



South African Institute of Range Officers and Instructors

CRITERIA AND REQUIREMENTS FOR CERTIFICATION, PROMOTION AND MAINTENANCE

SAIRO&I Board member - Province CRO
 CRO - Chief Range Officer
 CSO – Chief Stats Officer
 NRO – National Range Officer
 NSO - National Stats Officer
 PRO – Provincial Range Officer
 Province CRO - SAIRO&I Board member
 PSO – Provincial Stats Officer
 RM - Range Master
 SD – Stats Director
 TRO - Trainee Range Officer
 TSO - Trainee Stats officer

Level I and II Seminars

1. A level I and II seminar certificate has no expiry date, however the seminar expires with termination of membership or not qualifying as a PRO/NRO within the stipulated time.
2. The level I can be done any time before or after the first appointment, preferably before.
3. However, for promotion the seminar date should be within 4 years before the date of the promotion request.
4. It is recommended that all match officials attend a level I seminar every 3 years; CRO and RM a level II seminar additionally. It is recommended that stats also attend these seminars although it isn't necessary.

Responsibilities for Appointing a TRO or TSO

No	Province	SAIRO&I
1	Register a TRO/TSO with SAIRO&I.	Register what the province provides
2	Train the TRO/TSO.	
3	Monitor progress and submit points to SAIRO&I.	Record TRO and TSO points submitted by provinces.
4	Arrange and execute practical evaluation/tests.	
5	Obtain a written exam from SAIRO&I, arrange and invigilate.	Provide handgun, rifle, shotgun or stats exam on request.
6	<i>Appoint</i> the person as an PRO/NRO or PSO/NSO.	
7	<i>Advise</i> SAIRO&I of the appointment and request certification.	Issue the certificate, shirts/cap and insignia to Province for issue to the new match official.

From the above it is clear that the registration of TRO/TSO, the development and eventual appointment as PRO/NRO or PSO/NSO is purely a provincial matter. SAIRO&I only provides the administrative and logistical back-up. SAIRO&I is not responsible if the appointment process fails; only if registration is not done or uniform and a certificate is not

issued. The province should accept responsibility to solve any complaints in this regard, and if SAIRO&I receives such a complaint, it will be forwarded for solution/discussed with the relevant province. Appointment may be to PRO/PSO or NRO/NSO directly; it isn't required to be an PRO/PSO before becoming an NRO/NSO.

1. Appointment: TRO/TSO Requirements

The prospective TRO/TSO must

- a. Must be at least 18 years of age at time of registration.
- b. Must be a member in good standing with SAPSA.
- c. Be recommended by his/her club.
- d. Complete and submit the required application.

2. Appointment: General

- a. References to 'discipline-specific' will include all the IPSC-recognised disciplines. Stats isn't a discipline and is addressed separately throughout.
- b. All requirements are discipline and stats specific.
- c. Practical evaluations for certification, as determined by the SAIRO&I Management Committee, will be conducted at Level II or higher matches in the specific discipline or stats, as follows:
 - i. Practical evaluations for Provincial rank will be conducted either by a NRO/NSO or a Provincial Evaluation committee, as delegated by the Province CRO.
 - ii. A Provincial Evaluation committee must comprise at least one Provincial official plus one other member.
 - iii. Practical evaluations for national rank will be conducted by a CRO/CSO or higher rank, as delegated by the SAIRO&I Management Committee.
- d. Practical assessments for promotion, as determined by the SAIRO&I Management Committee, will be conducted at Level III or higher matches, by:
 - i. The RM/SD (as the case may be) for that match, or his delegate; and
 - ii. At least one competitor ranked in the top 10 on the national logs and competing at the match as requested by the RM at that match [not applicable to stats].
- e. Applications for promotion will be submitted as per the specific requirements below.
- f. Match official points cards must be submitted annually by the SAIRO&I Board member, no later than the end of January of the following year. The onus is on the match official to ensure that his match points have indeed been submitted to SAIRO.
- g. On initial certification as a SAIRO&I member, the incumbent will receive two official SAIRO&I shirts, one metal badge with the rank, one official SAIRO&I cap and a certificate reflecting the rank and discipline/s attained.
- h. On promotion, the incumbent will receive one metal badge with the rank, reflecting the new rank, plus an updated certificate.
- i. No additional clothing, cap or metal badge will be issued for additional disciplines or stats.
- j. All certificates will be valid for a period of 3 years from date of issue.

3. TRO or TSO

- a. Duties and Terms of Reference
 - i. Referred to as a TRO or TSO.
 - ii. TRO gains knowledge and experience of the IPSC competition rules.

- iii. TSO gains knowledge and experience of the scoring system used by the Province, which may be electronic, WinMSS, or as approved by IPSC and SAPSA.
- b. Must complete and submit the required trainee registration form.
- c. The completed registration must be submitted by the SAIRO&I Board member to SAIRO Management prior to the start of accumulation of points.
- d. Points must be submitted annually by the SAIRO&I Board member to SAIRO Management.
- e. The registration is valid for 3 years whereafter the registration is terminated if the TRO/TSO hasn't qualified in that period.

4. Initial Certification

- a. Must be registered as a TRO/TSO with SAIRO&I Management.
- b. Must pass a written exam as set by the SAIRO&I Management Committee and administered by the Province CRO.
- c. The written exam is discipline or stats specific.
- d. Must pass the practical evaluation as set by the SAIRO&I Management Committee, in the specific discipline or stats, in accordance with the rank requirements.
- e. Both the written exam and practical evaluation will require a 75% pass mark.

5. Additional Discipline or Stats Certification

The applicant must

- a. Be currently certified in at least one discipline. Additional registration as TRO for the additional discipline isn't required.
- b. If already certified as stats officer, the range officer process starts with registering as TRO as the skills for ranging aren't the same as for stats.
- c. If the new certification is for stats, the stats officer process starts with registering as TSO as the skills for stats aren't the same as for ranging.
- d. Accumulate 6 match points in the additional discipline or stats as the case may be, the level of which will be dependent on the certification rank.
- e. Pass a practical evaluation in the additional discipline or stats as the case may be, in accordance with the rank requirements. The practical evaluation may be conducted at one of the matches at which the additional points are being accumulated.
- f. Pass a written exam in the additional discipline or stats as the case may be, as set by the SAIRO&I Management Committee and administered by the Province CRO.
- g. Have successfully completed the current Level I Seminar unless the additional certification is for Stats.
- h. The request for additional certification must be submitted to SAIRO on the promotion request form for the relevant rank.

6. Recording Points

- a. Points accumulated will be discipline or stats specific and recorded as such.
- b. Points for a tournament will be separately recorded as Handgun, Rifle, Shotgun or Stats, depending on which were worked and the level.
- c. Points will not be recorded for non-IPSC matches such as Bianchi, Steel Challenge, Multi-gun, 3-Gun SA etc, even if reflected on the shooting calendar.
- d. Points for the previous 6 years will be recorded separately by match level and discipline.
- e. Points accrued prior to that will be accumulated as legacy points by match level and discipline.

7. Annual Maintenance

- a. The match official must earn a minimum of 6 match points in a specific discipline or stats after certification, the level of which will be dependent on the rank of the official.
- b. In the case where a match official is certified in additional disciplines and stats, attendance as a match official at an additional level II or higher match is required per each additional discipline and stats, ie if an RO and stats, the maintenance points must reflect for each discipline and stats separately.
- c. Stats do not require additional points per discipline, if certified for stats only.
- d. The onus is on the match official to ensure that his match points have indeed been submitted to SAIRO.
- e. If no or insufficient points are recorded for a calendar year, that match official will be listed as **Not Current**.
- f. PRO/PSO. At least 2 of the annual maintenance points must be at Level II or higher matches.
- g. NRO/NSO. At least 3 of the annual maintenance points must be at Level III or higher matches.

8. Re-certification

- a. Any match official not attaining the required points for the calendar year for that discipline or stats may recertify for the following year by attaining 6 **supervised** points at the applicable match level for that discipline or stats ['not current' and 'inactive' match officials]. The province CRO must confirm in writing that the 6 points were indeed under supervision when submitting points.
- b. Any match official listed as **Not Current** may appeal to the SAIRO&I Management committee in writing, requesting to continue current membership by gaining the minimum **supervised** maintenance points in the year following the year of non-compliance.
- c. Points for the previous year will not be recorded retro-actively.

9. Termination of Membership

- a. Trainees who have not accumulated sufficient points for promotion within 3 years of registration will be removed from the database and all information, including accumulated points negated.
- b. **Not Current** match officials who fail to accumulate the required match points for a second consecutive year will be recorded as **Inactive** for one additional year [total three years], after which the match official's membership will lapse and the match official will automatically be removed from the database and all information, including accumulated points negated.
- c. Any person whose membership has lapsed will not automatically be re-instated, nor will that person's previous rank be automatic.
- d. When applying for re-instatement at the rank of CRO or RM the applicant must provide proof of having successfully completed the current Level I seminar. CSO/SD must successfully complete the stats exam again.
- e. Re-instatement is subject to a majority vote in favour by the SAIRO&I Management Committee.

10. Certification as PRO/PSO

- a. Referred to as a PRO or PSO.
- b. Must meet all the requirements for discipline or stats certification.

- c. Must accumulate a minimum of 16 match points, of which at least 8 must be at Level II or higher matches.
- d. Points must be accumulated within 3 years of registration as a TRO/TSO.
- e. A Promotion Request form must be completed and submitted by the Province CRO to SAIRO&I Management.
- f. The PRO closely monitors safe competitor action, ensures the application of the Rules and issues range commands at Level I or higher matches.
- g. The PSO ensures the scoring system in use, as approved by the IPSC Competition Rules and SAPSA, provides provisional and final match results at Level I or higher matches.

11. Certification as/Promotion to NRO/NSO

- a. Referred to as an NRO or NSO.
- b. Must meet all the requirements for discipline or stats certification.
- c. The prospective NRO/NSO must apply in writing for promotion to NRO/NSO if already certified as an PRO/PSO.
- d. Must accumulate a minimum of 16 match points at Level II or higher matches, of which at least 3 must be at Level III or higher matches.
- e. Points must be accumulated within 3 years of registration as a TRO/TSO.
- f. Must meet all the requirements for initial certification if not already certified as a PRO/PSO.
- g. A Promotion Request form must be completed and submitted by the Province CRO to SAIRO&I Management if already certified as an PRO/PSO.
- h. The request must be endorsed by the Provincial Association.
- i. NRO closely monitors safe competitor action, ensures the application of the rules and issues range commands at Level II or higher matches.
- j. The NSO ensures the scoring system in use, as approved by the IPSC Competition Rules and SAPSA, provides provisional and final match results at Level II or higher matches.

TRO/TSO/PRO/PSO/NRO/NSO made easy: A summary

SAIRO & I does not appoint match officials at these two levels; it is entirely a provincial matter. The process for registration as TRO/TSO and appointment as PRO/PSO/NRO/NSO:

1. *The candidate submits the application for registration as TRO/TSO to the Province.*
2. *The Province registers the TRO/TSO and forwards the application to SAIRO & I.*
3. *SAIRO & I registers the TRO/TSO on their database for the Province.*
4. *The TRO/TSO can now start to accumulate points.*
5. *When sufficient points are recorded and the Province deems the candidate suitably experienced, it applies to SAIRO & I for a written examination.*
6. *SAIRO & I provides the examination to the Province*
7. *The Provincial CRO or suitably qualified RO invigilates the candidate/s writing the exam.*
8. *If the candidate passes, the Province records the percentage on the registration form.*
9. *The Province arranges for a practical evaluation and tests the skills of the candidate.*
10. *The Province completes the evaluation form.*
11. *If all requirements are met, the province ratifies the appointment of the candidate as PRO/PSO or NRO/NSO.*
12. *The Province advises SAIRO & I of this appointment.*
13. *SAIRO & I records the appointment/promotion on the database for the Province.*
14. *SAIRO & I issues the necessary certificate, uniform and insignia.*
15. *NOTE – SAIRO & I does not make the appointment; the Province does that. SAIRO & I merely records it.*

From the above it should be sufficiently clear that SAIRO & I Management and the Admin Officer aren't responsible for appointment of TRO/TSO/PRO/PSO/NRO/NSO, it is entirely a provincial matter. Only after the necessary notification and documentation is received by SAIRO & I can this appointment be recorded and further administered.

12. Promotion to CRO/CSO

- a. Referred to as a CRO or CSO.
- b. Must be a current certified NRO/NSO in the specific discipline or stats.
- c. Must have accumulated a minimum of 18 match points at Level III or higher matches. The points must include at least one Level III or higher match worked as a Chronograph officer, [not applicable to stats].
- d. Points must be accumulated within 4 years of registration as an NRO/NSO.
- e. Must have successfully completed a Level I seminar within the 4 year period before the application, stats included [IROA requirement for stats].
- f. The candidate must submit a Promotion Request form.
- g. Must be endorsed by the SAIRO&I Board member and the Provincial Association.
- h. Following receipt of the correctly completed and supported promotion form, a minimum of two practical assessments will be initiated by the SAIRO&I Management Committee, if the minimum criteria set out above are met.
- i. The SAIRO&I Management Committee will then consider the application for promotion together with the assessments and will, by majority vote, decide to either reject or accept the application.
- j. All applications will be reviewed by the SAIRO&I Management Committee biannually in February and August.
- k. If the application is rejected, the applicant will be notified accordingly and the minimum period before re-application stipulated as well as suggested actions for improvement/compliance.
- l. CRO is the primary authority over all persons and activities in the courses of fire under his control, and oversees the fair, correct and consistent application of the IPSC Competition Rules (under the direct authority of the Range Master), at Level III or higher matches.
- m. The CSO supervises the scoring system in use, as approved by the IPSC Competition Rules and SAPSA, and ensures provisional and final match results are provided at Level III or higher matches.

13. Promotion to RM or SD

- a. Referred to as a RM or SD.
- b. Must be a current certified national CRO/CSO in the specific discipline or stats.
- c. Must have accumulated a minimum of 38 match points at Level III or higher matches.
- d. A minimum of 4 points must be accumulated at Level IV or higher matches.
- e. A minimum of 6 points must be accumulated performing duty as RM/ ARM or SD (as the case may be), at Level III or higher matches.
- f. Points must be accumulated within 6 years of registration as a CRO/CSO as the case may be.
- g. Must successfully complete a Level II seminar within the 6-year period prior to the request, stats excluded.
- h. The candidate must submit a Promotion Request form.
- i. Must be endorsed by the SAIRO&I Board member and the Provincial Association.
- j. Following receipt of the correctly completed and supported promotion form, if the minimum criteria set out above are met, the applicant's name will be circulated to all certified CRO and RM, or CSO and SD (as the case may be), for comment.

- k. The SAIRO&I Management Committee will then consider the application for promotion together with any comment(s) received and will, by majority vote, decide to either reject or accept the application.
- l. All applications will be reviewed by the SAIRO&I Management Committee biannually in February and August.
- m. If the application is rejected, the applicant will be notified accordingly and the minimum period before re-application stipulated as well as suggested actions for improvement/compliance.
- n. The 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 IPSC Competition Rules.
- o. The SD ensures the scoring system in use, as approved by the IPSC Competition Rules and SAPSA, provides provisional and final match results at the applicable level and has overall authority over all stats personnel and activities within the Stats office and relating to all stats functions

CERTIFICATION, PROMOTION AND MAINTENANCE SUMMARY

Range Officers

Status	Accumulated points	Of which	Seminar	Recommended	Additional
PRO	16 as TRO	8 at level II	Recommended	Province	Exam and evaluation
NRO	16 level II	3 at level III included	Recommended	Province	Exam and evaluation
CRO	18 level III	All level III and higher	Level I	Province and Board member	Chrono at level III Two practical assessments
RM	38 level III	4 at level IV and higher.	Level II	i. Province and Board member ii. All other RM, CRO.	6 points as RM/ARM

Stats

Status	Accumulated points	Of which	Seminar	Recommended	Additional
PSO	16 as TSO	8 at level II	Recommended	Province	Exam and evaluation
NSO	16 level II	3 at level III included	Recommended	Province	Exam and evaluation
CSO	18 level III	All level III and higher	Recommended	Province and Board member	Two practical assessments
SD	38 level III	4 at level IV and higher.	Recommended	i. Province and Board member ii. All other SD, CSO.	6 points as SD

14. Action Air and Mini Rifle

Until such time as there are certified NRO in Action Air and/or Mini Rifle, the practical evaluation will be conducted by the SAIRO&I Management Committee or their delegate.

Approved by the SAIRO&I Board 4 May 2019