



Terms of Reference: National Institute of Range Officers

Policy Owner: Regional Director
Date Approved: 14th December 2025
Review Date: Dec 2028

Purpose:

- The provision of advice and opinion to the Sports Council regarding the implementation and development of the IPSC rules for each discipline.
- The provision of highly motivated, well trained Match Officials to facilitate high quality recognised and sanctioned matches within the GB region.
- The nomination of individuals to join the International Range Officers Association.

Three Year Plan Objectives and Measures

Structure:

- Committee Structure.** The NROI President shall be elected by the membership for a 3 year term as part of the Sports Council. The NROI President once elected shall then co-opt no less than 4 members of the Association who are qualified Match Officials and a NROI Secretary. There shall be at least one individual co-opted to the committee from each NROI rank cohort.
- Committee Operation.** The NROI shall operate as a collective with all decisions made by resolution of the committee. Each member of the committee shall be entitled to vote on any resolution save for the NROI President who shall only vote in the event of a tie where they are entitled to cast a deciding vote.



- c. **Reporting.** The NROI reports directly to the Sports Council through the NROI President and/or Secretary.

Operation:

Meetings

- The Committee shall meet on not less than four occasions in each year, meetings may be held virtually, including online voting.
- Meetings shall be convened by giving fourteen days written notice.
- Only the appointed members may vote on Committee matters at the Committee meetings.
- In extremis, between meetings, electronic voting will be allowed. Decisions so made must be documented in the minutes of the next Committee Meeting
- No person may, by virtue of dual or multiple offices, cast more than one vote.
- The Chair may vote only in case of a tie, in which case they have a casting vote.
- The Committee shall transact no business unless a quorum is present. The presence of five members shall constitute a quorum.

Finance

- Annual Budgets for the following year will be submitted to the Treasurer in December to be approved by the Charity Board at their January meeting.
- Expenditure within budget may be committed to without further approval

Reporting:

- The Committee shall produce meeting minutes
- Significant decisions or changes to policy must be communicated to the membership directly.
- Items requiring Sports Council or Charity Board approval should be submitted in writing a minimum of 14 days before their next meeting.

Tasks & Responsibilities:

a. Consultation.

1. To advise the UKPSA Sports Council on all matters relating to the development and implementation of the IPSC rules for each discipline.
2. To provide the UKPSA Sports Council with appropriate research, opinions and evidence as may be required.
3. To provide the IPSC with appropriate research, opinion and evidence from the GB region regarding the development and implementation of the IPSC rules for each discipline as may be required.
4. To provide UKPSA affiliated organisations with technical and practical assistance to enable them to host safe high-quality IPSC matches within their organisation.



5. To advise the Regional Director on the suitability of NROI members applying for membership of IROA.
6. The provision of 1st party assurance to Council that a 'safe system of work' is in place for recognised and sanctioned matches within the GB Region.

b. Training and Education.

1. In consultation with the UTC and IROA, the development and maintenance of suitable doctrine to support the safe and effective delivery of match official training.
2. The identification and certification of individuals who are SQEP to deliver match official training.
3. The identification and incorporation of recognised 'current best practice' within UKPSA match official training and education doctrine.
4. The training and qualification of Association members to become match officials and members of the NROI.

c. Administration.

1. The establishment and maintenance of a fair and transparent system for Association members to qualify and progress as a member of the NROI.
2. The establishment and administration of codes of conduct and standards for the Associations cadre of match officials.
3. The introduction and management of a fair and just system to hold to account members of the NROI.
4. The maintenance of current records for the individual qualifications and currencies of members of the Associations cadre of match officials.
5. The provision of appropriate identification, apparel and equipment to the Associations cadre of match officials as required.

d. Operations.

1. The appointment of current and competent Range Masters for all sanctioned matches within the GB region.
2. The provision of current and competent match officials to support appointed Range Masters for all sanctioned matches within the GB region.

