



South African Institute of Range Officers and Instructors

POLICY AND PROCEDURE FOR LEVEL I AND LEVEL II SEMINARS

BACKGROUND

1. Level I and level II seminars are learning interventions provided by IPSC/IROA for use in all Regions. The Level I Seminar covers all three disciplines, with Mini Rifle and Action Air mentioned in passing, as they aren't really disciplines. The Seminar actually covers everything range officers need to know. The Level II Seminar is discipline specific, however, the additional disciplines are only one day each as the first day is the same for all three disciplines.
2. The Level I seminar is intended for the trainee range officer to introduce them to ranging, as well as experienced match officials as a refresher, but anyone else is welcome to attend, even if they never become a match official; any age, gender, RO/trainee/stats, etc. The knowledge they gain in applying the rules make them better competitors and administrators.
3. Every match official should attend a Level I every three years to keep up to date with the triennial rule changes and ensure they maintain the correct attitude to ROing. Also for match officials that need correcting, refocusing, remedial, etc or are on probation because of poor performance.
4. SAIRO requires two range masters to co-present as they should have the most experience of managing and ranging matches. The reason two presenters is to prevent one person being the answer to everything to do with rules, preventing 'in-breeding' where all the match officials do it 'my way because I said so' [BISS]. This usually reflects internationally when your competitors and ROs make mistakes that could have been prevented.
5. Usually the presenters take turns, so both get to talk and give their view. As both presenters are equal in rank and usually in experience, if the one presenter makes a mistake or can't provide and answer the other one usually can.
6. Little or no instructing is done at the seminar; at a seminar you exchange knowledge and experience. There are no practical firearm exercises, that is done by the club on the range and isn't part of the seminars.
7. The seminar is there to convince the individual there is a rule for just about any situation and where to find it. To make them really work through the rule books as all three disciplines are covered, that is why all participate in finding the right rule. The Combined Rule Book is recommended as it is easy to find the differences in disciplines and all the disciplines are in one place.
8. The attendee downloads the Combined Rules and brings it along; it places the responsibility on them to ensure they bring a rule book along. The Province also mails them the seminar handout and the RO Manual for them to print and bring along.
9. The above format provides match officials with a foundation and approach to APPLY the rule in the specific situation and not to try to interpret it; not to apply the rule from

memory but always to back up your decision by using the rule book, consistency throughout the Region. That is why we always use those magic words 'what does the rules say?'

POLICY

SAIRO will arrange and present Level I and II Seminars as budgeted and requested by Provinces.

PROCEDURES

SAIRO

10. SAIRO will budget for the presentation of level I and II seminars annually.
11. SAIRO will determine dates for the presentation of the seminars and inform provinces to apply. Provinces may arrange their own seminars with approval from SAIRO.
12. SAIRO arranges for two range masters to present the seminar. Provinces may arrange directly with the range masters for SAIRO to approve.
13. SAIRO will bear the traveling costs of the Range Masters as budgeted.
14. SAIRO will provide the material in electronic form.

Province

15. Provide SAIRO with the following from the Province three weeks prior to the Seminar:
 - a. Location of the seminar - city/town.
 - b. Venue address.
 - c. Confirmation of Range Masters' accommodation from the Friday night until Monday morning, with address.
 - d. Confirmation of Range Masters' transport from airport to the accommodation and venue and back, as applicable.
 - e. Confirmation of Range Masters' transport from the accommodation to the venue and back as applicable.
16. Arrange a suitable date with SAIRO for the presentation of a seminar.
17. Arrange attendees to attend the seminar. Attendees may be from their Province only or include members from neighbouring provinces.
18. Inform attendees to bring their own copy of the IPSC Combined Competition Rules, rifle and shotgun will also be discussed.

19. Print sufficient copies of the Seminar, one for each person, if not mailed to the attendees.
20. Print sufficient copies of the exams, one for each person. Keep them locked away so they don't have access until the exam time; the presenters will bring the marking templates.
21. Provide a projector and screen/white wall/whatever ready and willing for the slides for the seminar.
22. Arrange a suitable venue with sufficient seating and writing space for all attendees.
23. Arrange refreshment for the attendees.
24. Inform the attendees of the times - start at 08:00 sharp both days, might end late.
25. Inform them if they don't attend both days, no certificate will be issued.
26. Provide accommodation for the presenters.
27. Provide transport for the presenters from the airport to the accommodation and venue and back as required and arranged.

Venue Requirements

28. Projector
29. White board
30. Marker pens at least 3 colours
31. Tables and chairs
32. Toilet facilities
33. Parking
34. Eating area
35. Flip chart paper

Attendees

36. Print and bring the IPSC Combined Competition Rules, RO Manual, CRO Guide, Course Design and Construction Guide, seminar handout, as applicable.
37. Pen and writing paper.

SAIRO

11. SAIRO will need the following from the Province three weeks prior to the Seminar:
 - a. Location (City/Town)
 - b. Venue address
 - c. Confirmation of Range Masters' accommodation from the Friday night until Monday morning, with address.
 - d. Confirmation of Range Masters' transport from airport to the accommodation and venue and back, as applicable.
 - e. Confirmation of Range Masters' transport from the accommodation to the venue and back as applicable.