



South African Practical Shooting Association

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Postnet Suite # 140
Private Bag X27
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Hosting of National Events (As amended at the Annual Council Meeting on 24 February 2018)

1. OBJECTIVES

- 1.1. To prescribe the general rules and obligations of the applicable bodies as regards the hosting of an I.P.S.C Level III or IV shooting competition, as allocated by the Executive Council.
 - 1.1.1. In regard to this policy, a formal agreement will be entered into between the Federation and the applicable organisation.

2. DEFINITIONS AND INTERPRETATION

- 2.1. Unless inconsistent with the context, all words and expressions imparting the masculine gender shall include the feminine, words signifying the singular number shall include the plural and vice versa.
- 2.2. Unless already defined in the Federation's Constitution, the following expressions shall have the following meanings assigned to them:
 - 2.2.1. **Match**
I.P.S.C. Level III or IV shooting competition.
 - 2.2.2. **Host Organisation**
Provincial Association mandated by the Executive Council to host a match.
 - 2.2.3. **Vetting Committees**
Vetting Committee/s as appointed by the Federation and/or the I.P.S.C. Sanctioning Committee
 - 2.2.4.
- 2.3. In the event of any doubt as to the meaning of any of the provisions of this agreement, the interpretation placed thereon by the Executive Council shall be final and binding upon all members of the Federation.



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3. General

- 3.1. The Federation is the national controlling body of practical shooting in South Africa and therefore the official representative of all practical shooting competitions held in South Africa and sanctioned by I.P.S.C.
- 3.2. All matches in the region will only be hosted by an affiliated provincial association.
 - 3.2.1. The host organisation may delegate certain duties, benefits and liabilities to the Match Director.
 - 3.2.2. The ultimate responsibility for the match will remain with the host organisation.
- 3.3. The match will be conducted fully in compliance with the prevailing I.P.S.C. competition rules.
- 3.4. Changes to the Course of Fire, deemed necessary by the applicable vetting committee, will be made prior to the start of the match.
- 3.5. The official scoring program will be the latest version of the Windows® Match Scoring System (WinMSS).
- 3.6. The applicable on-line registration system will be utilized.
- 3.7. Entry fees will be paid directly into the host organisation's bank account.
- 3.8. The Course of Fire will only be published on the official match website, after entries for the match close.
- 3.9. No person will be permitted to shoot any course of fire, once erected, until the commencement of the pre-match.
- 3.10. Only members in good standing will participate in the match.



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3. General (cont)

- 3.11. Income from individual and team entry fees, sponsorships, vendors and any other income earned by the host organisation will be used by the host organisation to fund the match.
 - 3.11.1. A percentage of the income from entry fees, as determined by the Executive council from time to time, will be paid to the Federation to off-set the cost of Match officials for the match.
 - 3.11.2. In the event of no I.R.O.A. call-up:
 - 3.11.2.1. Remuneration for S.A.I.R.O. & I members will be at the standard rates as approved by the Executive Committee.
 - 3.11.2.2. Remuneration for non-S.A.I.R.O. & I members will be as determined by the S.A.I.R.O. & I Management Committee.
- 3.12. If official match ammunition is to be made available, the supplier and price thereof must be approved in advance by I.P.S.C. and/or the Federation, as applicable.
- 3.13. The pre-match will be restricted exclusively to persons authorized by the I.P.S.C. rules and any dignitaries approved in advance by I.P.S.C.
 - 3.13.1. Match officials will shoot the pre-match for free.
 - 3.13.2. Match officials competing in the pre-match are subject to any exclusions, as decided on by the Executive Council.
- 3.14. Authority for competitors to shoot courses of fire separately from their designated squad will not be given without the approval of the Match Director.
- 3.15. Should the Federation fail to perform any of its obligations, other than as relates to direct communication with I.P.S.C.:
 - 3.15.1. The host organisation may perform or have performed those tasks necessary to conduct the match, after consultation with the Federation.
 - 3.15.2. The Federation agrees to reimburse and indemnify the host organisation in relation to the costs.



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3. General (cont)

- 3.16. Should the host organisation fail to perform any of its obligations, the Federation may perform or have performed, those tasks necessary to conduct the match, after consultation with the host organisation.
- 3.16.1. This includes but is not limited to, a change of venue if required.
- 3.16.2. The host organisation agrees to reimburse and indemnify the Federation in relation to those costs.
- 3.17. In the event of inclement weather, a natural disaster or other unforeseen event beyond the control of the parties:
- 3.17.1. The start or completion of the match may be postponed for a period not exceeding twenty-four (24) hours; or
- 3.17.2. The match may be cancelled.
- 3.17.3. In either of the two (2) events above, the decision will be taken by the host organisation in conjunction with the Federation.
- 3.17.4. The relevant parties will determine the amount to be refunded to competitors, if any, and such refunds will be made within two weeks of the decision being taken.
- 3.18. In the event of a Level IV match not requiring strict adherence to the I.P.S.C match contract, time-frames as per Level III matches will apply.
- 3.19. Additional guidelines will be available in a separate document.

In the event of a **Level III** match:

- 3.20. The use of an alternate scoring program must be approved by the Regional Director.



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3. General (cont)

In the event of a Level IV match

- 3.21. The use of an alternate scoring program must be approved by the I.P.S.C. President.
- 3.22. All I.P.S.C. protocols in respect of slot allocations, course of fire requirements, timing, squadding and all other IPSC precedents as directed by I.P.S.C. will apply.

4. Obligations of the Federation

- 4.1. As per the applicable time frames, the Federation will:
 - 4.1.1. Present the contract, as approved by the Executive Council, to the host organisation for signature.
 - 4.1.2. Return the signed contract to the host organisation.
 - 4.1.3. Advertise the match on the Federation's calendar and website.
 - 4.1.4. Register the match with I.P.S.C.
 - 4.1.5. Circulate the Course of Fire to the Federation's vetting committee.
 - 4.1.6. Submit the Course of Fire to I.P.S.C. for sanctioning.
 - 4.1.7. Co-ordinate with the webmaster on functions relating to the applicable on-line match registration system.
- 4.2. Ensure the Vetting Committees' recommendations and/or requirements are returned to the host organisation within two weeks.
- 4.3. Verify all competitors are members in good standing, of the Federation and I.P.S.C.
 - 4.3.1. Entries of members from another region must be confirmed with the applicable Regional Director.
- 4.4. Circulate the competitor list generated from the scoring system to the provincial associations and regional directors as applicable, for confirmation of the entries.



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4. Obligations of the Federation (cont)

- 4.5. Prepare a match time schedule in conjunction with the Match Director.
- 4.6. Finalise the competitor squadding schedule no later than fifteen (15) days prior to the match.
- 4.7. Arrange firearm permits for international competitors.
- 4.8. Appoint an Arbitration committee, in conjunction with the Regional Director and Match Director and taking into account the host organisation's proposal.
 - 4.8.1. If not all members of the appointed Arbitration committee are available during the pre-match, appoint a separate Arbitration committee for the pre-match.
- 4.9. Arrange for final vetting of the stages by the Regional Director or delegate, in conjunction with the host organisation, Match Director and Range Master.
- 4.10. Provide a list of medals required, based on the match profile for the match.
- 4.11. Provide I.P.S.C. President's and Federation medals for the top competitor in each Division and category where the I.P.S.C. requirements have been met.
- 4.12. Publish the final results on the Federation's webpage within three days (3) of completion of the match.



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4. Obligations of the Federation (cont)

In the event of a Level III or Level IV match utilising the Federation's on-line match registration system:

- 4.13. No later than one week prior to activation of on-line match registration, ensure:
 - 4.13.1. Notification on the Federation's website and any other social media, as directed by the Executive Council, regarding activation date and time for on-line registration.
- 4.14. Activate on-line match registration on the date as requested by the host organisation.
- 4.15. De-activate on-line match registration as follows:
 - 4.15.1. As soon as main match capacity reached, leaving pre-match registration open; or
 - 4.15.2. On the date as requested by the host organisation.
- 4.16. Automatically activate an on-line waiting list for the main match, after de-activation of on-line match registration.
- 4.17. Liaise with the webmaster as regards processing of the waiting list.
- 4.18. Compile an initial competitor list as soon as all available slots have been allocated and/or entries for the match have closed.
- 4.19. Generate an EXCEL spread-sheet of all competitors, to submit to the Stats Director.

In the event of a **National** Level III or Level IV match, as applicable:

- 4.20. Provide invitation letters, application forms for the import and export of arms and ammunition, and any other official forms, no later than time of registration of the match with I.P.S.C.



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4. Obligations of the Federation (cont)

In the event of a Level IV match:

- 4.21. Submit the official match logo as supplied by the host organisation, to I.P.S.C. no later than nine calendar months prior to the start of the match.
- 4.22. Post contact details of the Match Information Officer (MIO) on the official I.P.S.C. match website.

Time-frames prior to the start of the match			
		Level III	Level IV
Present contract for signature		6 months	12 months
Return signed contract		2 weeks of receipt	
Advertise on calendar and website		6 months	12 months
Co-ordinate on-line match registration		4 months	
Register with I.P.S.C.		3 months	12 months
Official match logo to I.P.S.C			9 months
Course of Fire	Local	4 months	7 months
	I.P.S.C	3 months	6 months
Competitor squadding		15 days	
Notification – on-line registration		1 week prior to opening	
Time Frames after completion of the match			
Publish results on webpage		3 days	

5. Obligations of S.A.I.R.O. & I

- 5.1. Appoint the Range Master, taking into account the host organisation's proposal.
- 5.2. Appoint the Stats Director, taking into account the host organisation's proposal.
- 5.3. Notify the Federation of these appointments no later than one (1) month prior to on-line match registration opening.



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5. Obligations of S.A.I.R.O. & I (cont)

- 5.4. Co-ordinate a call-up for match officials no later than one (1) month prior to the opening of on-line registration for the match.
 - 5.4.1. The call-up will close no later than two (2) weeks prior to opening of entries for the match.
- 5.5. Liaise with the host organisation and I.R.O.A as to the requirement for an I.R.O.A. call-up.
- 5.6. In the event of an I.R.O.A. call-up:
 - 5.6.1. Liaise with I.R.O.A. regarding the following, as applicable:
 - 5.6.1.1. The number of I.R.O.A. members required.
 - 5.6.1.2. The minimum I.R.O.A. requirements regarding the Range Master, Chief Range Officer per area, I.R.O.A. member per stage and Stats Director, as applicable.
 - 5.6.1.3. Twin-share hotel accommodation for I.R.O.A. members.
 - 5.6.1.4. Free breakfast and lunch for I.R.O.A. members.
 - 5.6.1.5. Per Diem subsidy of US\$20 or local equivalent, per day worked as a match official.
 - 5.6.1.6. Free transport to and from the range for I.R.O.A. members.
 - 5.6.2. Liaise with the host organization regarding the same or similar benefits for N.R.O.I. officials.
- 5.7. Source additional NROI personnel from other regions if required, subject to advance approval of their regional director.
- 5.8. Appoint match officials, in conjunction with the Range Master.
 - 5.8.1. Notify appointed match officials no later than one (1) week prior to match entries opening.
- 5.9. Ensure remuneration for all match officials at least two (2) days prior to the start of the match, failing which, within twenty four (24) hours of arrival at the match or commencement of the match, whichever occurs first.



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5. Obligations of S.A.I.R.O. & I (cont)

- 5.10. Ensure the supply of equipment required by match officials for the efficient running of the match, including but not limited to:
 - 5.10.1. At least one Chronograph.
 - 5.10.2. Bullet puller and scale.
 - 5.10.3. Equipment to verify competitors' equipment.
- 5.11. Supply at least one computer and printer for use by Stats.
 - 5.11.1. Ensure that the current version of WinMSS is available.
- 5.12. Ensure sufficient personnel and equipment at a designated location, for the expedient check-in of registered competitors.
 - 5.12.1. Ensure a discreetly located gun-check station, in conjunction with the host organisation, manned by personnel selected by the Range Master.
- 5.13. Ensure that match officials do not wear any additional sponsor logos, slogans etc, unless approved by I.P.S.C. and/or the Federation.
- 5.14. Ensure that the final results are submitted to I.P.S.C. within three (3) days of completion of the match.
- 5.15. Complete the I.P.S.C. on-line post-match report within three (3) days of completion of the match.
- 5.16. Ensure that the Range Master submits a report of the match, within one (1) week of completion of the match.
 - 5.16.1. Ensure this report is submitted to I.P.S.C. within two weeks of completion of the match.

In the event of a Level IV match:

- 5.17. Liaise with I.P.S.C. for written approval of the Range Master.



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5. Obligations of S.A.I.R.O. & I (cont)

Time-frames prior to registration opening			
		Level III	Level IV
Advise appointment of RM and SD		1 month	12 months
Call up of Match Officials	Start	1 month	9 months
	Close	2 weeks	
Notification of selected match officials		1 week	
Time-frames prior to the start of the match			
Remuneration of match officials		2 days or as applicable	
Time Frames after completion of the match			
Submit final results to I.P.S.C		3 days	
Complete I.P.S.C. on-line match report		3 days	
Ensure RM submits report		1 week	
RM report to I.P.S.C.		2 weeks	

6. Obligations of the host organisation

- 6.1. Sign and return the contract within two (2) weeks of receipt but no later than one month prior to entries opening.
- 6.2. Provide a proposed Course of Fire, as per the applicable time frames.
- 6.3. Implement any changes to the proposed Course of Fire as recommended or instructed, by the Vetting Committees, and return to the Federation within two weeks.
 - 6.3.1. Non-compliance will result in loss of I.P.S.C. sanction and could result in a fine of up to R10 000.
- 6.4. Provide a budget, as per the applicable time frames.
- 6.5. Appoint a Match Director.
- 6.6. Propose a Range Master, Stats Director and assistant Range Master, if required.



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6. Obligations of the host organisation (cont)

- 6.7. Propose an Arbitration Committee once entries for the match close.
 - 6.7.1. If not all members of the appointed Arbitration committee are available during the pre-match, propose a separate Arbitration committee for the pre-match.
- 6.8. Provide a range capable of safely conducting the minimum Federation and/or I.P.S.C. requirements, as applicable:
 - 6.8.1. Where possible, group stages into shooting areas mixing short with medium and/or long courses.
- 6.9. Provide for chronograph, preferably situated adjacent to a Short course.
- 6.10. Construct the stages in time for final vetting by the Regional Director or delegate, prior to the start of the match.
 - 6.10.1. Provide materials for the construction of the stages.
 - 6.10.2. Provide all equipment for the stages, including targets, patches, paint and sundries.
- 6.11. Provide a maintenance crew and necessary equipment.
- 6.12. Provide and bear the full cost of sufficient helpers to assist with the patching and restoring of targets, as applicable.
- 6.13. Provide sufficient safety / unloading areas for the size and scope of the match and range facilities.
- 6.14. Liaise with the Federation to ensure sufficient score sheets and competitor labels are printed timeously.



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6. Obligations of the host organisation (cont)

- 6.15. Provide a minimum of one (1) safety area per shooting area, including but not limited to:
 - 6.15.1. At least 3m wide, 2m deep, 2m high
 - 6.15.2. A backstop capable of safely containing shots typically fired in an I.P.S.C. Course of Fire
 - 6.15.3. A sturdy, internal wooden table extending the full width of the safety area
 - 6.15.4. Side walls extending a minimum of 1m rearwards to prevent muzzles being visible from the side.

- 6.16. Ensure that each stage has a rear berm constructed to a minimum of 3 metres and the side berms must be constructed to a minimum of 2.5 metres.

- 6.17. Ensure that each stage surface is reasonably devoid of rocks and other material likely to cause ricochets.

- 6.18. Ensure that each stage surface is capable of reasonably rapid drainage and/or ensure a readily-accessible supply of media such as gravel to restore the stage surface in the event of inclement weather.

- 6.19. Ensure that each stage has sufficient length so that gun loading and start location is a minimum of three (3) metres from the entry point or end of the side berms, whichever is the most forward.

- 6.20. Ensure that each stage includes a sign
 - 6.20.1. Prominently erected near the entrance.
 - 6.20.2. Clearly specifying:
 - 6.20.2.1. Stage number.
 - 6.20.2.2. Minimum number of rounds.
 - 6.20.2.3. Type and number of each target.

- 6.21. Provide sufficient trash collection bins.



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6. Obligations of the host organisation (cont)

- 6.22. Provide hygiene areas, including toilets and ablutions which must be:
 - 6.22.1. Equipped with wash basins and/or hand sanitizing dispensers.
 - 6.22.2. Equipped with toiletries, which are replenished on a regular basis.
 - 6.22.3. Cleaned at least once a day.
- 6.23. Provide adequate parking for all competitors, match officials and spectators.
- 6.24. Provide catering (minimum snacks and refreshments) for both the pre and main match, from at least thirty (30) minutes prior to start of shooting each day, until at least thirty (30) minutes after completion of shooting each day.
- 6.25. Provide a suitable area for Stats, including but not limited to:
 - 6.25.1. Sufficient lighting.
 - 6.25.2. Sufficient tables and chairs.
 - 6.25.3. Sufficient power outlets and extension cables.
 - 6.25.4. A UPS if a generator is used.
- 6.26. Provide a suitable and private area for Arbitration.
- 6.27. Provide Vendor areas and tables, if required.
- 6.28. Ensure medical personnel are available.
- 6.29. Provide tables, chairs and power for Chronograph.
- 6.30. Ensure access roads are accessible by a standard sedan-type vehicle.
- 6.31. Provide suitable and sufficient notice boards for the publishing of match results.



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6. Obligations of the host organisation (cont)

- 6.32. Ensure no access to alcoholic beverages at the range until confirmed by the Range Master.
- 6.32.1. Access to be confined to a pre-determined area.

In the event of a **provincial** Level III match not utilizing the Federation's on-line match registration system:

- 6.33. In the absence of an on-line match registration system:
- 6.33.1. Provide an entry form for the match no later than four calendar months prior to the start of the match.
- 6.33.2. Receive all completed entry forms and Proof of Payment.
- 6.33.3. Compile an initial competitor list as soon as all available slots have been allocated and/or entries for the match have closed.
- 6.33.4. Forward list of competitors to:
- 6.33.4.1. The Federation for verification of membership status.
- 6.33.4.2. Stats Director, to be captured into the scoring system.
- 6.34. Prepare a match time schedule in conjunction with the Match Director.
- 6.35. Finalise the competitor squadding schedule no later than seven days prior to the match.

In the event of a **national** Level III match:

- 6.36. The minimum range requirements are:
- 6.36.1. Handgun 16 stages
- 6.36.2. Rifle or Shotgun 12 stages.
- 6.36.3. Where possible, group stages into four (4) shooting areas.



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6. Obligations of the host organisation (cont)

In the event of **national** Level III or Level IV match:

- 6.37. No later than four (4) calendar months prior to the match, provide the Federation with the relevant information, including but not limited to:
 - 6.37.1. Details of recommended accommodation and tourist attractions in the area.
 - 6.37.2. Directions to the range and the GPS co-ordinates.
 - 6.37.3. Details of the awards ceremony venue, including directions to the venue.

- 6.38. Provide an Awards dinner ticket and Match souvenir if applicable.

- 6.39. Organise and bear the full cost of an Awards ceremony, including catering, for all competitors, match officials, sponsors, I.P.S.C. patrons and officials, and VIPs.
 - 6.39.1. The host organisation is entitled to charge a reasonable fee for guests.

- 6.40. Where the I.P.S.C requirements have been met, provide medals for at least the:
 - 6.40.1. Top three competitors in each Division.
 - 6.40.2. Top three teams in each Division.
 - 6.40.3. Top competitor in each Category.

- 6.41. Provide medals for at least the top three competitors in each Division, for B and C class as per the national logs.

- 6.42. The host organisation may, at its discretion:
 - 6.42.1. Provide stage medals for at least the top competitor in each Division.
 - 6.42.2. Award additional medals subject to compliance with the I.P.S.C. competition rules.

- 6.43. Provide a Certificate of Attendance for all competitors and match officials.



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6. Obligations of the host organisation (cont)

In the event of a Level IV match:

- 6.44. Appoint a Match Information Officer (MIO) and notify the Federation accordingly.
 - 6.44.1. The MIO will respond to all match queries within twenty four (24) hours.

- 6.45. Submit an official match logo no later than nine (9) calendar months prior to the start of match.
 - 6.45.1. The logo must be in JPG format for web usage and SVG format for garment usage.

- 6.46. Provide a range capable of safely conducting 24 stages simultaneously.
 - 6.46.1. Each 6 stages should be grouped into shooting areas, based on the I.P.S.C. ratio of 3 short, 2 medium and 1 long course.

- 6.47. Provide a Function firing bay, supervised by match officials.

- 6.48. Each stage must be constructed wholly within a single, dedicated shooting bay.

- 6.49. Each stage must have an overhead shelter sufficient to provide protection from the elements for up to sixteen (16) competitors, and should have a dry floor surface on which competitors may place their equipment bags in the event of inclement weather.

- 6.50. Each stage must have a similar but well-defined shelter for up to four (4) match officials, equipped with a sturdy table and an amenities box in which beverages can be stored.
 - 6.52.1. In hot or humid climates, this box must be supplied with ice each morning and replenished regularly throughout each day.

- 6.51. Provide a sufficient number of separate male and female toilets in each shooting area.



South African Practical Shooting Association

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Hosting of National Events (As amended at the Annual Council Meeting on 24 February 2018)

6. Obligations of the host organisation (cont)

- 6.52. Organise and bear the full cost of an aesthetic Opening Ceremony, as agreed on by I.P.S.C. and the Federation.
- 6.53. Provide:
- 6.53.1. A sheltered food service area fitted with hand-sanitizing dispensers at the entrance.
 - 6.53.2. Adjacent but separate food service area for match officials.
- 6.54. Provide an ambulance service staffed by a certified paramedic team stationed at the range within a maximum of three minutes travel to any stage.
- 6.55. Provide the Range Master with a suitable and dedicated vehicle, including fuel and other consumables required to operate it, when at the range.
- 6.56. Organise and bear the full cost of a Shoot-off at the range, the day after the conclusion of the match, as agreed on by I.P.S.C. and the Federation.
- 6.57. Provide a final set of Profit & Loss accounts no later than three (3) months after completion of the match.

Time-frames prior to the start of the match		
	Level III	Level IV
Return signed contract	2 weeks of receipt	
Advertise on calendar and website	6 months	12 months
Course of Fire	4 months	7 months
Required changes to Course of Fire	2 weeks of receipt	
Submit a budget	4 months	7 months
Submit logo in correct format		9 months
Time Frames after completion of the match		
Submit a profit & Loss account		3 months