3.The larger the match the more important it is to be sure what the scope of the MD responsibilities are and the close relationship he must maintain with all the other match officials for a successful match. Most of the MD’s work takes place before and after the match. He is responsible for overall match administration including squadding, scheduling, range construction, co-ordination of all support staff and the provision of services. He must thus be closely involved in the planning and management of the match to ensure the smooth running of the match. The Rules are clear about the MD responsibilities and authority during the match, but the host association or Region determines what he must do before and after the match.

4.There are several check lists contained in this Guide as appendices that will guide what you have to plan and manage before, during and after the match. Each of the check lists has a specific purpose, as you will see as soon as you study them. Pay especial attention to functions, they are the window into the host Region or Association and can make or break the match.

5.Communicate closely with the Range Master. You two must work as a team with the main load of the work shifting from the MD before the match to the RM during the match to the MD after the match. Make certain that you both understand what your responsibilities are and carry them out to the best of your abilities.

6.Treat your match officials with respect, they are going to work with you, some for a long time and some only 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.You are responsible to improve the quality of the match officials working the match. This is part of developing the ability and skills of the match official 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.

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 or Association</i>	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	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. 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.	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.	Collects, sorts, verifies, tabulates and retains all score sheets and ultimately produces provisional and final results. Any incomplete or inaccurate score sheets must be promptly referred to the Range Master.	All match disqualifications and appeals to arbitration must be brought to his attention.	Handles overall match administration including squadding, scheduling, range construction, the co-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.	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.	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. Additions or comments are in Italics.

RULES AND THE MATCH DIRECTOR

8.All the IPSC rules relevant to the Match Director are quoted below. This is lengthy but will give you an idea of what the duties of the Match Director are. Some aspects are highlighted to indicate the specific authority of the MD. It is in many ways an eye opener to see what the MD's duties actually are and what authority and responsibility he really has.

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

10. The table below is a summary of the relevant rule further below, to give you an indication of what your responsibilities are during the match. It does not seem that the MD does a lot during the match itself.

Rule Number	Action	Comment
2.3.4	Loss of competitive equity	The Range Master (in consultation with the Match Director)
2.3.6	Climatic or other conditions seriously affect the safety	The Range Master (in consultation with the Match Director)
2.5.2	Vendor area, "Acceptable Practice Guidelines" to all vendors	The Range Master (in consultation with the Match Director)
5.2.1.2	Rifle/shotgun carry	
5.3.1	Camouflage clothing	
5.8.1	Match ammunition	
6.2.2	Minimum number in divisions for recognition	
6.2.4	Entering in more than one division	
6.4.5	Replacing team members	
6.6.1	Match and squadding schedule	
6.6.2	Pre match	
6.6.3	Results declare	
5.7.5	Broken gun, results declared	
9.3.1	Tie in results	
9.8.4	Check results	
10.3.3	Time limits, DQ and final results	
11.1.8	Convene arbitration committee	
11.2.1.1	Appoint arbitration committee chairman	
11.2.1.2/2	Appoint arbitration committee members	

Appointment

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

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

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

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

Stage administration

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

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

Vendor area

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

Rifle/shotgun carry

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

Clothing

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

Match ammunition

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

Divisions

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

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

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

Match dates and schedule

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

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

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

Scores

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

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

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

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

Appeals and arbitration

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

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

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

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

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

CHAPTER 3: IPSC PRINCIPLES

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

“3. Principles/Objects

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

1. Practical competition is open to all reputable persons without regard to occupation, it may specifically not be limited to public servants.

2. Accuracy, power and speed are the equivalent elements of practical shooting and practical competition must be conducted in such a way as to evaluate these elements equally.

3. Firearm types are not separated, all compete together without handicap. This does not apply to the power of the firearms as power is an element to be recognised and rewarded.

4. Practical shooting competition is a test of expertise in the use of practical firearms and equipment. Any item of equipment, or modification to equipment, which sacrifices practical functionality for a competitive advantage contravenes the principles of the sport.

5. Practical competition is conducted using practical targets, which reflect the general size and shape of such objects as the firearm used may reasonably be called upon to hit in their primary intended use.

6. The challenge presented in practical competition must be realistic. Courses of Fire must follow a practical rationale, and simulate sensible hypothetical situations in which firearms might reasonably be used.

7. Practical competition is diverse. Within the limits of realism, problems are constantly changed, never permitting unrealistic specialisation of either technique or equipment. Courses of Fire may be repeated, but no course may be repeated enough to allow its use as a definitive measure of practical shooting skill.

8. Practical competition is free-style. In essence, the competitive problem is posed in general and the participant is permitted the freedom to solve it in the manner he considers best within the limitations of the competitive situation as provided.”

The IPSC constitution

IPSC RULES AND GENERAL PRINCIPLES

IPSC Rules form the basis of our sport, as does the rules for any sport. The Rules set standards for competition around the world and ensure that matches around the world are presented to the same standards. Any member can complete an application and, on tendering the prescribed entry fee and approval by the Match Director, participate in any IPSC match knowing what the conditions of the match will be. We as officials organize and run these competitions so competitors may shoot an IPSC competition anywhere in the world in a safe organized manner.

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

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

1.1 General Principles

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

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

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

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

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

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

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

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

1.1.6 Difficulty – IPSC matches present varied degrees of difficulty. No shooting challenge or time limit may be appealed as being prohibitive. This does not apply to non-shooting challenges, which should reasonably allow for differences in competitor's height and physical build.

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

IPSC Competition Rules

CHAPTER 4: MATCH PLANNING AND ADMINISTRATION

MATCH PLANNING

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

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

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

COURSE OF FIRE This is discussed more fully in the RO Manual/CRO Guide.
ORGANIZATION Discussed further in this guide.
RECOGNITION See the Region Administration Guide

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

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

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

MATCH COMMITTEES

Committees	Responsibility	Activity
Match Director	Co-ordinates functions and the timetables of the committees. Co-ordinates administration and the services of the match. Arbitration committee. <i>Appropriate private room set aside for arbitrations</i>	
Awards Ceremony, etc	Budget	
	Opening ceremonies.	Where and when. Flags Speakers Teams Officials
	Banquet and closing ceremonies.	Where and when. Budget Guest speakers. Menu Prize giving programme.

Committees	Responsibility	Activity
	Headquarters hotel	Rates Location
	Transportation	Airport - hotel - range
	Range concessions	Range food and drinks.
	World Assembly	Where and when. Recording Secretary Budget
Awards and Prizes	Awards and Trophies	Match winner, 2nd Overall, 3rd Overall Stage winners, 1st, 2nd, 3rd Medals Top Lady, Top Junior, Top Senior, Top Teams, others?
	Information to sponsors.	
Budget and Finance	Treasurer Bank account Budget Spending approvals.	
Course of Fire	Stage design Man vs Man events.	
Printing and Art Work	Competitor programme.	Welcome letters Area maps Calendar of events Course of fire Match copy Score sheets
	Squadding lists Name badges Match logo Match certificates - often overlooked but makes a nice touch. Match posters Registration forms Advertisements and information mailings.	
Props	Prop design and type. Prop building teams. Props list Painting and decorating team.	
Public Relations	Firearm permits Press releases and brochures.	
	Souvenirs	Match programme. Competitors' name badge.

Committees	Responsibility	Activity
	For sale	Belt buckles Golf shirts Match pins Videos T shirts Pennants
Range Master	Range safety. <i>Safety glasses should be worn at all times.</i> Type of recognition for officials. Budget Number of CROs needed. Number of ROs. <i>Don't forget the chronograph, squadded and officials same as a stage.</i> Stage walkthroughs Timers Staplers and staples Stage briefings Clipboards with plastic rain covers.	
Range Warden	First aid Flags IPSC flag Marquees (tents) Tables and chairs Washrooms (in all areas). <i>These items are the most overlooked and, at times, can be the most important.</i> Safety areas with tables (in all areas). <i>Also very important and often overlooked.</i> Range signs Stage signs Envelopes for chrono ammo. Bunting Pens and pencils for rain. Communications Clear plastic bags for targets in the event of rain. Paint for all purposes. Target stands Target tape/patches Targets Bulletin board for posting results. Water, chairs, table, and umbrellas for range officials (rain/sun).	
Stats and Scoring	Computers	Include printers, cables, UPS, CDs for backup.
	Squadding	Competitors Officials <i>A global lunch break is recommended</i>
	Match registration. <i>Registration acknowledgements are often overlooked.</i>	

Committees	Responsibility	Activity
	Score sheet design. <i>WinMSS</i> Competitor registration packets. Final results distribution.	
Match Schedules	Set up ranges. Officials shoot.	
	Competitor registration.	Where and when.
	Opening ceremony Awards ceremony	
First Meeting	Select committee chairpersons.	Involvement and time. Commitment is important.
	Set dates for all the next meetings.	
Match Parameters	Number of competitors.	
	Total shooting hours in a day (minus lunch).	Average 10 competitors per hour.
	Allocation of slots. Match fee. Number of ranges. Number of stages.	
Timetables	Set timetables for all committee projects.	
Projections	Financial	Spending approvals. Manpower Meetings
	Committee reports. Financial projections.	
	Artwork Review COF for international sanctioning. Review prop and equipment list. Complete prop list. Work squads. Order souvenir inventory, i.e. pins, shirts, etc.	
Final Prop and Equipment Check		

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

ORGANISATION FOR LEVEL III TO V MATCHES

5. The officials should be organized and placed to provide consistency, back-up expertise and overlapping responsibilities. This requires a system that will provide rotating coverage on the ranges where the Range Officer may be required to cover a larger area (long courses and some medium courses). Consistency is provided through the permanent placement of officials on each range. This ensures that the competitors will

face the same range conditions on day 5 as on day 1 and is of absolute importance. There is no other method that provides this consistency. See the Appendices for more detail.

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

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

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

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

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

10. Entry Forms and Entries

- a. Entry forms. Entry forms are available from the host association or organiser, or from the relevant website.
- b. Entry fees. Must be paid by the closing date as determined by the organiser, in any case before the competitor starts shooting.
- c. Late entry fees. May be instituted.
- d. Cancellations. If a member enters, does not pay and does not attend the match, he is still liable for the entry fee. If he does not pay this, the Region or parent association is responsible for paying the match fee.

- e. Match officials usually shoot the competition for free. They may also be paid a travel allowance and a daily allowance. The amounts are set from time to time and may vary from competition to competition.
 - f. Equipment Check. It can be argued that the equipment check may also fall under the Match Director as this is part of the registration process. Clear this with the Range Master prior to the competition.
11. Pre Match. A pre match may be declared for those not able to shoot the main match and for the match officials to shoot. Rule 6.6.2.
12. Computers and Related Scoring Equipment. The host or region organiser usually provides all this.
13. Facilities. All the facilities are provided by the host organiser or region. This includes the ranges, props, targets, patches, paint, toilets, water, canteen, etc.
14. Logistics/QM, Repair Crew, Maintenance Staff. These all resort under the Match Director. Be aware that you must plan the proper employment of all these people to ensure the smooth running of the competition. Have a central point where they will all be available and make sure that they understand what their tasks are for the duration of the competition. Good communication between the MD, RM, stages and QM is essential for excellent maintenance of stage equipment, props, etc.

STAGE ADMINISTRATION FOR LEVEL III AND HIGHER MATCHES

15. Range Officials. At least three range officials are required to run an efficient stage, depending on the size and complexity of the stage. See the table above for more detail.
16. 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).
17. 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).
18. Scorer on the stage watches for faults, range equipment failure and perimeter safety, organizes and controls the paperwork, sets and maintains the shooting order. Records the score on the score sheet and ensures that the score sheet is completed correctly and fully.
19. MD Equipment. The MD should carry the following with him during the match:
- A copy of the appropriate Rules and a scoring overlay.
 - Several rolls of patches, spare batteries, staples, etc in case any of the stages run out.
 - A radio so that all can contact you.
 - Complete copy of the amended and updated CoF and walk throughs for all the stages.
 - A note book to record actions taken, by whom and the time, for possible arbitration purposes.

20. Match Director Report. The Match Director must complete a report [see Appendix B] after the match. The aim of the report is to document lessons learned, for statistics and just to record the details of the match for possible future use. The report must be submitted to the Regional Director and IROA within two weeks after the match.
21. Stage Construction and Vetting. Rule 1.3 determines IPSC Sanctioning. The IPSC President or his appointed representative [usually the Regional Director], Range Master, Match Director, assisted by any other knowledgeable and competent shooters as determined by the IPSC President or the organisers, vet and approve each of the stages before the first shot of the competition may be fired.
22. Resources. The Match Director must ensure that sufficient labour and material are available to fix, correct, set up, change, etc any of the stage construction before the first shot is fired. See Appendix C for an example of a checklist.

CHAPTER 5: 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. There is a standard procedure for this that 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 recognized that at the more significant match levels the outcome is much more important to the individual competitor. However, effective match administration and planning will prevent most if not all disputes.

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

11.1.3 Appeals B 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 CRO or RM to re-instate a competitor. In the case of the competitor still wishing to appeal ...

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

11.1 General Principles

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

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

11.1.4 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.

11.1.5 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.

11.1.7 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.

11.2 Composition of Committee

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

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

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

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

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

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

11.3 Time Limits and Sequences

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.

11.3.2 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 Fees

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

11.4.2 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.

11.5 Rules of Procedure

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

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

11.5.4 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.

11.5.7 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.

11.6 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 judgement.

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

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

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.

11.7 Third Party Appeals

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

EFFECT OF COMMITTEE DECISION

5. The committee’s decisions are final and affect only the complainant and any subsequent similar incident. Decisions are not retroactive.
6. Decisions may set a precedent and could result in rule changes.
7. The committee’s decisions must be recorded (minuted) and posted at a suitable place at the match.

COMMITTEE GUIDANCE

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

COMMITTEE PROCEDURES

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

If any of these checks are negative, the appeal can not be heard and taken further.

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

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

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 their own words and without any committee interruptions.
- e. The chairman then calls for questions from the members, one at a time and in order as well as any follow-up questions. The chairman will ask each member in order if they are finished and move to next.
- f. When all the members have had a chance to question the witness, the chairman will thank the witness, excuse them and advise them that they may be recalled for further questions or to be advised of the committee's decision if appropriate.

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.

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

APPENDIX A

CHEPIT'S TIPS FOR STAGE PLANNING AND CONSTRUCTION

Range Master Chepit Dulay of IPSC Philippines, as posted on the Global Village, 2005.

1. Cover your stage briefing with clear plastic and tape behind one of the clipboards. They'll normally last till next year's match, and if you're lucky enough, just change the stage title and you can use it again (hmmmm...). You don't want to keep unfolding and folding them in your pocket per squad as if you're running a daily-double number racket in your stage.
2. To the RMs, don't be satisfied with 2 extra tackers just to find out only 8 tackers are working for a 14 stage match. Also, give ample tacker staples not just enough for 6 targets to tack on. Likewise, don't give out unreliable or non-working timers. Also, please give each stage, 'The Box'. And hey, don't forget to smile always, everyone needs it.
3. Use wire cables only as activator lines. Never use nylon or guy wires. Nylon stretches and delays 'reaction time' specially during in the early afternoon. Guy wires get bent and get you easily agitated. Always have the cable lines run in a straight line as much as possible from the activator to the releasing device.
4. Grease up all the line area in the wire cable that will pass through a pulley or corner, make sure the pulley is on a proper angle. Putting connections on the ground is better having them on top of the activating door but make sure you cover the lines with PVC pipes and don't tangle the shooter.
5. Don't put a low stiff barrier like a piece of wood lower than the hip as a fault/charge line behind a door where the shooter would still have forward momentum while opening it. This causes shooters to fall forward because of the forward momentum yet they can't brake themselves because of the barrier. Just put a big prop behind the door to visually remind them. Fault lines on doors are not needed unless for safety reasons.
6. Doors are better off and safer being opened towards the shooter rather than being pushed thru. I have seen a shooter that smashed to the door because it didn't open and subsequently broke 180.
7. Only have a maximum of 2 activator lines attached to an activator be it a popper, door, window, etc. More than 2 creates big problems and unwanted delays, not to mention irritation.
8. If you want a shooter to shoot through a window make sure it is wide enough for 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 charge lines where you don't want shooters to pass through a 'wall' as its intended design.
20. Make sure you have the big clear plastic wrappers for the targets in case of rain. Once you have the targets placed ready for the first shooter, cover all targets including no-shoots so that the next day you'll be more relaxed and have more time to make last minute debugging if needed.
21. Whenever possible, have moving targets rather than disappearing. Modify disappearing targets in such way that at least the head part still appears when it settles down or stops moving. You eliminate big problems with it.
22. Always have 2 more targets that can be engaged while the activator is still activating the swinging target. This will cater to the better shooters that do not have to wait.
23. On swinging and running targets, attached plywood shaped into an IPSC target behind the target. This will make it more stable with less breakage and not folding the target board.
24. Don't put boxes on windows, doors, or on ports. They are going to shoot through there anyway. Boxes are only to be seen in a starting position or if not at all.
25. Angle targets with a hardcover/prop where if the shooter did break 180 while engaging the target, the prop will be hit, then you have a stronger evidence on your call. Position the prop and target so that the shooter

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

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

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

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

29. Make sure that all the cut targets, hard covers, and no shoots have already been done with enough supply at least 3 days before the RO match. A reasonably large portion of the A in each 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 RMs, when you give the stage supplies to the CRO, make sure you give him everything he needs so that you don't want to see his face for supplies till he closes his stage in the afternoon. You'd like to see and ask him if he needs anything or making sure the stage is running fine. That way you keep everybody smiling and happy.

APPENDIX B

MATCH DIRECTOR REPORT

The following are the headings to be used for the Match Director report after any match or tournament. Use appendices for any lengthy contents. Add any other information that might be relevant.

Stats.

Number of competitors and squads.

Number of stages and shots.

Problems with scoring.

Problems with competitors.

Arbitration.

Problems with setting up and maintaining the range and stages.

Range crew activities.

Climate, weather if necessary.

Toilets and facilities.

Parking.

Canteen.

APPENDIX C

STAGE CONSTRUCTION AND VETTING CHECKLIST

1. Briefing. Rule 3.2
Targets (Type & Number).
Minimum number of rounds.
The firearm ready condition.
Start position.
Time starts.
Procedure.
Moving targets: remain visible or not?
2. Type of Course. Rule 1.2.1. This is different for rifle, shotgun and handgun. The principles, however, remain the same.
3. Safe angles of fire.
Safe angles of fire should be taken into account, including possible ricochets.
DQ traps (like 90 degrees)?
Can all the competitors shoot the course safely?
4. Minimum distances for Metal Targets. This differs between rifle, shotgun and handgun. Check to see that it is adhered to for the specific discipline.
5. Target placement
Prevention of shoot-through.
Target type and placement marked on stands, stands fixed or marked.
Paper targets at not more than 90 degrees from the vertical.
Hardboard, wood or plywood backing for close shotgun slug/buckshot targets.
6. Charge and Fault lines
Charge and fault lines should rise at least 2 cm above the ground level.
Charge and fault lines should be fixed firmly in place.
Fault lines should be a minimum of 1 metre in length.
7. Alternatives?
8. See only the targets to be engaged from each shooting position?

9. Is there a way to short circuit the intention?
10. Are the shooter's movements controlled with props, charge and fault lines.
11. Are procedural penalties easy to administer?

APPENDIX D

RESPONSIBILITIES AT LEVEL IV AND V COMPETITIONS

Task	Plan		Execute			
	Region	IROA	Region	RM	MD	Stats
Advertise competition	x		x			
Allocate stages to ROs		x		x		
Appoint CRO and RM	Recommend	x			x	
Approve CoF	For IPSC approval					
Approve stage set up	x					
Arrange ROs		x	x	x		
Appoint Assistant RM		x	x			
Bank entry fee			x			
Build stages			x		x	
Chrono	x			x		
Contact ROs	NROI	x	NROI	x		
Convene arbitration committee					x	
Co-ordinate date for competition	x		x			
Co-ordinate entries for competition	x		x			x
Design CoF	x		x			
Do squadding	x		x			x
Equipment check				x	x	
Equipment for chrono		x		x		
Final briefing/walk through				x		
Prepare RO boxes and equipment				x		x
Print score sheets	x		x			x
Provide paint and sundries for stages			x		x	
Provide prize giving venue, catering, medals, awards [Competition awards, Regional awards, President's medals]	x		x			
Provide safe parking			x			
Provide shooting range			x			
Provide stage equipment and props			x			
Provide stats area:			x			

Task	Plan		Execute			
	Region	IROA	Region	RM	MD	Stats
Advertise competition	X		X			
Allocate stages to ROs		X		X		
- power, plugs, extension cords			X			
- heater			X			
- tables and chairs			X			
- UPS if generator is used			X			
Provide stats:			X			
- score sheets	X		X		X	
- computers	X		X		X	
- printers			X		X	
- envelopes	X		X		X	
- paper			X		X	
Provide targets and patches			X			
Provide toilet and ablution			X			
Provide vendor area			X			
Range crew			X			
Receipt for entry fees	X		X			
Register competition with IPSC	X		X			
RO allowance			X	X		
Send results to IPSC	X		X		X	
Set up stages on ranges			X			
Stats for competition	X	X		X		X
Vet CoF	X		X	X	X	

APPENDIX E

WORK ALLOCATION

Phase of Match	Item to check	Responsible	Target Date	Notes
Preparation	Appointment of Officials			Book range
	1. Match Director			
	2. Range Master			
	3. Chief Range Officers			
	4. Range Officers			
	Contractual Agreement			
	5. IPSC & host Region sign			
	6. Parties aware of min criteria	Equipment		
	7. All aspects of planned competition covered			
	Marketing			
	8. Media coverage			Websites, newspapers
	9. Inform members			
10. IPSC Banner				
11. Posters for competition				
Courses of Fire				
12. Develop/Plan CoF			Use match planning matrix	

Phase of Match	Item to check	Responsible	Target Date	Notes	
	13. Determine equipment required	<u>Targets</u> Paper Pepper Poppers Plates Target stands/movers Brandering Barricades Screens Tables Chairs Other props?			
	14. Vet CoF				
	15. Building party				
	16. Build stages				
	17. Match booklet				
	Logistics				
	18. Confirm and prepare equipment	Paint Paint brushes Bunting tape Chronograph Red flags First aid Kit Seating for spectators PA/Sound system Umbrellas			

Phase of Match	Item to check	Responsible	Target Date	Notes
	19. Prepare stage boxes	Stage briefing Staple gun & staples Timer Clipboard Patches Squadding lists DQ sheet Spare targets & branding		
	20. Prepare back-up equipment			
	21. Ablution			A ratio of 1:20 persons must be the minimum – preferably men/ladies separate. They must be maintained twice daily
	Admin/Stats			
	22. Prepare score sheets			
	23. Prepare relevant documents	Entry forms, etc		
	24. Configure scoring PC - MSS			
	25. Scoring confirmation system	In trays, stage boxes, verify		
	26. Prepare signage	As required		
	27. Purchase medals/awards	See execution		
	Notice Board			
	28. IPSC calendar	Relevant to competition		
	29. Range layout (map)			
	30. Safety areas (as on map) procedures			

Phase of Match	Item to check	Responsible	Target Date	Notes
	31. Membership requirements	For visitors to see.		
	Canteen/Kiosk			
	32. Budget for & purchase stock			
	33. Prepare float			
	34. Financial control			
Execution	35. Entrance Control			
	36. Parking			A lack of control here can cause havoc
	37. Hot box where loaded firearms can be unloaded			
	38. Officials shoot CoF			
	Reception			
	39. Registration process requirements	PC & printer Multi-plug Extension cord Paper Removable discs/CDs Prestik		
	40. Check equipment for division.	Gun box, trigger scale, etc.		
	41. RM/CRO briefing to ROs	Finalise walk throughs		
	RO actions on range			
	42. Greet and read briefing			
	43. Apply rules consequently			
	44. Trainee RO = scorer			

Phase of Match	Item to check	Responsible	Target Date	Notes
	Squads shoot match			
	Canteen/Kiosk			
	45. Refreshment facilities			
	46. Menu			Variety of menu?
	47. Consider posting interim/final results at the catering area too			
Prize giving	48. Arrange venue			Ensure sufficient parking. Include the location and route map in the match booklet.
	49. Master of ceremonies			
	50. PA system/sound/music			
	51. Decoration of venue			
	52. Determine programme and sequence of events			
	53. Arrange layout of tables and chairs			
	54. Arrange seating and seating for VIP/dignitaries			
	55. Confirm scores			
	56. Prepare awards.			List of awards and medals. Arrange engraving.
	57. Admin/prepare award allocation			
	58. Read results - bottom to top			Only top 15 or 10 per division as per match.
	59.			

Phase of Match	Item to check	Responsible	Target Date	Notes
	60. Official Photographer			
	61. Arrange dignitary to hand over medals and awards			
	62. Guest of Honour - Speech			Prepare detail of the match for the speech.
	63. Arrange catering and menu			Type/style, numbers, etc. Provide for various religious groups.
	64. Toilets/ablution for men and ladies			
	65. Dress code for attendees			
Post Match	66. Move equipment into store			
	67. Pack up all moveable items			
	68. Consolidate funds			
	69. Post results			
	70. Inputs to media			
	71. Debrief			
	72. Update checklist			

