



**INTERNATIONAL
PRACTICAL SHOOTING
CONFEDERATION**



INTERNATIONAL RANGE OFFICERS ASSOCIATION

MEMBER HANDBOOK

2012 EDITION

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CHAPTER 1: Introduction

The purpose of this handbook is to explain the structure of IROA, establish the membership criteria and set out expectations of behavior and personal conduct for IROA members.

The contents relating to behavior and conduct are not intended to cover all eventualities, but lay down minimum and common standards for IROA members. In all cases, conduct affecting the image and performance of IROA shall fall under the supervision and purview of the IROA President and IROA personnel who he designates as his representatives.

Throughout this handbook the terms "we", "us", "our", etc. refer to the International Range Officers Association.

References made herein to the male gender (e.g. "he", "his", "him") are deemed to include the female gender (e.g. "she", "her").

CHAPTER 2: What is IROA?

IPSC Match Officials provide the support and infrastructure of practical shooting and, for this reason, we have the International Range Officers Association (IROA) and the various National Range Officer Institutes (NROI). They are designed to establish a structure for the creation, accreditation, recognition, and maintenance of IPSC Match Officials. By ensuring that members follow the goals of the Range Officer's Creed, these organizations will ensure that IPSC Match Officials are the best trained, the best qualified, and the best prepared, to a consistent worldwide standard.

There exists a direct relationship between the quality of the officiating and the quality of the match. As a result of this relationship, officials around the world can be proud of becoming part of the fraternity of IPSC Match Officials.

2.1 Terms of Reference

2.1.1 Name:

International Range Officers Association (IROA)

2.1.2 Created by:

1988 IPSC Assembly

2.1.3 Primary Function:

Support to and supervision of IPSC International Matches.

2.1.4 Structure:

The IPSC President is *ex-officio* a member of all IPSC committees including the IROA Executive Committee, and appoints both the IROA President and IROA Vice-President, who are members of the IPSC Executive Committee.

Executive Committee:

IROA President
IROA Vice President
Secretary (Appointed by the IROA President)
3 Members (Appointed by the IROA President)

The IROA President may appoint additional members to the Committee.

2.1.5 Reporting:

The IROA President reports to the IPSC President and the IPSC Assembly.

2.1.6 Responsibilities:

IROA has five key responsibilities:

2.1.6.1 Education

- (a) The preparation, development, maintenance and distribution of training materials, including IROA Seminars, pertinent to IPSC Match Officials.
- (b) The training, certification, maintenance and evaluation of IROA Instructors, together with the provision of technical and practical support to assist IPSC Regions and their NROIs with the certification of NROI Instructors.
- (c) The identification and training of national Match Officials who exhibit a high level of competence, an exemplary attitude, and a personal commitment to the safety and quality of IPSC matches, to join the ranks of IROA.
- (d) The promotion of programs and policies to assist the Regions of IPSC in the installation and development of National Range Officer Institutes using the IROA model and standards.

2.1.6.2 Membership

- (a) The establishment of both the criteria and process for applications for membership.
- (b) The establishment of the requirements for annual maintenance of membership.
- (c) The introduction of systems to facilitate the development, deployment and promotion of IROA members in an equitable and orderly fashion subject to match requirements and individual experience and expertise. Such systems are to recognize the importance of constructive but critical feedback to enhance individual development and improvement.
- (d) The management of a fair and just system to discipline IROA members with the understanding that IROA members must set a very high standard as an example to NROI officials and IPSC competitors at all times.

2.1.6.3 Administration

- (a) The maintenance of current records of all IROA members including their ranks and historical performance.
- (b) The establishment and administration of codes of conduct as well as minimum standards for attitude and appearance to maintain the IROA image throughout IPSC.
- (c) The provision of appropriate identification, apparel and equipment for purchase by IROA members.

2.1.6.4 Operations

- (a) The provision of technical and practical support to assist IPSC Regions and their NROIs in delivering high quality international matches.
- (b) The provision of high quality crews of IROA Officials to help ensure IPSC matches are conducted as safely as possible and the provision of logistical support to ensure orderly operation, including the actual construction of the stages if necessary. The process for the selection of officials will be managed by the Match Call-Up Procedure (see Chapter 8).
- (c) The inspection and maintenance of targets, props, range conditions and any other aspects of matches as may be deemed necessary.
- (d) The direction and control of the consistent application of IPSC Competition Rules to constantly strive for the highest level of equity in competition and the enjoyment of the competitors.

2.1.6.5 Consultation

- (a) The provision of advice to IPSC on all matters relating to rule changes and match operations including safety, firearm and equipment development and competitor actions.
- (b) The provision of current and effective expertise to assist IPSC Regions with the development and maintenance of their NROI organizations.
- (c) The provision of appropriate research, opinions and evidence as may be required to IPSC.

Note: Some of the above responsibilities may be effected through other IPSC committees.

2.1.7 Core Values:

People, Knowledge, Integrity, Experience, Excellence, Teamwork, Ingenuity and Service.

CHAPTER 3: IROA Officials

3.1 International Stats Officer (SO)

3.1.1 Duties and Terms of Reference

Stats Officer ("SO") – Supervises the stats room team, which collects, sorts, verifies, tabulates and retains all score sheets and ultimately produces provisional and final results (under the direct authority of the Range Master).

3.1.2 Minimum Criteria Required to Apply for IROA Certification:

3.1.2.1 Must be a current member of his Region;

3.1.2.2 Must be a current working member of his Region's NROI;

3.1.2.3 Must have accumulated a minimum of 15 match points as a Stats Officer at IPSC Level III or higher matches. This can be accomplished by working a minimum of 5 Level III matches;

3.1.2.4 Must be sufficiently fluent in English to be able to run a stats office at an internationally sanctioned match e.g. communicate with other officials and competitors about scores and procedures;

3.1.2.5 Must have successfully passed the current IROA Level I Range Officer Seminar, which must be conducted in accordance with clause 3.5.2.

3.1.3 IROA Certification

An applicant who meets the above criteria may apply for IROA certification in accordance with the IROA Application and Certification Procedure as adopted by the IROA Executive Committee from time to time (see Chapter 4).

3.2 International Range Officer (RO)

3.2.1 Duties and Terms of Reference

Range Officer ("RO") – Issues range commands, oversees competitor compliance with the written stage briefing and closely monitors safe competitor action. He also declares the time, scores and penalties achieved by each competitor and verifies that these are correctly recorded on the competitor's score sheet (under the authority of a Chief Range Officer and Range Master).

3.2.2 Minimum Criteria Required to Apply for IROA Certification:

3.2.2.1 Must be a current member of his Region;

3.2.2.2 Must be a current working member of his Region's NROI and hold a rank of RO or above;

3.2.2.3 Must have accumulated a minimum of 15 match points as a RO/CRO/RM at IPSC Level III or higher matches. This can be accomplished by working a minimum of 5 Level III matches;

3.2.2.4 Must be sufficiently fluent in English to be able to run a stage in an internationally sanctioned match i.e. read the stage briefing, give range commands and answer questions;

3.2.2.5 Must have successfully passed the current IROA Level I Range Officer Seminar, which must be conducted in accordance with clause 3.5.2.

3.2.3 IROA Certification

An applicant who meets the above criteria may apply for IROA certification in accordance with the IROA Application and Certification Procedure as adopted by the IROA Executive Committee from time to time (see Chapter 4).

3.3 International Chief Range Officer (CRO)

3.3.1 Duties and Terms of Reference

Chief Range Officer ("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 IPSC Competition Rules (under the direct authority of the Range Master).

3.3.2 Minimum Criteria Required to Apply for Promotion:

- 3.3.2.1 Must be a current member of his Region;
- 3.3.2.2 Must be a current working member of his Region's NROI and hold a rank of CRO or above;
- 3.3.2.3 Must be a current fully certified International Range Officer;
- 3.3.2.4 Must have accumulated a minimum of 35 match points at IPSC Level III or higher matches, including at least 1 Level III outside his Region and at least 1 Level IV or V;
- 3.3.2.5 Must have accumulated a minimum of 3 points outside of his Region;
- 3.3.2.6 Must have worked as a CRO or RM at 3 or more IPSC Level III or higher matches;
- 3.3.2.7 Must be sufficiently fluent in English to be able to fulfill the duties of a CRO in an internationally sanctioned match;
- 3.3.2.8 Must have successfully passed an IROA Level II Range Officer Seminar, which must be conducted in accordance with clause 3.5.2.

In exceptional circumstances the IROA Executive Committee may waive one or more of the Minimum Criteria set out above.

Note that compliance with the above Minimum Criteria does not guarantee promotion.

3.3.3 Procedure for Promotion to CRO

- 3.3.3.1 Applicants must submit an application for promotion using the prescribed online form.
- 3.3.3.2 The application must be signed by both his Regional Director and NROI Chairman, and then forwarded to IROA. In addition, the application must be supported by 2 current IROA CROs and/or RMs (who must not be members of the IROA Executive Committee).
- 3.3.3.3 Following receipt of a correctly completed and supported application form, if the Minimum Criteria set out above are met, the applicant's name will be circulated to all IROA CROs and RMs for comment.
- 3.3.3.4 The IROA Executive 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. All applications will be reviewed by the IROA Executive Committee on a quarterly basis in January, April, July and October.
- 3.3.3.5 If the application is accepted, the applicant will be notified that he has been given the rank of International Chief Range Officer.
- 3.3.3.6 If the application is rejected, the applicant will be notified accordingly and will be advised of the minimum period he is required to wait before re-applying for promotion. He will continue to be an International Range Officer.

3.4 International Range Master (RM)

3.4.1 Duties and Terms of Reference

Range Master ("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. All disqualifications and appeals to arbitration must be brought to his attention. The Range Master is usually appointed by and works with the Match Director. However, in respect of IPSC sanctioned Level IV or higher matches, the appointment of the Range Master is subject to the prior written approval of the IPSC Executive Council.

3.4.2 Minimum Criteria Required in Order to be Eligible for Promotion:

- 3.4.2.1 Must be a current member of his Region;
- 3.4.2.2 Must be a current working member of his Region's NROI and hold a rank of RM;
- 3.4.2.3 Must be a current International Chief Range Officer;
- 3.4.2.4 Must have accumulated a minimum of 55 match points at IPSC Level III or higher matches, including at least 2 Level IV or V as a CRO;
- 3.4.2.5 Must have accumulated a minimum of 12 points outside of his Zone (Pan American, Australasian, European or African);
- 3.4.2.6 Must have worked as a RM at 3 or more IPSC Level III or higher matches;
- 3.4.2.7 Must be sufficiently fluent in English to be able to fulfill the duties of a RM in an internationally sanctioned match.

In exceptional circumstances the IROA Executive Committee may waive one or more of the Minimum Criteria set out above.

Note that compliance with the above Minimum Criteria does not guarantee promotion.

3.4.3 Procedure for Promotion to RM

- 3.4.3.1 Applications for promotion to RM will be by invitation from the IROA Executive Committee only.
- 3.4.3.2 Each February the IROA Executive Committee will review all IROA Officials that meet the Minimum Criteria set out above. If an IROA Executive Committee member recommends that any IROA Official who meets the Minimum Criteria should be invited to apply for promotion to RM, then the IROA Executive Committee will consider the candidate and will, by majority vote, decide on one of the following three courses of action:
 - (a) Not to invite the candidate to apply for promotion. He will continue to be an International Chief Range Officer and is eligible to be considered for invitation in subsequent years.
 - (b) In cases where sufficient members of the IROA Executive Committee have not observed the candidate officiating, to defer the decision on whether to invite the candidate to apply for promotion pending observation of the candidate officiating at IPSC Level IV or V matches by members of the IROA Executive Committee.
 - (c) In cases where the IROA Executive Committee considers that the candidate should be invited to apply for promotion, the candidate's name will be circulated to all IROA RMs for comment.
- 3.4.3.3 If (c), the IROA Executive Committee will then consider any comment(s) received and may invite the candidate to submit an application for promotion using the prescribed form.
- 3.4.3.4 The application must be signed by both his Regional Director and NROI Chairman, and then forwarded to IROA. In addition, the application must be supported by 2 current IROA RMs (who must not be members of the IROA Executive Committee).

3.4.3.5 Following receipt of a correctly completed and supported application form, the applicant will be promoted to the rank of International Range Master and notified accordingly.

3.5 Instructor

Appointed by the IROA President.

3.5.1 Duties and Terms of Reference

Instructor – Organizes and conducts IROA Seminars in accordance with the current IROA syllabus.

3.5.2 IROA Seminars and Crossover Courses

In order to be recognized by IROA, all IROA Range Officer Seminars and crossover courses must be conducted by either:

3.5.2.1 An IROA Instructor; or

3.5.2.2 A certified NROI Instructor. In the event that the Seminar or course is held in a Region other than the Region of the Instructor, authorization is required from both his Regional Director and the Regional Director of the Region in which the Seminar or course is being held.

3.6 Multi-Discipline Upgrade or Crossover Accreditation

3.6.1 A current member of IROA may upgrade his accreditation for additional disciplines (e.g. Handgun, Shotgun or Rifle).

3.6.2 This may be accomplished by meeting one of the following criteria:

3.6.2.1 By successfully passing the current IROA Level I Range Officer Seminar, which must be conducted in accordance with clause 3.5.2. A current IROA member may attend the course at no cost (course fee waived);

3.6.2.2 By successfully completing the appropriate crossover course, which must be conducted in accordance with clause 3.5.2. The Instructor must notify IROA of any successful cross-discipline training in a timely manner;

3.6.2.3 By working 2 IPSC Level III or higher Matches under supervision of an IROA Official.

3.6.3 No Provisional period is required.

3.6.4 Procedure for Upgrade

3.6.4.1 Applicants must submit an application for upgrade using the prescribed form.

3.6.4.2 The application must be signed by both his Regional Director and NROI Chairman, and then forwarded to IROA together with supporting proof that the applicant has successfully met one of the criteria set out in clause 3.6.2 above.

3.6.4.3 Following receipt of a correctly completed and supported application, the applicant's accreditation will be upgraded.

3.7 Maintenance of Membership

3.7.1 Each IROA member will be assigned a membership number and access procedures for their personal IROA file on the IROA Protected Website.

3.7.2 IROA members must be able to connect to the IROA Website via the Internet and are solely responsible for the maintenance of their personal data (e.g. contact details, match points, change of Region and other information), with a copy of any changes to their contact details to be sent to their Regional NROI.

3.7.3 Current membership of both the IROA member's own Region and Regional NROI is a condition of IROA membership. Termination of Regional membership or suspension from his NROI will automatically cause an IROA member to cease to be an IROA member.

- 3.7.3.1 If a former IROA member's Regional and NROI membership are reinstated within 2 years of the termination/suspension, he will automatically be reinstated as an IROA member with his previous IROA rank.
- 3.7.3.2 If a former IROA member's Regional and NROI membership are not reinstated until after 2 years of the termination/suspension, he will not automatically be reinstated as an IROA member with his previous IROA rank. When applying for reinstatement as an IROA member he must provide proof that he has successfully passed the current IROA Level I Range Officer Seminar.

3.7.4 Annual Maintenance

Once certified, IROA members must earn a minimum of 3 match points at IPSC Level III or higher matches per calendar year to maintain their IROA membership and certification. The procedure is as follows:

- 3.7.4.1 Accumulated points must be registered online, and a copy of the signed Points Card must be sent to IROA, before 31st January each year in respect of all recognized matches worked for the previous calendar year.
- 3.7.4.2 Points not entered online can not and will not be verified and will not count as accumulated points.
- 3.7.4.3 Points registered online will remain "pending" until verified against the Points Card.
- 3.7.4.4 Verified points are credited on 31st January each year for the previous calendar year.
- 3.7.4.5 Points Cards received after 31st January will result in the points for the previous calendar year not being verified.
- 3.7.4.6 If no activity is recorded for a calendar year (i.e. no points have been verified), that member will be listed as "Not Current" and his points will not be accumulated.
- 3.7.4.7 In situations where an IROA member is accredited in multiple disciplines, points obtained in each of the disciplines will not be recorded separately, but as one total.
- 3.7.4.8 For Tournaments, and Grand Tournaments where there is not a continuous break of at least one week between the component matches, IROA members are only able to claim for the one event and not multiple points for each discipline.
- 3.7.4.9 For Grand Tournaments, where there is a continuous break of at least one week between the component matches, IROA members are entitled to claim points for each of the component matches.
- 3.7.4.10 Points for matches worked prior to acceptance as a fully certified IROA Official cannot be registered.

3.7.5 Appeals and Reinstatements

- 3.7.5.1 Any member listed as "Not Current" may appeal to the IROA President in writing asking to continue his current membership by gaining the minimum required maintenance points in the year following the year of non compliance. Points for the previous year will not be recorded retroactively.
- 3.7.5.2 If he should fail to register and provide verification of having gained the minimum match points as stipulated in clause 3.7.4 above by the 31st January deadline for a second consecutive year, he will automatically cease to be an IROA member.
- 3.7.5.3 In exceptional circumstances the IROA Executive Committee may waive a member's membership maintenance requirements as stipulated in clause 3.7.4 above.
- 3.7.5.4 Persons seeking reinstatement must submit a written request to the IROA President detailing the reasons for failure to complete the necessary maintenance requirements and any mitigating circumstances supporting the request.
- 3.7.5.5 An IROA member whose IROA membership has lapsed or ceased for any reason other than that covered in clause 3.7.3 will not automatically on application be reinstated as an IROA member. If he is reinstated he will not automatically be awarded his previous IROA rank.

3.7.5.6 Reinstatement of IROA membership is subject to a majority vote of the IROA Executive Committee in favor.

3.7.6 IROA Cards

3.7.6.1 Both IROA Points and ID Cards will be available for all members to download and print after 31st January each year.

3.7.6.2 IROA members who have had a change to the information on their card, (e.g. an additional discipline, or change in rank) will be able to download and print an updated card after 31st January.

3.8 Match Reports

3.8.1 IROA Range Masters of IPSC Level III or higher matches are required to send a report to IROA immediately after the match naming all IROA personnel, their respective function (e.g. RO, CRO, Stats Officer) and a brief evaluation of their performance, discipline and general conduct.

3.8.2 Based on such reports, IROA may require members at any time to attend an IROA Level I or II Seminar or any other type of assistance program offered to the Regions for further training and counseling.

3.9 IPSC Match Levels and Points

The IPSC Match Levels are set out in Appendix A1 of the current edition of the IPSC Competition Rules.

Matches are awarded a points value as a measure of participation and maintenance for IROA Officials as follows:

Level III Match	(e.g. Regional Championship)	3 points
Level IV Match	(e.g. Continental Championship)	4 points
Level V Match	(e.g. World Championship)	5 points

CHAPTER 4: IROA Application and Certification Procedure

4.1 Application Process

- 4.1.1 Experienced regional NROI members who meet the Minimum Criteria Required to Apply for IROA Certification as set out in Chapter 3 may apply for IROA certification in accordance with the following process:
- 4.1.1.1 An applicant must complete the IROA Online Application form on the IPSC Website.
 - 4.1.1.2 A hard copy of the application form completed above must then be printed.
 - 4.1.1.3 The hard copy must then be signed by the applicant's Regional Director and NROI Chairman.
 - 4.1.1.4 The signed application form, together with a copy of the applicant's IROA Level I Range Officer Seminar certificate, must be sent to IROA by email, fax, or mail.
- 4.1.2 Following receipt of a correctly completed and supported application form, if the Minimum Criteria Required to Apply for IROA Certification are met, the IROA Executive Committee will then consider the application and will, by majority vote, decide to either reject or accept the application. All applications will be reviewed by the IROA Executive Committee on a quarterly basis in January, April, July and October.
- 4.1.3 If the application is accepted, the applicant will be notified that he has been accepted as a Provisional IROA Official (e.g. Provisional International Stats Officer or Provisional International Range Officer). The notification will also contain the following information:
- 4.1.3.1 The applicant's membership number;
 - 4.1.3.2 The access procedures for his personal IROA file on the IROA Protected Website;
 - 4.1.3.3 The process to be followed to qualify for full IROA certification.
- 4.1.4 If the application is rejected, the applicant will be notified accordingly.

4.2 Registration on IROA Membership System

- 4.2.1 A successful applicant must register himself on the IROA Membership System by following the procedure below:
- 4.2.1.1 Log in to the IROA Membership System using the user ID and password provided.
 - 4.2.1.2 View and update personal information online and create a personalized password.
 - 4.2.1.3 Ensure the Security Question and Answer are completed. A one word answer in lower case characters is recommended.
 - 4.2.1.4 Submit online a recent portrait (head and shoulders) photograph. The photograph must be uploaded in JPEG format, exactly 120 pixels wide by 160 pixels high and no greater than 30k in size.
 - 4.2.1.5 Click on the "Generate my Points Card" link and print the Points Card to manually record activity as a Provisional IROA Official.

4.3 Provisional IROA Officials

- 4.3.1 A Provisional IROA Official must work at least 2 IPSC Level III or higher Matches under supervision of an IROA Official appointed for this purpose by the officiating RM within 24 months of acceptance as a Provisional IROA Official in order to apply for full IROA membership.
- 4.3.2 Matches worked by a Provisional International Range Officer must be in the same discipline (e.g. Handgun, Rifle or Shotgun) as that in which he has been accepted as a Provisional IROA Official. Matches worked by a Provisional International Stats Officer can be in any discipline.

- 4.3.3 At each of these matches the Points Card must be signed by the supervising IROA Official.
- 4.3.4 The points for 2 of these matches must be registered online on the IROA Membership System.
- 4.3.5 Points for matches worked prior to being accepted as a Provisional IROA Official cannot be registered.
- 4.3.6 A maximum of 2 matches can be registered by Provisional IROA Officials.
- 4.3.7 The completed and signed Points Card must then be sent to IROA.
- 4.3.8 Once all the above criteria have been met, a recent photograph submitted and the Points Card has been received and verified, the applicant's name will be circulated to all IROA members for comment.
- 4.3.9 The IROA Executive Committee will then consider the application, together with any comment(s) received and will, by majority vote, decide to either reject or accept the application. All applications will be reviewed by the IROA Executive Committee on a quarterly basis in January, April, July and October.
- 4.3.10 If the application is accepted, the applicant will be notified that he has been accepted as an IROA Official (e.g. International Stats Officer or International Range Officer). The accumulated number of match points will be reset to 15.
- 4.3.11 If the application is rejected, the applicant will be notified accordingly.

CHAPTER 5: Performance and Conduct

IROA has established administrative functions to monitor and evaluate the conduct and performance of IROA members. This role includes the responsibility for taking appropriate action to ensure that IROA members are performing their duties within acceptable standards. All reasonable efforts will be made to provide relevant assistance and support where a need is identified. Members are encouraged to contact IROA whenever they identify such a need both personally and with regard to fellow members.

Listed below are examples of performance and conduct that are deemed unacceptable when working as an IROA Match Official. The items listed below mostly refer to activities on the range but may be extended to include unacceptable behavior away from the range during the period of attendance at a match as an IROA Official.

5.1 Performance

- Failure to observe procedures.
- Failure to be up to date with the current IPSC Competition Rules and interpretations.
- Failure to wear the correct uniform, protective clothing or safety equipment provided, without a valid and acceptable reason.
- Insufficient fluency in English to be able to fulfill the duties of rank.
- Smoking at any time while giving the stage briefing or while actually conducting competitors during their attempts at a course of fire.

5.2 Misconduct

- Rudeness to competitors, spectators, or other officials.
- Abusive behavior.
- Careless loss or damage of tools or equipment.
- Minor but willful or negligent damage to property.
- Inappropriate behavior.
- Failure to carry out duties or reasonable instructions from a senior official.
- Any form of discrimination.
- Unauthorized absence.
- Breach of rules.

5.3 Gross Misconduct

- Theft or unauthorized possession of any property belonging to someone else.
- Serious deliberate or reckless damage to property.
- Falsification of reports, accounts, or expense claims.
- Misrepresentation of IROA rank.
- Refusal to carry out duties or reasonable instructions from a senior official.
- Intoxication by reason of alcohol or drugs.
- Serious breach of rules.
- Fighting or other violent, dangerous or intimidating conduct.
- Bullying, sexual, racial or other harassment of a fellow official, competitor, or spectator.
- Gross negligence or incompetence.
- Bringing the sport, IPSC, or IROA into disrepute.

CHAPTER 6: Disciplinary and Grievance Procedures

6.1 Disciplinary Procedure

IROA members are expected to maintain the highest standards of performance, conduct and appearance commensurate with their position as a premier IPSC Match Official.

6.1.1 IROA members who, in the opinion of the IROA President, have failed to meet these standards may be subject to disciplinary action such as:

- A warning (verbal or written);
- Demotion;
- Suspension of IROA membership;
- Dismissal from IROA.

6.1.2 Any such disciplinary action is subject to ratification by majority vote of the IROA Executive Committee.

6.1.3 An IROA member may appeal any disciplinary action taken against him by submitting an appeal in writing to the IPSC Executive Council via the IPSC Secretary with a copy to the IROA President. The IPSC Executive Council will, by majority vote, decide to either reject or uphold the appeal. This decision is final.

6.2 Grievance Procedure

There may be occasions where misunderstandings or grievances may arise.

6.2.1 Informal Resolution

If an IROA member has a question or grievance which concerns himself and where he feels it requires a decision or resolution, he should first discuss the matter informally with any member of the IROA Executive Committee.

6.2.2 Formal Procedure

If the matter cannot be resolved informally then the member may submit the grievance in writing to the IROA Executive Committee via the IROA President. The IROA Executive Committee will, by majority vote, decide to either reject or uphold the grievance. This decision is final.

CHAPTER 7: IROA Dress Code

IROA members take considerable pride in their official uniform and it is important that they present a consistent and professional appearance to competitors, spectators and to each other at all times. Official uniform items are available for purchase at the IROA Corner part of the IPSC Store on the IPSC Website.

7.1 Official Uniform

7.1.1 Official IROA striped shirt

The official IROA striped shirt must only be worn by fully certified (not Provisional) IROA Officials. The only item which can be added by members is their Regional flag, which must be securely attached to the upper left arm within the designated area. The shirt must always be neatly tucked in.

7.1.2 Trousers & Shorts

Must be navy blue. Denim garments, and pants with visibly conspicuous threads or piping, are expressly prohibited. Shorts should be knee length. Shorts to mid-calf are not approved.

7.1.3 Footwear & Socks

Only shoes or boots and socks that complement the navy blue trousers or shorts are permitted. The use of beach type footwear (e.g. sandals, flip-flops etc.) is expressly prohibited, unless an exemption is obtained from the officiating Range Master in respect of officials with medical issues.

7.1.4 Headwear

The official IROA cap is the preferred headwear and is the only headwear which must be worn on all ceremonial occasions.

Headwear which provides increased coverage to the back of the neck (e.g. legionnaire, boonie, Tilley® hats etc.) is permitted. Navy blue is preferred, but other plain colors (e.g. khaki, tan, olive drab) are also acceptable. Camouflage hats, "coolie" or similar straw hats, and bandanas of any color or design are expressly prohibited, as is the use of headwear fashioned out of paper targets.

7.1.5 Jackets

Official IROA jackets are available and are the preferred outer garment. However, commercial garments (e.g. ponchos, spray jackets etc.) of a single color, worn to protect officials from inclement weather, are also permitted.

7.1.6 Undershirts

If worn, these must be plain white, grey, black or dark blue and be devoid of corporate names or logos. Advertising garments bearing the names and/or logos of any products, businesses or corporations, other than those unavoidably and intrinsically part of the garment (e.g. the manufacturer's logos), are expressly prohibited.

7.2 Summary

The above are the basic requirements. However, the officiating IROA Range Master is the final authority on the appearance of all IROA personnel performing duties at a match.

Members are reminded that their official uniform must be worn while officiating at a Level III or higher match. If and when a member participates in the match as a competitor, official shirts must not be worn. Whilst performing duties as a Match Official, members are not to carry their firearms.

CHAPTER 8: Match Call-Up Procedure

As part of the core function of IROA, the provision of certified IROA Officials to Level IV and V matches will be managed by the Match Call-Up Procedure.

This procedure will be strictly adhered to in all matches where IROA personnel are requested.

An IROA member who works a Level IV or V match as a Match Official without having been selected through the process below, or without the prior permission of the IROA President, may be expelled from IROA.

8.1 The Match Call-Up Procedure will be in accordance with the following process:

- 8.1.1 The IROA President is advised of the requirement for IROA personnel by the Match Director and will liaise with him to determine the number of officials required, together with what remuneration and/or accommodation packages are available.
- 8.1.2 All IROA members, except those listed as "Not Current" (see clause 3.7.4.6), will be advised of the match details, number of officials required, minimum attendance dates, remuneration and/or accommodation packages available and set a reply date for expressions of interest. Match details will be included in the List of IROA Call-Up Matches on the IROA Protected Website.
- 8.1.3 An IROA member who is interested in officiating at the match must select the match from the list on the IROA Protected Website and fill in the request form by the set date, after which no applications will be accepted.
- 8.1.4 The IROA President will seek advice confirming the current standing of each applicant from the applicant's Regional Director.
- 8.1.5 Where there are multiple applicants from the same Region, the IROA President will select the officials in conjunction with the IPSC President.
- 8.1.6 Successful applicants will be notified and forwarded a request for whatever information is required by the organizers.

APPENDIX A: Range Officer's Creed

As an IPSC Range Officer, I shall conduct all matches with the safety of the competitors, spectators and fellow IPSC Match Officials first and foremost in my thoughts and actions. I shall always be courteous while maintaining firm control over my range and areas of responsibility. I will always strive to be totally fair and impartial in my judgments.

1. Safety shall always be my primary goal, with efficiency and speed of the match as secondary factors.
2. It is a privilege and an honor to serve as a Range Officer and I shall act accordingly.
3. It is my duty to assist all competitors in their attempts to accomplish their goals and not to hinder them by undue harassment and authoritarian behavior.
4. I shall put aside personal prejudices and act as an impartial judge at all times.
5. I shall keep my opinions to myself and shall not be critical of any individual beyond the field of contest.
6. I will thoroughly familiarize myself with all current regulations, match rules and attendant subjects.
7. I will be firm and fair in all judgmental calls made during the course of a stage, and be prepared to state in a clear and concise manner my reasons for such calls to the particular competitor or any IPSC Match Official.
8. During the course of a stage, my attention shall be clearly focused on the particular competitor I am assigned to observe, and I shall not permit my attention to be misdirected or lax.
9. Prior to and during a stage, I shall never consume any alcoholic beverage or narcotic. I understand that if I violate this rule, I may be suspended or barred from serving as an IPSC Match Official in the future.
10. I shall confer only with my fellow Range Officers and IPSC Match Officials concerning the behavior of any competitor and any decisions to be rendered.
11. I shall exercise due consideration for the personal emotions of any competitor, and shall act in a manner so as not to embarrass or disturb the competitor any more than is absolutely necessary.
12. I shall strive to never give even the appearance of wrongdoing.

APPENDIX B: Stage Preparation Before a Match

As an IPSC Match Official, the following points will assist in the smooth running of a stage.

1. Safety
 - (a) Check every possible angle of fire to ensure that the stage will be safe for all competitors, officials and spectators.
 - (b) Check the range surface for dips, bumps, rocks and other irregularities that may potentially cause a competitor injury.
 - (c) Check that all props a competitor might use for support (including doors and ports) are strong and durable enough for the intended purpose and for the duration of the match.
 - (d) Check that targets are not placed too highly whereby shots passing through them will leave the shooting bay.
 - (e) Ensure there is sufficient room for the RO to monitor safe competitor action without interfering with the competitor.
2. Scoring
 - (a) Check every possible angle of fire to ensure there are no shoot-throughs, remembering to consider short and tall competitors.
 - (b) If there are partial targets on the stage, make sufficient and identical sets of spares in advance to ensure consistency and more efficient replacement.
3. Consistency
 - (a) Secure each target stand and metal target to the range surface.
 - (b) Mark paper target stands/sticks with the precise angle, location and layout of targets. Take digital photos if possible (e.g. use your cell phone).
 - (c) Make a written note of the sequence and presentation of all scoring and penalty targets, especially overlapping and adjacent ones.
 - (d) Record the height of non-standard length sticks used to hold paper targets, in case they get shot and need to be replaced, and have spares ready.
4. DQ Traps
 - (a) Ensure targets do not encourage a competitor to inadvertently run past them while shooting and therefore break the maximum muzzle angle.
 - (b) With a table start, use a non-slip surface to prevent the firearm moving when the competitor reaches for it and ensure the table itself is securely anchored.
 - (c) It is better to use a rear starting line (e.g. heels against rear), rather than a front one, to minimize the chance of competitors tripping.
 - (d) Use strongly braced barricades rather than fault lines to further minimize the chance of tripping.
5. Supplies
 - (a) Have spare cable lengths for activators of moving targets in case they get shot and broken.
 - (b) Have plastic covers for the targets ready if the weather looks rainy.
 - (c) Have at least one spare battery for your timer and, if possible, a spare timer.
 - (d) Have an ample supply of tan, white and black patches for paper targets, plus white and black paint for metal targets.
6. Watch What Needs To Be Watched
 - (a) Watch the firearm during loading, reloading, unloading and movement.
 - (b) Do not watch the shooter's feet. If there are fault lines, your assistant RO should be watching.
 - (c) Never look at the timer until after you issue the "Range Is Clear" command. If you are holding the timer properly, it will pick up the shots but, as you approach the final array, move it closer to the competitor, because the only time that really counts is the one from the last shot.

APPENDIX C: IROA Shooting Order

The provision of a shooting order is often an issue with some squads. A squad will arrive at the stage, report to the RO and hand in their score sheets/labels. Now who will be the first shooter?? It must be fair to every shooter in the squad. In the interest of fairness IROA has a procedure for assigning a certain shooting order. For demonstration we will take a 16 stage match and 8 person squads.

The principle is quite simple: on stage X shooter X will be the first shooter, the others follow along the squad list supplied by the match organizer. If there are more shooters than stage numbers we move to the top and keep on counting. In this specific example on stage #10 shooter #10 is supposed to start. As there are only 8 shooters in this squad we count again from the top down which makes shooter #2 the 10th shooter.

So far no problem, this was the easy part. Now we have a "no-show" in our list, how to handle it? Just ignore the no-show and only count the shooters present.

Let's make this visible:

Squad X	Stage 10				
	Comp #	Name		Division	Shooting Order
1	12	Fred First		STD	6
2	14	Sid Second		OPEN	7
3	17	Theo Third		REV	1
4	22	Felix Fourth	No-show	REV	
5	79	Felicity Fifth		PROD	2
6	53	Simon Sixth		REV	3
7	1	Sarah Seventh		REV	4
8	47	Eddy Eighth		STD	5

As the match goes on we have the occasional disqualification (DQ). After Stage 10 they go to stage 9, so shooter # 9 needs to start. Again we ignore the DQ and the no-show and only count the shooters present.

This looks like this:

Squad X	Stage 9				
	Comp #	Name		Division	Shooting Order
1	12	Fred First		STD	5
2	14	Sid Second		OPEN	6
3	17	Theo Third	DQ	REV	
4	22	Felix Fourth	No-show	REV	
5	79	Felicity Fifth		PROD	1
6	53	Simon Sixth		REV	2
7	1	Sarah Seventh		REV	3
8	47	Eddy Eighth		STD	4

So the principle is quite easy – only count the shooters present, disregard all no-shows and DQs. This system works but only under one condition: it has to be executed throughout the match at all stages. As soon as one RO deviates from this procedure (for whatever reason) it goes wrong. One commonly made mistake is to count all shooters on the list, including the no-shows and DQs. In the last example this leads to a situation where shooter 5 (Felicity Fifth) will be the first to start on stage 11, 12 AND 13. Do the calculation for yourself and see. It is obvious that this is not the right way to go.

There are other circumstances which require changes to the order. If for example, stages 6 and 7 are set to be run "hot" (one shooter reloads after 6 and shoots 7), all following stages are effectively re-numbered e.g. 8 becomes 7, 9 becomes 8 and so on. In this way all shooters will be treated fairly. Also, in many matches we have a small number of shooters on "speed tickets". When a speed ticket competitor arrives on your range inform them that as soon as they advise the RO that they are ready, they will take the next start in the rotation. In addition, in multi-day matches we often see shooters with "special" schedules. These shooters are on different squads on various days. They should always shoot last with the original squad completing the shooting order as described above.

This system is useful on all levels, but it is advised to use it from Level III upwards. The RM has the final authority to decide whether this system will be used or not.

A skilled Stats official will be able to assist Range Officers by providing squad lists which have been produced for each stage with the competitors listed in the IROA Shooting Order. If such lists are followed on all stages and are updated on a daily basis to reflect no-shows and disqualified competitors, the IROA Shooting Order is made really simple and will be correctly applied without confusion.