



MPUMALANGA PRACTICAL SHOOTING ASSOCIATION

Duties of Committees (As adopted at xxx on xxx)

1. OBJECTIVES

- 1.1. To determine the Duties of members of the Committees of the Mpumalanga Practical Shooting Association.

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. 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 Committee shall be final and binding upon all members of the Association.

3. EXECUTIVE COMMITTEE

3.1. Chairperson

- 3.1.1. Manage and co-ordinate the daily affairs of the Association
- 3.1.2. Chair Executive and Delegates Committee Meetings
- 3.1.3. Chair the Annual and Special General Meetings.

3.2. Vice-Chairperson

- 3.2.1. Assist the Chairperson
- 3.2.2. Chair meetings of the Selection Committee
- 3.2.3. Ensure proper record-keeping of all instances where relief is granted in respect of Provincial Team Selection
- 3.2.4. Perform any of the Chairperson's function in the event of the Chairperson being unavailable.



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3.3. Secretary

- 3.3.1. Ensure the daily administration is carried out
- 3.3.2. Receive all correspondence and distribute as applicable
- 3.3.3. Distribute notification and agendas for meeting, as applicable
- 3.3.4. Responsible for recording the minutes and relevant matters arising unless such responsibility is delegated to an alternative secretary appointed at the discretion of the Delegates Committee
- 3.3.5. Compile and maintain membership lists
- 3.3.6. Compile and maintain an annual calendar of events
- 3.3.7. Store and maintain MPSA equipment required for MPSA-sanctioned Level II matches
- 3.3.8. Co-ordinate entries and squadding for all MPSA-sanctioned Level II matches
- 3.3.9. Notify members selected for Provincial Teams.

3.4. Treasurer

- 3.4.1. Responsible for the financial affairs of the Association, on a daily basis
- 3.4.2. Maintain such proper records as necessary
- 3.4.3. Maintain a bank account/s with a registered commercial bank, to ensure sufficient funds are available for the day-to-day running of the Association's affairs
- 3.4.4. Receive all moneys paid to the Association for whatever reason for safekeeping in a recognised banking account
- 3.4.5. Cause to be drawn, or draw up a financial report for the Annual General meeting, as well as when requested to do so by the Executive Committee
- 3.4.6. Ensure that any excess funds are invested in an appropriate interest-bearing account.

3.5. Scores & Leagues Officer

- 3.5.1. Update the Provincial Logs, as applicable, in terms of the relevant Policy document
- 3.5.2. Update grading of Members, in terms of the relevant Policy document
- 3.5.3. Make the Provincial Logs available, as applicable
- 3.5.4. Keep a record of Members who are awarded Provincial Colours.



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3.6. Chief Range Officer

- 3.6.1. Perform the function of Range Master at all MPSA-sanctioned Level II matches, save that this function may be delegated to a Range Officer
- 3.6.2. Train and develop range officers
- 3.6.3. Promote safety at all MPSA-sanctioned matches
- 3.6.4. Liaise with SAIRO&I on all matters relating to MPSA range officers
- 3.6.5. Select match officials for MPSA-sanctioned level II matches
- 3.6.6. Collate inputs from the Course of Fire Vetting Committees and return to the relevant Club
- 3.6.7. Keep a record of disqualifications of Members, at Level II or higher matches.

3.7. Development Officer

- 3.7.1. Develop the competence and safety of all Members
- 3.7.2. Co-ordinate coaching to improve all levels of IPSC shooting
- 3.7.3. Co-ordinate development of new shooting ranges and the maintenance and improvement of existing ranges
- 3.7.4. Co-ordinate growth of all IPSC-recognised disciplines
- 3.7.5. Expand the recruitment base to grow membership.

4. **DELEGATES**

- 4.1. Represent a Club at Delegates Committee Meetings
- 4.2. Communicate with individual members of the relevant Club
- 4.3. Ratify the actions of the Executive Committee
- 4.4. From time to time:
 - 4.4.1. Approve the IPSC disciplines to be included in the Provincial logs
 - 4.4.2. Determine the rules regarding the selection of Development Teams.

5. **SELECTION COMMITTEE**

- 5.1. Select teams to represent the Association at MPSA-sanctioned interprovincial matches, and SAPSA-sanctioned Level III or IV matches.



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- 5.2. Ensure fair and just selection in accordance with the Constitution and relevant Policy Documents.

6. COURSE OF FIRE VETTING COMMITTEES

- 6.1. Check Courses of Fire for adherence to the IPSC principles and competition rules
- 6.2. Ensure balance between speed and accuracy
- 6.3. Implement good course design
- 6.4. Ensure equal challenge for all levels of competitors
- 6.5. Advise on possible shooter traps and safety issues.

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