



# South African Practical Shooting Association

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## Policy document for the hosting of an IPSC Level III or higher shooting competition

1. SAPSA 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 the International Practical Shooting Confederation (hereinafter referred to as "IPSC").
2. The South African Institute of Range Officers & Instructors (hereinafter referred to as "SAIRO & I") is a specialised sub-committee of SAPSA, tasked with the safe and equitable conduct of shooting competitions held under the auspices of SAPSA.
3. All IPSC Level III or higher shooting competitions in the region (hereinafter referred to as the "championships" will only be hosted by an affiliated provincial association (hereinafter referred to as the "host organisation")
  - 3.1. The host organisation may delegate certain duties, benefits and liabilities to the Match Director
  - 3.2. The ultimate responsibility for the match will remain with the host organization.
4. For the purposes of this policy document, there are three types of championships, all of which fall under the auspices of SAPSA
  - 4.1. **Provincial** Level III championships where the host organisation attends to most of the match administration
  - 4.2. **National** Level III championships where SAPSA attends to the match administration
  - 4.3. **Level IV or higher** championships where SAPSA attends to the match administration.
5. The championships will be conducted fully in compliance with the prevailing IPSC competition rules
6. Changes to the Course of Fire, deemed necessary by IPSC and/or the SAPSA vetting committee, will be made prior to the start of the championships.
7. The IPSC WinMSS scoring system will be utilized.
8. No person will be permitted to shoot any course of fire, once erected, until the commencement of the pre-match.
9. Only members in good standing with IPSC and SAPSA will participate in the championships.
10. Competitors must pay the entry fee (as determined by the SAPSA Executive Council from time to time) to the host organisation, with proof of payment submitted to the SAPSA office, in the case of **national** Level III or **Level IV or higher** championships.
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 championships.

12. If official match ammunition is to be made available, the supplier and price thereof must be approved in advance by IPSC and SAPSA.
13. The pre-match will be restricted exclusively to persons authorized by the IPSC rules and any dignitaries approved in advance by IPSC.
14. Authority for competitors to shoot courses of fire separately from their designated squad will not be given without the approval of the Range Master.
15. Should the host organisation fail to perform any of its obligations in terms of the signed agreement, SAPSA may perform (or have performed) those tasks necessary to conduct the championships (even a change of venue if required)
  - 15.1. The host organisation agrees to reimburse and indemnify SAPSA in relation to those costs.
16. Should SAPSA fail to perform any of its obligations in terms of the signed agreement, the host organisation may perform (or have performed) those tasks necessary to conduct the championship, other than as relates to direct communication with IPSC, after consultation with SAPSA
  - 16.1. The host organisation may claim reimbursement from SAPSA in relation to those costs, subject to the approval of the SAPSA Executive Council.
17. In the event of inclement weather, a natural disaster or other unforeseen event beyond the control of the parties, the host organisation in conjunction with SAPSA may:
  - 17.1. Postpone the start or completion of the championships for a period not exceeding twenty-four hours; or
  - 17.2. Cancel the event.
18. In the event that the championships is postponed or cancelled, SAPSA 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.

In general and subject to the time-frames specified in the appendices:

19. **The obligations of SAPSA will be to:**
  - 19.1. Advertise the championships on the SAPSA calendar and website
  - 19.2. Register the championships with IPSC
  - 19.3. Circulate the Course of Fire to the SAPSA vetting committee
  - 19.4. Submit the Course of Fire to IPSC for sanctioning
  - 19.5. Provide an entry form
  - 19.6. Circulate (and activate in the case of the IPSC on-line Match registration system) the entry form to all provincial association
  - 19.7. Verify all entries (according to the competitor list generated from the scoring system by the Stats Director) are members of SAPSA / IPSC in good standing
  - 19.8. Circulate the competitor list to the provincial associations and regional directors (as applicable)
  - 19.9. Arrange firearm permits for international competitors
  - 19.10. Appoint an Arbitration committee, in conjunction with the Match Director
  - 19.11. Publish the Course of Fire only after sanction by IPSC
  - 19.12. Provide a list of medals required, based on the competitor list for the championships
  - 19.13. Provide IPSC President's medals for the top competitor in each Division and Category where the IPSC requirements have been met
  - 19.14. Publish the final results on the SAPSA webpage
  - 19.15. Confirm that the final results are submitted by the Stats Director to IPSC.

20. **The obligations of SAIRO will be to:**
  - 20.1. Approve the appointment of the Range Master, assistant Range Master (if applicable) and Stats Director, taking into account the host organisation's proposal
  - 20.2. Assist with or co-ordinate a call-up for match officials
  - 20.3. Ensure the supply of equipment required by match officials for the efficient running of the stages, including at least one Chronograph, bullet puller, scale and equipment to verify competitors' equipment
  - 20.4. Supply a computer (properly set up for WinMSS) and printer for use by Stats
  - 20.5. Ensure that match officials do not wear any additional sponsor logos, slogans etc, unless approved by IPSC and SAPSA
  - 20.6. Ensure that the Range Master and Match Director submit reports of the championships in the prescribed format
  - 20.7. Ensure these reports are submitted to IPSC within TWO weeks of completion of the championships.
21. **The obligations of the host organisation will be to:**
  - 21.1. Appoint a Match Director and assistant Match Director (if required)
  - 21.2. Propose a Range Master, assistant Range Master (if required) and Stats Director, for approval by SAIRO
  - 21.3. Provide a proposed Course of Fire
  - 21.4. Provide banking details and closing date for inclusion on the entry form
  - 21.5. Prepare a match time-schedule, in conjunction with the Match Director
  - 21.6. Construct the stages in time for final vetting by the Regional Director or delegate, prior to the start of the championships
    - 21.6.1. Provide materials for the construction of the stages
    - 21.6.2. Provide all equipment for the stages, including targets, patches, paint and sundries
  - 21.7. Arrange for final vetting of the stages by the Regional Director or delegate, prior to the start of the championships, in conjunction with the Match Director and Range Master
  - 21.8. Provide a minimum of 1 safety area per shooting area (3m wide, 2m deep, 2m high, with a backstop capable of safely containing shots typically fired in an IPSC COF) with a sturdy, internal wooden table extending the full width of the safety area which has been fitted with side walls extending a minimum of 1m rearwards to prevent muzzles being visible from the side
  - 21.9. Ensure that each stage has:
    - 21.9.1. A rear berm constructed to a minimum of 3 metres and side berms constructed to a minimum of 2.5 metres
    - 21.9.2. A surface which is reasonably devoid of rocks and other material likely to cause ricochets
    - 21.9.3. A surface which 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 case of inclement weather
    - 21.9.4. Sufficient length so that gun loading and start location is a minimum of 3 metres from the entry point or end of the side berms, whichever is the most forward
    - 21.9.5. A sign prominently erected near the entrance, clearly specifying the stage number, minimum number of rounds and the type and number of each target.

### **Obligations of the host organisation (cont)**

- 21.10. Ensure all match officials are allowed to shoot the pre-match for free, and any scores recorded are to be included in the final match results
  - 21.11. Provide a maintenance crew and necessary equipment
  - 21.12. Provide sufficient safety / unloading areas for the size and scope of the championships and range facilities
  - 21.13. Ensure sufficient score sheets are printed timeously
  - 21.14. Provide sufficient personnel and equipment at a designated location, for the expedient check-in of registered competitors
  - 21.15. Provide sufficient trash collection bins
  - 21.16. Provide hygiene areas, including toilets and ablutions
  - 21.17. Provide safe parking for all competitors, match officials and spectators
  - 21.18. Provide catering (minimum snacks and refreshments) for both the pre and main match, from at least 30 minutes prior to start of shooting each day, until at least 30 minutes after completion of shooting each day
  - 21.19. Provide a suitable area for Stats with sufficient lighting, tables and chairs, power outlets and extension cables, and a UPS if a generator is used
  - 21.20. Provide a suitable and private area for Arbitration
  - 21.21. Provide Vendor areas and tables, if required
  - 21.22. Provide tables, chairs and power for Chronograph
  - 21.23. Ensure access roads are viable for use by a standard sedan-type vehicle
  - 21.24. Ensure sufficient funds available for remuneration of match officials, in conjunction with the Range Master
    - 21.24.1. Pay the agreed-upon remuneration to all match officials within 48 hours of arrival at the match, or within 24 hours of commencement of the main match, whichever occurs first
  - 21.25. Provide suitable and sufficient notice boards for the publishing of match results
  - 21.26. Ensure no access to alcoholic beverages at the range until confirmed by the Range Master
    - 21.26.1. Access to be confined to a pre-determined area
    - 21.26.2. In the case of match officials, the range master must confirm they have fully completed their duties for the day.
  - 21.27. Ensure the final results are submitted by the Stats Director to IPSC within THREE days of completion of the championships.
22. Furthermore, the championships will be hosted in compliance with the obligations specific to the level of the championships, as set out in the attached Appendices:
- 22.1. Appendix A **Provincial Level III**
  - 22.2. Appendix B **National Level III**
  - 22.3. Appendix C **Level IV or higher**

## Appendix A – Provincial Level III championships

<b>Time Frames for Provincial Level III championships prior to the start of the championships</b>			
	<b>SAPSA</b>	<b>SAIRO</b>	<b>Host</b>
Advertise championships	4 months		
Register with IPSC	3 months		
Appoint MD			4 months
<b>Course of Fire</b>			
- Provide			4 months
- Circulate SAPSA vetting	4 months		
- Submit to IPSC	3 months		
<b>Entry Form</b>			
- Provide			2 months
- Circulate / activate	2 months		
- Verify membership	2 weeks		
Propose / Appoint RM etc		4 months	4 months
Assist with match official call-up		6 weeks	
Appoint Arbitration	2 weeks		
Provide medals list	2 weeks		
Provide IPSC medals	2 weeks		
Match time schedule			7 days
Squadding schedule			7 days

1. Closing date for entries will be no later than THREE weeks prior to the start of the championships.
2. SAPSA will publish the Course of Fire only after sanction by IPSC
3. SAIRO will assist with a call-up for match officials no later than SIX weeks prior to the start of the championships, if requested by the host organisation.
4. The host organisation will:
  - 4.1. Receive all completed entry forms and Proof of Payment
  - 4.2. Compile a competitor list as soon as all available slots have been allocated and/or entries for the championships have closed
  - 4.3. Forward the competitor list to:
    - 4.3.1. SAPSA for verification of membership status
    - 4.3.2. Stats Director, to be captured into the scoring system.
5. The Range Master will appoint match officials.
6. It is recommended that a paramedic be on stand-by at the range.
7. The host organisation may choose to utilise the IPSC on-line Match registration system if so desired.

## Appendix B – National level III championships

<b>Time Frames for National level III championships prior to the start of the championships</b>			
	<b>SAPSA</b>	<b>SAIRO</b>	<b>Host</b>
Advertise championships	6 months		
On-line match system	4 months		
Register with IPSC	3 months		
Appoint MD			4 months
<b>Course of Fire</b>			
- Provide			4 months
- Circulate SAPSA vetting	4 months		
- Submit to IPSC	3 months		
Accommodation details etc			4 months
<b>Entry Form</b>			
- Banking Details			4 months
- Provide	3 months		
- Circulate / activate	3 months		
- Verify membership	2 months		
Propose / Appoint RM etc		4 months	4 months
Co-ordinate match official call-up		4 months	
Appoint Arbitration	6 weeks		
Provide medals list	2 months		
Provide IPSC medals	2 weeks		
Match time schedule	4 weeks		
Squadding schedule	4 weeks		

1. Closing date for entries will be no later than TWO months prior to the start of the championships.
2. SAPSA will:
  - 2.1. Set up and utilise the IPSC on-line match registration system no later than FOUR calendar months prior to the start of the championships
    - 2.1.1. Provide an entry form
    - 2.1.2. Provide invitation letters, application forms for the import and export of arms and ammunition, and any other official forms
  - 2.2. Receive all completed entry forms and Proof of Payment
  - 2.3. Compile a competitor list as soon as all available slots have been allocated and/or entries for the championships have closed
  - 2.4. Forward list of competitors to the Stats Director, to be captured into the scoring system
  - 2.5. Print competitor labels once the competitor list is finalised
  - 2.6. Ensure all IPSC protocols in respect of slot allocations, course of fire requirements, timing, squadding and all other IPSC precedents as directed by IPSC, are applied
  - 2.7. Publish the Course of Fire only once uploaded to the official match website.

## **Appendix B – National level III championships (cont)**

3. SAIRO will:
  - 3.1. Liaise with the host organisation as to the requirement for an IROA call-up
  - 3.2. Liaise with IROA regarding an IROA call-up, including the number of IROA members required (if applicable) and the minimum IROA requirements regarding the Range Master, Chief Range Officer per area, IROA member per stage and/or Stats Directors.
  - 3.3. Liaise with the host organisation in regard to remuneration for match officials
    - 3.3.1. Remuneration must at least be equivalent to the minimum, as determined by SAPSA from time to time.
  - 3.4. Co-ordinate a call-up for match officials
    - 3.4.1. Source additional NROI personnel from other regions if required, subject to advance approval of their regional director.
  - 3.5. Appoint match officials, in conjunction with the Range Master.
4. The host organisation will:
  - 4.1. Provide SAPSA with details of recommended accommodation and tourist attractions in the area, as well as directions to the range and the GPS co-ordinates for the range
  - 4.2. Provide SAPSA with details of the awards ceremony venue, including directions to the venue
  - 4.3. Provide SAPSA with banking details for the payment of the entry fee
  - 4.4. Ensure match officials shooting the pre-match are not subject to any exclusions as decided on by SAPSA from time to time
  - 4.5. Provide a complimentary information pack for competitors and match officials containing a match booklet listing the stages and their sponsors (if applicable), a map of the range, a match identity card, Squadding timetable, Awards dinner ticket and Match souvenir (if applicable)
  - 4.6. Provide a discreetly located gun-check station (to coincide with the check-in of registered competitors), manned by personnel selected by the Range Master
  - 4.7. Provide a certified paramedic (or equivalent) stationed at the range within a maximum of three minutes travel to any stage
  - 4.8. Organise and bear the full cost of an Awards ceremony, including catering, for all competitors, match officials, sponsors, IPSC patrons and officials, and VIPs
    - 4.8.1. The host organisation is entitled to charge a reasonable fee for guests
  - 4.9. Provide medals for at least the top three competitors and top three teams in each Division and at least the top competitor in each Category, where the IPSC requirements have been met
  - 4.10. Provide recognition for at least the top competitor in each Division, per stage
  - 4.11. Provide a Certificate of Attendance for all competitors and match officials.

## Appendix C – Level IV or higher championships

<b>Time Frames for Level IV or higher championships prior to the start of the championships</b>			
	<b>SAPSA</b>	<b>SAIRO</b>	<b>Host</b>
Advertise championships	12 months		
On-line match system	12 months		
Official Match Logo			9 months
Register with IPSC	12 months		
Appoint MD			12 months
<b>Course of Fire</b>			
- Provide			7 months
- Circulate SAPSA vetting	7 months		
- Submit to IPSC	6 months		
Accommodation details etc			4 months
<b>Entry Form</b>			
- Banking Details			7 months
- Provide	4 months		
- Circulate / activate	4 months		
- Verify membership	3 months		
Propose / Appoint RM etc		12 months	12 months
Co-ordinate match official call-up		5 months	
Appoint Arbitration	3 months		
Provide medals list	2 months		
Provide IPSC medals	1 month		
Match time schedule			2 months
Squadding schedule	6 weeks		

1. Closing date for entries will be no later than THREE months prior to the start of the championships.
2. SAPSA will:
  - 2.1. Set up the IPSC on-line match registration system no later than TWELVE calendar months prior to the start of the championships
    - 2.1.1. Provide an entry form
    - 2.1.2. Provide invitation letters, application forms for the import and export of arms and ammunition, and any other official forms
    - 2.1.3. Submit the official match logo (as supplied by the host organisation in JPG format for web usage and SVG format for garment usage), to IPSC no later than NINE calendar months prior to the start of championships.
  - 2.2. Receive all completed entry forms and Proof of Payment
  - 2.3. Compile a competitor list as soon as all available slots have been allocated and/or entries for the championships have closed
  - 2.4. Forward list of competitors to the Stats Director, to be captured into the scoring system
  - 2.5. Print competitor labels once the competitor list is finalised
  - 2.6. Ensure all IPSC protocols in respect of slot allocations, course of fire requirements, timing, squadding and all other IPSC precedents as directed by IPSC, are applied
  - 2.7. Publish the Course of Fire only once uploaded to the official match website.



## Appendix C – Level IV or higher championships

3. SAIRO will:
  - 3.1. Liaise with IPSC for written approval of the Range Master
  - 3.2. Liaise with the host organisation as to the requirement for an IROA call-up
  - 3.3. Liaise with IROA regarding an IROA call-up, including the number of IROA members required (if applicable) and the minimum IROA requirements regarding the Range Master, Chief Range Officer per area, IROA member per stage and/or Stats Directors
  - 3.4. Liaise with the host organisation in regard to remuneration for match officials
    - 3.4.1. Remuneration must at least be equivalent to the minimum, as determined by SAPSA from time to time.
  - 3.5. Liaise with IROA and the host organisation regarding:
    - 3.5.1. Twin-share hotel accommodation for IROA members
    - 3.5.2. Free breakfast and lunch for IROA members
    - 3.5.3. Dinner subsidy of US\$20 (or local equivalent) per day worked as a match official
    - 3.5.4. Free transport to and from the range for IROA members
    - 3.5.5. Same or similar benefits for NROI officials.
  - 3.6. Co-ordinate a call-up for match officials
    - 3.6.1. Source additional NROI personnel from other regions if required, subject to advance approval of their regional director.
  - 3.7. Appoint match officials, in conjunction with the Range Master
4. The host organisation will:
  - 4.1. Submit an official match logo (in JPG format for web usage and SVG format for garment usage)
  - 4.2. Provide SAPSA with details of recommended accommodation and tourist attractions in the area, as well as directions to the range and the GPS co-ordinates for the range
  - 4.3. Provide SAPSA with details of the awards ceremony venue, including directions to the venue
  - 4.4. Provide SAPSA with banking details for the payment of the entry fee
  - 4.5. Organise and bear the full cost of an aesthetic Opening Ceremony, as agreed on by IPSC and SAPSA
  - 4.6. Ensure match officials shooting the pre-match are not subject to any exclusions as decided on by SAPSA from time to time
  - 4.7. Provide a complimentary information pack for competitors and match officials containing a match booklet listing the stages and their sponsors (if applicable), a map of the range, a match identity card, Squadding timetable, Awards dinner ticket and Match souvenir (if applicable)
  - 4.8. Provide a discreetly located gun-check station (to coincide with the check-in of registered competitors), manned by personnel selected by the Range Master
  - 4.9. Provide the Range Master with a suitable and dedicated vehicle, including fuel and other consumables required to operate it, when at the range
  - 4.10. Group 6 stages (preferably based on the IPSC ratio of 3:2:1) into shooting areas, as far as possible
  - 4.11. Provide a Function firing bay, supervised by match officials

## **Appendix C – Level IV or higher championships (cont)**

The host organisation will:

- 4.12. Ensure that each stage:
  - 4.12.1. Is constructed wholly within a single, dedicated shooting bay
  - 4.12.2. Has an overhead shelter sufficient to provide protection from the elements for up to 16 competitors, and should have a dry floor surface on which competitors may place their equipment bags in the case of inclement weather
  - 4.12.3. Has a similar but well-defined shelter for up to 4 match officials, equipped with a sturdy table and an amenities box in which beverages can be stored – in hot or humid climates, this box must be supplied with ice each morning and replenished regularly throughout each day.
- 4.13. Provide and bear the full cost of sufficient helpers working on the stages to patch and restore targets
- 4.14. Provide sufficient number of separate male and female lavatories in each shooting area, which must be cleaned at least once a day
  - 4.14.1. Each lavatory must be equipped with wash basins and/or hand sanitizing dispensers, in addition to toiletries, which must be replenished on a regular basis.
- 4.15. Provide a sheltered food service area fitted with hand-sanitizing dispensers at the entrance
  - 4.15.1. Provide adjacent but separate food service area for match officials.
- 4.16. Organise and bear the full cost of a Shoot-off at the range, the day after the conclusion of the championships, as agreed on by IPSC and SAPSA
- 4.17. Provide an ambulance service staffed by a certified paramedic team stationed at the range within a maximum of three minutes travel to any stage
- 4.18. Organise and bear the full cost of an Awards ceremony, including catering, for all competitors, match officials, sponsors, IPSC patrons and officials, and VIPs
  - 4.18.1. The host organisation is entitled to charge a reasonable fee for guests
- 4.19. Provide medals for at least the top three competitors and top three teams in each Division and at least the top competitor in each Category, where the IPSC requirements have been met
- 4.20. Provide recognition for at least the top competitor in each Division, per stage
- 4.21. Provide a Certificate of Attendance for all competitors and match officials.
- 4.22. Provide a final set of Profit & Loss accounts no later than THREE months after completion of the championships.