

ADMINISTRATION AT NATIONAL LEVEL COMPETITIONS

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 - C: Responsibilities for National Level Competitions
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1. The contract between SAPSA and province must be completed and signed by the province and the SAPSA chairman three months before the date of the national. See Reference 1.

2. Dates for the Next Competition. The dates for the next year's competitions are determined at the annual Council Meeting. Provinces bid to host the competitions and it is allocated by the Council. As a general guideline national competitions are not allocated to WPPSA in the winter rain season.

3. Entry Forms and Entries

- a. Entry forms. Entry forms are available at the nationals, from the website or from the SAPSA office.
- b. Entry fees. Must be paid by the closing date before and 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 province is responsible for the match fee.

4. 20% of the total match entry fees goes to SAPSA. The province may request SAPSA to waive the 20% in extreme cases.

5. Match officials shoot the match for free. They are paid a travel allowance and a daily allowance. The amounts are set from time to time. Presently 2006 it is set at R per km for the round trip and R 50 per diem.

6. 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

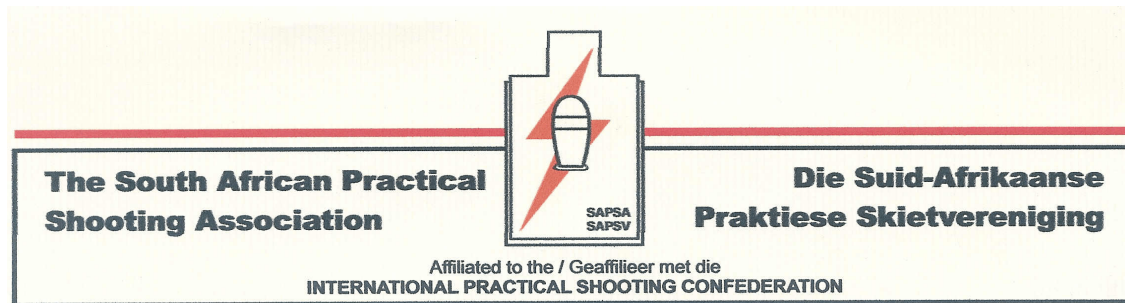
7. Scoring, squadding, targets, .Reference 2.

8. Responsibilities. Reference 2.

9. Computers. SAPSA provides the computer, printer for national level matches.

10. Facilities. All the facilities are provided by host province. This includes the ranges, props, targets, patches, paint, toilets, water, canteen, etc.

11. COF. The province is responsible for the course of fire. The COF must be finalised and submitted to the SAPSA vetting committee four months before the date of the competition.
12. Vetting COF. The vetting committee will scrutinise the COF for adherence to the principles of practical shooting and for DVC. Amendments will be sent to the province for implementation. Subsequently the COF is checked again and submitted to IPSC for approval. Rule
13. Test fire area.
14. Vetting by IPSC representative. The SAPSA Chairman must vet the shoot before the first competitor shoots. Rule 1.3.2.
15. Prize Giving. This ceremony is hosted by the host province. The format is determined by the host province. All individual and team awards, trophies, prizes, etc are handed to the recipients at the prize giving. If the recipient is not present, a representative of his province or club can receive it in his place to hand it over at a later suitable occasion. The list of medals is provided by SAPSA.
16. Scores. The SAPSA Secretary must ensure that the scores are posted on the IPSC website the first week after the match. The match scores must also be posted on the SAPSA website and the national logs updated.
17. Match fees to IPSC. SAPSA responsible.
18. President's Medals. The president's medals are awarded at the prize giving. The SAPSA Secretary is responsible for ensuring that the medals are available and handed over correctly.



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September 200

AGREEMENT

BETWEEN THE SOUTH AFRICAN PRACTICAL SHOOTING ASSOCIATION

and

..... PRACTICAL SHOOTING ASSOCIATION

For hosting theRound of the South African Practical Shooting Championship/Tournament

Appendix A: Concept budget
 B: COF vetting check List
 C: List of medals
 D: Planning check list
 E: RM Report
 F: MD Report

..... Practical Shooting Association hereby agrees to host the level III/IV Match/Tournament at on 200.. This will be according to the latest edition of the IPSC Rules.

A pre match for match officials and others who cannot be accommodated in the main match will be held at the same venue on

Finances

Proper financial planning is the basis of any successful match. See Appendix A for the template of the budget.

The ...PSA will charge an entry fee per individual and per team as determined annually by the SAPSA ExCo.

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A percentage of gross profit as determined by SAPSA ExCo must be transferred to SAPSA within one calendar month of the match (presently 20%).

Course of Fire

The COF must be submitted to the COF vetting committee three calendar months before the match. Any changes to the COF suggested by the vetting committee must be implemented before the pre match starts. The match will not commence before the COF has been sanctioned by the RD/representative of IPSC. See check list Appendix B.

Special Requirements for the Match

championship function, teams, announcements

Medals and Awards

See Appendix C for the proposed list of medals. Medals and awards are the responsibility of the host association and must be clearly stated before the match commences.

Prize giving

It is usual for the host to give a prize giving function after the match is finished. The format of the prize giving is up to the host but the details of cost, dress and venue must be clearly communicated to the competitors before the match commences.

Scoring and Results

Scores will be collated using the latest version of WinMSS as per the latest edition of the IPSC rules. Final scores must be posted on the SAPSA website within ... days of the end of the match. All equipment used for the scoring must be provided by the host PSA.

Planning and Preparation

See Appendix E for the SAPSA Match Checklist.

Reports

The match director and range master must each complete a report on the match and forward it to the hosting PSA and SAPSA within two weeks of the match. See Appendices E and F for format.

Signed on the behalf of Hosting PSA

Signed on the behalf of SAPSA

Reference 1: IPSC Rules latest edition
 2: Club Administration Guide

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3: RO Manual

COURSE OF FIRE VETTING CHECKLIST

1. Briefing. Rule 3.2
Scoring method.
Targets (Type & Number).
Minimum number of rounds.
The firearm ready condition.
Start position.
Time starts.
Procedure.
Moving targets: remain visible or not?
2. Type of Course. Rule 1.2.1. This is different for rifle, shotgun and handgun. The principles, however, remain the same.
3. Safe angles of fire. Safe angles of fire should be taken into account, including possible ricochets. DQ traps (like 90 degrees)?
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.
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. Options?#

NATIONAL LEVEL COMPETITIONS: RESPONSIBILITIES

Task	Plan		Execute			
	SAPSA	SAIRO	Province	RM	MD	Stats
Advertise match	x		x			
Allocate stages to ROs		x		x		
Appoint MD and RM	x	Recommend RM			x	
Approve CoF	To IPSC					
Approve stage set up	x					
Arrange ROs		x	x	x		
Assistant RM		Recommend				
Bank entry fee	20%		80%			
Build stages			x			
Chrono				x		
Contact ROs		x	x	x		
Convene arbitration committee					x	
Co-ordinate dates for matches	x		x			
Co-ordinate entries for matches			x			x
Design CoF			x			
Do squadding	x					
Equipment check				x		
Equipment for chrono		x				
Equipment for equipment check		x				
Final briefing/walk through				x		
Prepare RO boxes				x		x
Print score sheets	x		x			
Provide paint and sundries for stages			x			

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Provide prize giving venue, catering, medals, awards	SA Champs awards, President's medals		Match medals, awards and venue			
Provide RO boxes, timer, clipboard, staple gun		x				
Provide safe parking			x			
Provide shooting range			x			
Provide stage equipment and props			x			
Provide stats area - power, tables, chairs,			x			
Provide stats score sheets, computers, printers, envelopes,	Computers, printers		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 level III with IPSC	x					
RO allowance			x	x		
Send results to IPSC	x					
Set up stages on ranges			x			
Stats for match	x	x				x
Vet CoF	x					

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SAPSA MATCH CHECKLIST

Phase of Match	Item to check		Responsible	Tgt. Date	Notes
Preparation	Appointment of Officials				Book range
	1.Match Director				
	2.Range Master				
	3.Chief Range Officers				
	4.Range Officers				
	Contractual Agreement				
	5.SAPSA & host province sign				
	6.Parties aware of min criteria		Equipment		
	7.All aspects of planned match covered				
	Marketing				
	8.Media coverage				Websites, newspapers
	9.Inform members				
	10.SAPSA Banner				
	11.Posters for match				

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Phase of Match	Item to check		Responsible	Tgt. Date	Notes
	Courses of Fire				
	12.Develop/Plan CoF				Use match planning matrix
	13.Determine equipment required	<u>Targets</u> Paper Pepper Poppers Plates Target stands/movers Branding 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 ai Kit Seating for spectators			

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		PA/Sound system Umbrellas			
	19.Prepare stage boxes	Stage briefing Staple gun & staples Timer Clipboard Patches Squadding lists DQ sheet Spare targets & brandering			
	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	Indemnity, membership, 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			

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	Notice Board	Relevant to match			
	28.Year program				
	29.Range layout (map)				
	30.Safety areas (as on map) procedures				
	31.Membership				
	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 Courses of Fire				
	Reception				
	39.Registration	PC & printer Multi-plug Extension cord Paper Removable discs/CDs			

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		Prestik			
	40. Check equip for division. 41. RM/CRO briefing to ROs	Gunbox, trigger scale, etc.			
	ROs actions on range				
	42. Greet and read briefing				
	43. Apply rules consequently				
	44. Trainee RO = scorer				
	Squads shoot match				
	Canteen/Kiosk				
	45. Braai facilities				
	46. Menu				Variety of menu?
	47. Post interim/final results				
Prize-Giving	48. Master of ceremonies				
	49. PA system				
	50. Confirm scores				
	51. Prepare awards				
	52. Admin prepare award allocation				
	53. Read all results - bottom to top				Only top 15 or 10 per division
	54. Awards - 3 rd , 2 nd , 1 st				

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	55.Official Photographer				
	56.Guest of Honour - Speech				
	57.Catering				Type/style, numbers, etc.
	58.Ablution for men and ladies				
	59.Dress code for attendees				
Post Match	60.Move equipment into store				
	61.Pack up all moveable items				
	62.Consolidate funds				
	63.Post results				
	64.Inputs to media				
	65.Debrief				
	66.Update checklist			

RANGE MASTER'S REPORT

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

List of ROs at the match as an appendix.

Short report on ROs if necessary.

Number of stages and shots.

Number of competitors. Breakdown open, mod, std, prod.

Check-in done and results.

Problems with competitors.

Problems with the stages, props, range and facilities.

Working of chrono.

DQs and why.

Any arbitration.

Feedback about the stages and in general, after the match. Include stats in the feedback.

Climate, weather if necessary.

MATCH DIRECTOR'S REPORT

The following are the headings to be used for the Match Director's 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.

Toilets and facilities.

Parking.

Canteen.