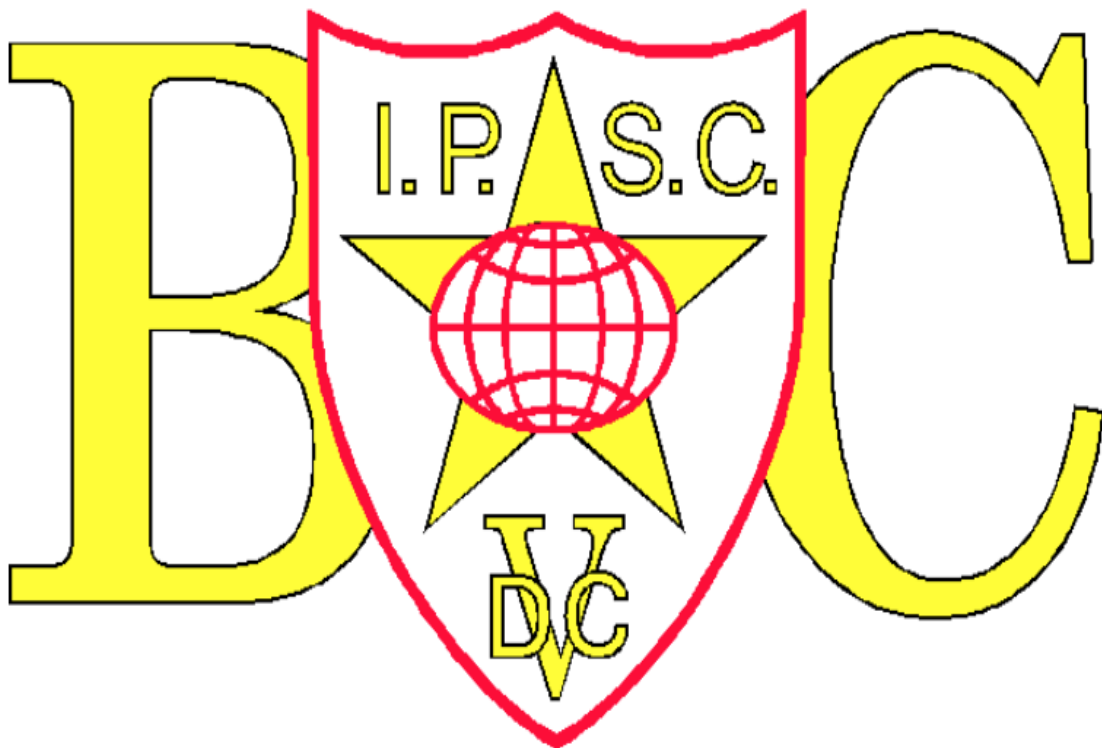


**IPSC BC 2018**

**POLICIES & PROCEDURES**





# POLICIES & PROCEDURES 2018

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# **POLICIES & PROCEDURES 2018**

## **INTRODUCTION:**

The Board of Directors have approved this Policies & Procedures Manual as of January 2018. They are to apply to all Level II and higher events that are conducted under the sanctioning of IPSC BC and will be used in conjunction with the current edition of the IPSC Competition Rule Book as published by the International Practical Shooting Confederation. Final interpretation of the Policies & Procedures Manual is at the sole discretion of the Directors.

## **1. MEMBERSHIP:**

- i. Individuals must submit the current year's membership fee, along with a signed membership form to the Membership Coordinator.
- ii. To qualify for the early renewal discount, a member must hold a membership in the current calendar year.

## **2. CODE OF CONDUCT:**

This Code of Conduct applies to all members of IPSC BC and to our contact with each other as well as to our conversations and comments in person and 'on-line'.

- i. It is a privilege and not a right, to be a member of IPSC BC.
- ii. IPSC BC members are expected to be a positive role model for the sport and encourage sportsmanship and take all possible steps to prevent the sport from being brought into disrepute.
- iii. IPSC BC members will act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, colour, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.
- iv. IPSC BC members will treat each other and all members with respect and ensure that in our contacts and communications we are reasonably polite, whether we are communicating with or in regard to any other member(s).



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- v. IPSC BC members will avoid invective, abusive language, profanity, or communication that is deemed to be threatening, harassing, intimidating or humiliating when communicating with another member, match official, or spectator.
- vi. The Board of Directors SHALL consider the actions of Members that engage in inappropriate behavior including communication and comments in online forums or any other form of online communication and may take such action as appears appropriate to control or repudiate such behaviour.
- vii. The Board when considering such behaviours or communications may consider whatever statements, reports, recordings or postings that are brought to their attention.
- viii. Where the Webmaster or other moderator of the IPSC BC forums believes that a member's comments or postings would be in contravention of points 1 & 2 the Webmaster or moderator SHALL take steps to block any such posting(s) and shall as soon as possible refer the postings and their concerns to the Board to seek direction.
  - 1. Where appropriate the Board may direct the Webmaster or moderator to release any such posting or may direct that the posting or postings be permanently blocked. The Board may also direct that the individual member making such postings either have their access suspended or that they be blocked from access or from posting until such further decision by the Board.
- ix. Where the Board is satisfied that a members actions have been shown to be inappropriate and contrary to the expectations of the Board, the Board may act by any or all of the following:
  - 1. Requesting that the member apologize in such a manner and forum as is appropriate bearing in mind the nature and circumstances of the inappropriate action, behavior or communications.
  - 2. Placing the member or members on probation to monitor future behavior for up to one year.
  - 3. Suspend the member for a period of up to one year or
  - 4. Suspend the member until such time as requested remedial actions or steps have been taken and completed.
  - 5. Process to appeal can be found in By Laws, #12.9-12.13

### **3. COMPETITOR PARTICIPATION REQUIREMENTS:**

- i. Training Certification Course students must complete one sanctioned Qualifier match successfully within one year of having taken the Black Badge Certification Course. Doing so will complete the Black Badge Certification Course requirements. Failure to complete the Black Badge Certification Course within the one-year timeframe will require the course to be retaken.
- ii. A member must participate in at least one Level II or higher match per calendar year otherwise they will be deemed as inactive. Note: The Member is responsible for providing proof of out of Section activity.



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- iii. The Membership Coordinator must RECEIVE the individual member's membership information or completed application and payment at least two weeks BEFORE a Qualifier in order for the individual to participate in the Qualifier.
  1. Late entries with late memberships cannot be accepted.
  2. Black Badge Instructors please note that this also applies to your students.
  3. Make sure you have fully completed paper work submitted and schedule courses accordingly.
- iv. Members must be current on all financial charges to IPSC BC at the time of renewal. Any member in arrears will not have their membership renewed until their account is cleared.
- v. As a condition of entry in any sanctioned Qualifier each individual member or competitor is REQUIRED to fulfill their scheduled work commitment at any sanctioned match, whether they are disqualified or not. Any competitor leaving prior to completing their scheduled work assignment, without prior approval from the **Range Master & Match Director** will be fined \$100 by IPSC BC. IPSC BC will document and collect the fine on behalf of the club.

### 4. RE-CERTIFICATION:

If a member has not participated in competition for:

- i. **Over two years and less than three years, the Member must:**
  1. Write the Open Book Exam and pass it. Minimum 76%
  2. Complete a Level I or higher match under the supervision of a currently certified TCI or RO/CRO/RM.
  3. Purchase the new Training Course material from the TCI.
- ii. **Over three years and less than four years, the Member must:**
  1. Write the Open Book Exam and pass it. Minimum 76%
  2. Complete the Qualification Checklist requirements of the Training Course and pass.
  3. Complete a Level II or higher Qualifier match.
  4. Purchase new Training Course material from the TCI.
- iii. **Four or more years, the Member must:**
  1. Re-take the Training Certification Course (Black Badge).

*Note: In all cases- all written endorsements and/or certification documents must be sent to the Membership Coordinator with any appropriate fees collected as verification that an inactive member has been re-certified. It is the responsibility of the recertification Training Course Instructor to ensure all recertification materials and endorsements are sent to the Membership Coordinator, only in the approved current format, the same as a normal Black Badge course.*



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### 5. DISQUALIFICATIONS:

- i. If a Training Course student is disqualified in two consecutive Qualifier matches, the Training Certification Course must be retaken prior to the student being eligible to compete in any further Qualifier matches.
- ii. If a member is disqualified in two Level II or higher IPSC events in a 370 day period starting from the date of the first disqualification, they will be put on probation for a period, determined by the Board, which will not be less than one year starting from the date of the second disqualification.
- iii. If a member on probation is disqualified at **ANY** IPSC sanctioned match, (Level II or higher), their shooting privileges will be immediately suspended. The Board of Directors will then conduct a review to determine if the member's shooting privileges will be reinstated. If the member voluntarily takes and completes a TC from a Board designated senior TCI they will be reinstated. All rules for TC graduates apply.
- iv. A member who has been on probation more than once will have their individual situation and status reviewed on an annual basis to see if any further action is required.
- v. Once a request for review from the suspended member is received the BOD will render their decision within 30 days.
- vi. The Board will review any member who has multiple disqualifications.
- vii. The Membership Coordinator and the Statistics Coordinator will do monitoring of disqualifications.
- viii. The Section Coordinator will notify the Member's Zone Director of the probationary status, the Section Coordinator will then notify the member, and BOD.

### 6. COF REQUIREMENTS:

- i. It is required that
  - i. The Current Edition IPSC rulebook comes first for safety and course design. All stages will be freestyle unless to comply with Rule 1.1.5.3.
  - ii. If a firearm is to be picked up off a surface above ground the surface must be non-slip and have a raised edge.
  - iii. Slippery obstacles, such as plywood covered shooting boxes or stairs, must have a slip-resistant surface or ledge.
  - iv. If there is a port to shoot through, no constraints such as fault lines, that impair shooting through the port, will be used.
  - v. Failure to comply with these items will cause stages to be deleted from the match unless they can be brought into compliance.
- ii. It is recommended that:
  - i. Course design must allow the RO to safely control the shooter's actions.
  - ii. There be no more than three-five meters between shooting positions.



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- iii. Targets will be changed when 50% of the available scoring lines are no longer visible.
- iv. PORTS:
  - 1. Have a maximum height to the bottom of any opening for a shooting position of 90cm. This specifically includes ports, windows, and props such as barricades/walls to shoot over.
  - 2. Ports in a wall may be at ground level.
  - 3. The minimum opening for a port is 30 cm vertical by 10 cm horizontal.
  - 4. Pads should be placed on all rough edges of the ports.
  - 5. Port heights need to be fair for all competitors. They should not give an advantage to a short or tall person. Using vertical ports is a strongly recommended option.
- v. TUNNELS:
  - 1. Tunnels must be angled so that the competitor is moving down range.
  - 2. Teeter tooters and special props must comply to 6.i.2 and/or 6.i.3
- vi. METAL TARGETS:
  - 1. All IPSC Metal targets must have a smooth front face with no protrusions.
  - 2. Steel targets being used are not to have any exposed holes.
  - 3. If an activator is going to be attached by means of a bolt through a hole on a steel IPSC target, it is required that a round head (carriage bolt) be used.  
*note: This may be changed at any time, pending IPSC World's interpretation.*

### 7. MATCH DIRECTOR RESPONSIBILITIES & REQUIREMENTS:

- i. The Match Director is responsible for THE ENTIRE MATCH, prior to the Range Master assuming responsibility on match day (The RM is in charge of rules and safety, nothing else). The Match Director is responsible to ensure that the match is up to the expected standard (see section 6). PRIOR to the Range Master going through the match, on the morning of the match. The RM is NOT responsible to fix a match. If stages cannot be fixed in a timely manner, then stages WILL BE PULLED out of the match. Ensure your match is up to expected criteria. PRIOR to the morning of the match. See Section 8  
**There must be only ONE Primary Match Director who is ultimately responsible for all decisions and who coordinates with IPSC BC.**
- ii. New Match Directors MUST have help from another experienced Match Director. Contact your Zone Director for assistance.
- iii. At any sanctioned match with sixty or fewer shooters the MD should consider using Self RO/Officiating squads following rule 7.3.3  
*7.3.3 A person acting as a Match Official is prohibited from having a holstered firearm while directly accompanying and timing a competitor during his/her attempt at a COF. Violations are subject to Rule 7.2.2*
- iv. Within two weeks after the match, the Match Director will be required to report back to the Board of Directors as to the conduct of the match, if there were any problems to be discussed, and provide solutions.
- v. All Arbitration documentation must be forwarded to the SC to be forwarded to NROI Canada.



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- vi. Any stages that are set up for the match may NOT be practiced or shot before the match day. If this is done, those involved, will be given a 10.6 for the match.
- vii. What is expected from the Match Director and when:
  - i. **Three months prior to the match, paperwork planning:**
    - 1. Entry to the match must be posted.
    - 2. Entry must include email address and contact info and cut off dates.
  - ii. **One Month Prior to the match:**
    - 1. Enter match into your computer
    - 2. Order extra Outhouses.
      - (a) Guideline Min. of 2. Over 70, add one per every 35 competitors.
    - 3. Request NEW database and enter competitors. Contact the Stats Director if you need assistance.
    - 4. No manual entry of competitors will take place.
    - 5. Plan trophies, based off of your early cut off entries.
    - 6. Trophies:
      - (a) Division Requirements:
        - (i) Ten or more competitors -1st, 2nd, 3<sup>rd</sup> Overall.
      - (b) Class Requirement:
        - (i) Minimum five competitors -1<sup>st</sup> in each class.
        - (ii) Minimum ten competitors -1<sup>st</sup>, 2nd, 3rd in each class.
        - (iii) Extra Trophies may be awarded at the Match Directors discretion.
  - iii. **Two Weeks Prior to the match:**
    - 1. Ensure all competitors are entered into the IPSC BC Match Registration
    - 2. Print out competitor labels, if needed.
    - 3. Obtain score sheets, labels, Division check list, and summary sheets if using Practiscore.
    - 4. Work/Shoot Schedule. Starting with experienced CRO's may help to get it off to a smooth start.
    - 5. Publish shooter list, work / shoot schedule on line, 2 days prior to the match.
    - 6. Squad list time ladder.
  - iv. **Pre Match Stage build and Setup:**
    - 1. 3 Months Prior to the match:
    - 2. Draw up stages. Know which stage you plan to put on which bay.
    - 3. Know how many pieces of steel/ stands/ props you have and have a backup just in case anything breaks.
    - 4. Ensure you have enough help to build this match.
  - v. **One Month Prior to the match:**
    - 1. You may need to order extra Outhouses.
      - (a) Guideline Min. of 2. Over 70, add one per every 35 competitors.
  - vi. **Two Weeks Prior & Week of the match:**
    - 1. Mark all your fault lines.
    - 2. Checks that ALL walls, target stands, steel, vision barriers, barrels, are all staked down. Nothing can move.
    - 3. Check that ALL moving or activated targets are checked and
    - 4. Check for shoot throughs from EVERY rechecked for consistency. Make sure you have spare cables, sticks, activators, movers, etc.
    - 5. Make sure a stage will handle all persons of all weights.





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6. Check your bullet impact zones for every height of competitor from every possible position.
  7. Remove rocks etc.
  8. possible position. Just because you wouldn't shoot it there doesn't mean someone won't. Putting lathe in the stands will help you visualize this.
  9. Nine rounds from one view/position. You can let them see more, but you cannot force the competitor to shoot more than nine rounds from one position.
  10. Clean up after your set up is done. Have pride in what you have done. Make sure adequate garbage and recycling bins are available.
- vii. **Day of the match:**
1. Put up targets. The Match Director and Staff MUST do this. Do not let the RO/CRO's put up the targets; they do not know your intentions for the design of the stage.
  2. If you have a match on Saturday, your stages will be COMPLETE by 5pm Friday. If you have a match on Sunday, your stages will be COMPLETE by Saturday evening.
  3. Stats paper copies and Practiscore backups must be kept until the match has been successfully posted on the IPSC BC website and confirmed by Webmaster and Statistician.

### 8. QUALIFIERS

- i. The local Zone Director must approve all Qualifier dates in their zone and associated match copies to ensure safety and rule compliance.
- ii. All qualifiers are required to use IPSC BC paper targets, clubs must purchase tape from IPSC BC or "IPSC Alex". Failure to comply with this regulation will result in a \$10 per competitor fine. Appropriate tape, patches and scorecards can be purchased through IPSC BC. Monies owing to IPSC BC for merchandise purchased are due and payable upon invoice.



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## 9. SANCTION FEES:

- i. At sanctioned IPSC BC, Level 2 events and higher, including the Provincials, a sanction fee must be sent to IPSC BC for every competitor.
- ii. Qualifier Sanction fees are \$8.00 per competitor.
- iii. Provincial Sanction fees are \$8.00 per competitor.

## 10. MATCH RESULTS:

- i. Must be sent to the Statistics Coordinator and the Section Coordinator within 48 hours of completing the event.
- ii. If match results have not been sent within the 48 hours, a charge of \$2.00 per competitor will be applied.

## 11. PROVINCIAL CHAMPIONSHIPS REQUIREMENT:

- i. Any club wanting to host the Provincial Championship must submit their request to their Zone Director in writing. In order for a club to qualify to be able to host the Provincial Championships the following requirement must be met.
  1. An IPSC BC Provincial Championship MUST be able to accommodate a minimum of 200 competitors in a three day format
- ii. Match copy must be submitted to the Section Coordinator by March 1<sup>st</sup>.
- iii. Registration must be posted 90 days prior to match date.
- iv. ALL ranges must have adequate cover (such as a 10 x 20 pop up tent or equivalent or better) for competitors and range officials, per bay.
- v. Appropriate ground to support a large-scale amount of competitors.
- vi. Adequate indoor area for Stats and adequate power to run the equipment which must consist of:
  - i. Computer for running approved scoring program and a backup. An approved scoring program must be installed and operating on the backup computer.
  - ii. Printer for producing results, and a backup printer with extra toner/ink/paper.
- vii. Must have adequate help to set up the match.
- viii. Zone Director must be able to monitor the match setup.
- ~~ix.~~ All stages and match facilities must be completely set up one FULL day before the start of the match.



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- x. Banquet facility must be big enough to handle more people than just the competitors and seat everyone comfortably.
- xi. The Zone Director of the club hosting the Provincials, in consultation with the MD, will be responsible to get the venue for the AGM and organize refreshments such as coffee/water/tea service, with light snack selection etc.
- xii. Section Coordinator will have final approval of event stages, squadding, and work assignment, must be ONE WEEK PRIOR.
- xiii. The Provincial Championships are required to use IPSC BC paper targets and scorecards or official WINMSS scorecards format or Practiscore, or other approved digital programs. Failure to comply with any of these regulations will result in a \$10 per competitor fine, per occurrence.
- xiv. Chronograph will be supplied by IPSC BC. The chronograph must be sandbagged and protected at all times. Please contact the Equipment Manager in advance.
- xv. Use of the approved Standard Box is mandatory and will be supplied by IPSC BC.
- xvi. Use of the approved Trigger Pull Gauge is mandatory and will be supplied by IPSC BC.
- xvii. All steel shoot targets will be painted standard blue, primer red, or white and MUST be consistent throughout the match.
- xviii. Match results must be sent to the Statistics Coordinator and Section Coordinator within 48 hours of the completion of the event. If past the 48 hours, a \$2.00 per competitor charge will be applied.
- xix. Event must meet Level III requirements, except for rule 1.2.1.4. However a club may apply for Level III sanctioning.
- xx. Trophies:
  - i. Division Requirements:
    - 1. Ten or more competitors -1st, 2nd, 3<sup>rd</sup> Overall.
  - ii. Class Requirement:
    - 1. Minimum five competitors -1<sup>st</sup> in each class.
    - 2. Minimum ten competitors -1<sup>st</sup>, 2nd, 3rd in each class.
    - 3. Extra Trophies may be given at the discretion of the Match Director
- xxi. No Competitor shall be allowed to "shoot through" or be given a "speed pass" without prior permission from the Board of Directors.
- xxii. Washroom facilities, either normally plumbed or portable washrooms:
  - 1. A minimum of 2, based on 1 per 35 people.
  - 2. 70 competitors and under - 2 washroom facilities
  - 3. 71-100 competitors - 3 washroom facilities
  - 4. 101-200 competitors - 4 washroom facilities Units should be placed throughout the ranges so that washroom facilities are close to competitors. Safety Areas must be near units.
- xxiii. Each stage will have a cooler and water in sufficient quantities for competitors and workers throughout the entire match.
- xxiv. Failure to comply with any of these policies will incur a \$500 fine per deficiency.



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### 12. PROVINCIAL TEAMS:

- i. Provincial standings are calculated using the following formula:
  - ii. 20% of a competitor's best three current season Qualifiers, plus 40% of the score at the Provincials for a total of 100%.
  - iii. Teams will be comprised of the following:
    - iv. Open Team - 1st, 2nd, 3rd in the Province.
    - v. Standard Team - 1st, 2nd, 3rd in the Province.
    - vi. Production Team - 1st, 2nd, 3rd in the Province.
    - vii. Classic Team - 1st, 2nd, 3rd in the Province.
- ii. IPSC BC will send teams comprised of 4 individuals, the top 3 with the 4<sup>th</sup> member being appointed at the BOD's discretion.
- iii. If one of the first three members of the team does not accept the position the Board of Directors will appoint a replacement by going down the list by order of finish for the year.
- iv. Other Divisions Teams will be considered depending on activity.
- v. Uniforms will be provided to each team member.
- vi. Teams to be finalized by April 1st.
- vii. Team Uniforms shall be delivered at the National Match.
- viii. Team Uniforms must be worn as delivered.
- ix. If a team member uniform cannot be worn due to sponsorship, they can still be part of the team. Note: Board of Directors will review on a case-by-case basis.
- x. Any team member that does not show up at and participate as a team member at the Nationals WILL be charged for their shirts/hat and charges incurred on their behalf unless waived by the Board of Directors.
- xi. Any team member who fails to show respect for him or herself or the team, will NOT be offered another spot on any team.
- xii. Dress is appropriate for the banquet FOR ALL TEAM MEMBERS. This means NO shooting attire or camouflage or you will lose the IPSC BC team financial support.

### 13. IPSC BC CLASSIFICATION POLICY:

- i. Each member will maintain separate Classifications for each Division.
- ii. When a member is unclassified in a Division, they will be classified as one Class lower than their highest Class for the purposes of awards only.
  - a. For example a competitor is M in open, A in standard, and B in production division. If they compete in Classic Division, they will be placed in A Class for the purposes of receiving awards only.
  - b. This designated Class will not be used for the purpose of determining highest classed competitor for the match.
- iii. Scores that count for classification will be based on Qualifier matches shot in BC. These will include all Level II or III Qualifiers, and the BC Provincial Championships, but will not include the Canadian National Championships even if they are held in BC



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- iv. There will be no time limit for qualifying matches, and the scores used in classification will not expire.
- v. An initial temporary classification will be determined once a competitor has shot two matches for that Division. It will be the average of the two Classifier scores.
- vi. A permanent classification will be determined once a competitor has shot five matches for that Division. It will be determined by taking the average of the previous 5 classifier scores, excluding the highest and the lowest score.
- vii. Classification will be recalculated after a match weekend is complete.
  - a. On weekends where a double Qualifier occurs, classification will not be calculated after the first sets of scores are posted; Classification updates will be determined midweek and will incorporate any and all classifier scores at that point in time.
- viii. Classification will be determined based on the following table:

Class	Classifier Average	
GM	95.00	100.00
M	85.00	94.99
A	75.00	84.99
B	60.00	74.99
C	40.00	59.99
D	0.00	39.99
- ix. Classifier scores are not necessarily the score from a Qualifier. Refer to the section on "Determination of Classifier Scores"
- x. Promotion to a new Class will occur automatically once a competitor's classifier average places them in a new Class based on the published table and will be posted to the IPSCBC forums.
- xi. Promotion may also occur if a competitor regularly distinguishes themselves when no GM's are present at matches at which they attend.
  - a. A recommendation will be made by the Stats coordinator to the Board of Directors
  - b. The Board of Directors will review the competitors match history and determine whether a promotion will be granted
- xii. Competitors may not go down in classification during a season. Should a competitor's classifier scores result in an average that would result in demotion, they will continue to stay in their current class.
- xiii. After the IPSCBC Provincial Championships, classifications for all members will be recalculated, and any demotions due to a lower class will occur at this time.
  - a. Competitors who feel that their demotion at this time is not reflective of their actual class may petition the Board of Directors to have them retain their current classification.
- xiv. All classification information will be made available to competitors on the IPSCBC website.

### 14. DETERMINATION OF CLASSIFIER SCORES:

- i. IPSCBC does not recognize classifications other than its own, except in rare circumstances. This will be at the discretion of the Stats Coordinator.



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- ii. When a member from another Section or Region attends a Qualifier in BC, they will begin accumulating classifier scores as if they are an IPSCBC member and will have their own BC Classification.
- iii. When an IPSCBC GM is in attendance, the score used for classifier purposes will be the same as the Match Score.
- iv. When there is no GM in attendance, a modified classifier score will be calculated and multiplied by a correction factor based on the highest classified competitor in that Division.

Highest Classed Competitor	Correction Factor
M	94.99
A	84.99
B	75.00
C	60.00
D	40.00

### Examples #1

Competitors	Match Score	Awarded Classifier Score
Benjamin Smith (A Class)	100	100 x 84.99 = 84.99
Annie Smith (B Class)	90	90 x 84.99 = 76.49
Marley Jones (D Class)	80	80 x 84.99 = 67.99

### Example #2

Competitors	Match Score	Awarded Classifier Score
Casey Heff (B Class)	100	100 x 94.99 = 94.99
Buster Sims (M Class)	95	95 x 94.99 = 90.24
Lucy Yip (D Class)	40	40 x 94.99 = 38.00

## 15. REQUIREMENTS FOR RO & TCI:

- i. The minimum requirements to become a Range Officer are:
  - a. Be an active member for at least 1 full year.
  - b. Shoot at least 3 Level II matches per year.
  - c. Apply and take a NROI Level 1 course.
- ii. The minimum requirements to become a Training Course Instructor (TCI) are:
  - a. Be an active member for at least three years.
  - b. Be an active Range Official for at least two years.
  - c. Must shoot a minimum of five Level II or higher matches per year.
  - b. Apply and take a TCI instructor course.



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- iii. Contact the IPSC BC TCC and your Zone Director for further information.

### **16. MEMBERSHIP:**

- i. All membership documentation will be submitted to the Membership Coordinator.
- ii. Supporting documents accompanying the membership applications will be dispersed to the various Coordinators for further processing and follow up. For example: For TCI submitted packages, the membership applications will be removed, and all remaining TCI documents will be forwarded to the Training Course Coordinator for processing and filing.
- iii. Membership cards will be printed and sent out individually to each paid up member. If opportunity presents, more economical methods may be utilized.
- iv. Deposits will be sent to the Treasurer for reconciliation with a copy to the Section Coordinator and Secretary. Schedule of reports may be changed with the mutual consent of all parties.
- v. A quarterly reconciliation of fees collected and deposited by the Membership Coordinator in conjunction with the Treasurer will be performed to ensure that all monies received are deposited and accounted for.

### **17. EQUIPMENT MANAGER:**

- i. Targets - Targets will be purchased on an advance ordered basis.
  - i. We will only keep 1000 extra targets.
  - ii. Targets will be drop shipped to Clubs at the beginning of the year.
- ii. Tape/Pasters – Tan tape will be stocked, tan, black and white pasters, will be stocked. Black tape for making partial targets, will always be available.
- iii. Score Cards – No longer stocked. If you need these please request 4 weeks PRIOR to your match.
- iv. Radios, scale, bullet pullers, standard box, trigger pull weight
  - i. These items will be sent out to Clubs on request. The fee for renting this equipment will be an additional \$1.00 per competitor that will be added to the sanction fee. Batteries will be supplied with timers only.
- v. Chronograph – This item will only be sent out for the Provincials.
- vi. Shipping - Equipment will be shipped directly to the Club or Match Director via Canada Post or the most cost effective method. If you have an account with a courier please advise with the account number. Items will be returned directly to the Equipment



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- Manager after the match via courier. This will be shipped back prepaid, unless alternate arrangements have been made with the Equipment Manager on shipping.
- vii. Damage - All Clubs will be responsible for damage to any of the equipment. The equipment will be repaired and they will be invoiced accordingly. Match Directors, please check equipment when you receive it and call if there are any discrepancies.

### 18. TRAINING COURSE CORDINATOR (TCC):

- i. Reports to the National Training Office Liaison, for BC, the SC.
- ii. Cost for the Training Course Kit is \$120.00, which includes the first year's membership fee.
- iii. The Training Course Kit will include:
  - I. Rulebook
  - ii. IPSC BC Policies & Procedures Manual(PPM)
  - iii. Black Badge Training Manual
  - iv. Open book exam
  - v. Qualification Checklist
  - vi. Instructor Evaluation Form
  - vii. Interim Activity Card
  - viii. Course Completion Sheets are now electronic and not included
- iv. Training Course Instructors, (TCI's) are required to inform the SC, TCC and their Zone Director of impending courses a minimum of seven days before the course is to be conducted.
- v. Kits will be shipped Greyhound prepaid by IPSC BC or Canada Post.
  - i. All requests for training kits must be made to the TCC, (tcc@ipscbc.com) Orders received after Wednesday of that week may not be shipped until the following week.
  - ii. In the Metro Vancouver and Fraser valley, kits can only be picked up in person in Langley BC by prior arrangement.
- vi. Training Course Completion Sheet procedures:
  - i. The Training Course Instructor(TCI) must, within three days, send an E-mail to the Training Course Coordinator, Zone Director, and the Membership Coordinator with following information:
    1. Date(s) course held and completed.
    2. Listing the names and gender of the students
    3. Pass or Fail
  - ii. All documents will be mailed to the Membership Coordinator.
    1. Supporting documents accompanying the membership applications will be dispersed to the various Coordinators for further processing and follow-up.
    2. The Membership Coordinator must receive all course documentation within ten days after course completion.





## **POLICIES & PROCEDURES 2018**

- iii. NOTE: Only electronically completed membership forms will be accepted.
1. TCI's are responsible for making sure that documentation is created using ALL online forms. No hand written forms will be accepted.
  2. A \$100 administration fee will be charged and applied to the TCI's membership for every package (one per course) that must be sent back for correction.
  3. The TCI will be suspended after more than three occurrences of submitting incomplete or late documentation.
  4. If an instructor has material returned to them for being in the wrong format etc, the instructor MUST return the corrected material to the Membership Coordinator within 10 days.
  5. Fines are assessed to the TCI's membership and therefore they must clear any fines prior to shooting a sanctioned match or renewing their membership.
  6. All suspensions are reviewed by the Board of Directors for any further actions.
  7. Students completing a course within two weeks of a Qualifier will require approval from the Section Coordinator or their Zone Director to participate in an event.