



Match Directors Handbook

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Introduction

Running an IPSC match can be a daunting prospect regardless of your experience as either a Competitor, Match Official or indeed even as a seasoned Match Director (MD). The aim of this handbook is to provide UKPSA MD's with an aide-memoire to help plan and execute safe, enjoyable and challenging competitions across the IPSC disciplines.

The challenges faced by organisers of IPSC matches today are not new and this handbook draws upon the decades of hard-won experience such that we might continue to improve the quality of matches enjoyed by both our own members and those out of region competitors UKPSA matches attract.

This handbook contains both mandatory actions required to satisfy either UKPSA or IPSC policy, and advisory actions which are the result of lessons identified at previous matches. In all situations however, any relevant laws, regulations or other appropriate legislation will always take precedent and must be adhered to.

Elements contained in this handbook which are mandatory and intended to satisfy IPSC/UKPSA policy are highlighted throughout in **Red Text**. Should any match organiser wish to deviate from these requirements, permission must be sought from the UKPSA Council via the NROI Secretary.

This handbook is intended to be a living document and as such will be regularly updated. UKPSA members are welcome to submit any suggested amendments to the President of the National Range Officer Institute at any time via email to: NROI@UKPSA.org.

Section 1 – Holding a UKPSA Match

1.1 General. UKPSA Clubs may apply to hold a UKPSA/IPSC match at any time, however, to enable a UKPSA Match Calendar to be established, clubs should submit prospective dates for the following year to the NROI Secretary as early as possible but by no later than 31st October.

We establish a Match Calendar to allow organisers and competitors as much notice as possible to schedule their training, work and family commitments and most importantly, to ensure match dates do not clash with UKPSA matches in the same discipline or major IPSC matches world-wide. Contact details can be found at Annex A to this handbook.

1.2 Level I (Open/Club) Match

UKPSA affiliated clubs who wish to run a Level I or Open match may do so without approval from the UKPSA Council. The club should inform the NROI Secretary by 31st October, or as soon as possible thereafter, of the intended date so that it may be included in the UKPSA Match Calendar for the following year.

To ensure that all UKPSA Level 1 matches held by clubs affiliated to the UKPSA benefit from our insurance cover, and that participants who hold UKPSA Competition Licences may demonstrate their competence and maintain their qualification, Level 1 matches **must** be registered with the UKPSA prior to holding the event. They do this by first registering as a [Match Organiser](#) and then filling in the [Level 1 match registration form](#).

Please note that the UKPSA will not support or promote a Level I match on the same dates as a UKPSA Level II or Level III match in the same discipline unless there is a minimum distance of 200 miles between the venues.

1.2.1 Level I Match Criteria

Mandatory Requirements

- a. The match must consist of at least 3 stages.
- b. The match must be run strictly in accordance with current IPSC/UKPSA rules for the discipline using only IPSC approved targets.
- c. There must be a Match Director.
- d. There must be a Range Master (actual or designated) who, if not qualified as such, has as a minimum a current UKPSA Competition Licence in the relevant discipline.
- e. The Course of Fire as designed and built must be approved by the match Range Master.
- f. The match must be registered with the NROI Secretary a minimum of 5 working days in advance of the event taking place.
- g. Any handloaded ammunition must comply with the [UKPSA Code of Conduct for Handloading](#)
- h. It is the responsibility of the host club/organisation and not the UKPSA to ensure that a 'safe system of work' is in place for the match.

The following are also recommended but are not mandatory:

- One NROI official per stage.
- Minimum of 40 rounds to be scored.
- Minimum number of competitors 10 (capacity).
- Minimum of 5 competitors per Division for it to be recognised.
- Once a Division is recognised, a minimum of 5 competitors per Category are required to be recognised.
- A match disqualification by a competitor should be reported to the NROI Secretary within two weeks of the match ending. The report must include the competitors full name, the match name and date, the relevant IPSC rule(s) and a brief description of what occurred. The match registration process or information must include a data protection notice that this information will be provided to the UKPSA.

1.3 Level II (National) Match UKPSA affiliated clubs who intend to hold a Level II match should notify the NROI Secretary of prospective dates in accordance with para 1.1 **and must apply to run a Level II match via the UKPSA using the [match application form](#) (see Section 7/UKPSA website).** Formal applications to run a Level II match should be submitted to the NROI Secretary by 1st January and not later than 3 calendar months prior to the proposed dates of the match. Late applications may be considered on an exceptional basis.

1.3.2 Level II Match

Mandatory Requirements

- a. Competitors must be individual members of their IPSC Region of residence, and (for UKPSA members) hold a valid Competition Licence for the discipline.
 - b. The match must consist of at least 3 stages.
 - c. The match must be run strictly in accordance with current IPSC/UKPSA rules for the discipline using only IPSC approved targets.
 - d. There must be a Match Director. The Match Director must provide a copy of the final results to the UKPSA.
 - e. There must be a Range Master (actual or designated) who, if not qualified as such, has as a minimum a current UKPSA Competition Licence in the relevant discipline.
 - f. Where all match officials are not current NROI or IROA members then the host club is responsible for ensuring that those individuals have suitable training, are competent to safely run the stage(s) and have sufficient knowledge of the IPSC rules to apply them correctly and consistently.
 - g. The Course of Fire as designed and built must be approved by the match Range Master.
 - h. The match must be registered and approved in advance by the NROI Secretary as a Level II event.
 - i. The Range Master **must** carry out all the duties expected of a UKPSA Range Master as follows:
 - Ensure the match is conducted strictly to the IPSC/UKPSA rules using only approved IPSC targets.
 - Ensure that the Match Director has carried out the match risk assessment.
 - Prior to being shot, carry out a final walk through and risk assessment for each COF.
 - Allocate and manage the designated match officials.
 - Ensure competitor compliance with the relevant IPSC/UKPSA Discipline and Division requirements.
 - Attend and adjudicate any match disqualifications.
 - Adjudicate any competitor challenges and facilitate the arbitration process.
 - Provide a written Range Master Report in the standard format to the NROI Committee including details of any match disqualifications (in accordance with the UKPSA member safe shooter policy). The report to be submitted within two weeks of the match taking place.
 - j. Any handloaded ammunition must comply with the [UKPSA Code of Conduct for Handloading](#)
 - k. Where the recommendations in a., c., e., and j., below are not adopted, it is the responsibility of the host club/organisation and not the UKPSA to ensure that a 'safe system of work' is in place for the match.
- The following are highly recommended but are **not** mandatory:
- a. The Range Master approved by the Regional Director (NROI Committee)
 - b. One Chief Range Officer per area.
 - c. One NROI official per stage (a minimum of one qualified match official operating any stage shooting)
 - d. One Range Staff (target restorer) for each six rounds.
 - e. Course of Fire approved by the Regional Director.
 - f. Minimum of 80 rounds to be scored and 6 stages.
 - g. Minimum number of competitors 50 (capacity)
 - h. Minimum of 5 competitors per Division for it to be recognised
 - i. Once a Division is recognised, a minimum of 5 competitors per Category are required to be recognised.
 - j. The COF for a Level II match should be submitted to the appropriate UKPSA COF Reviewer no later than 4 weeks prior to the match for recognition and sanction. The [IPSC Course Design Proforma](#) can be used by UKPSA clubs to submit the details of the COF for approval.

1.3.3 Approval Process. The NROI Secretary manages the competition calendar and will approve all applications to run Level II matches except if match dates clash, where the UKPSA Council will be asked to select final dates for approval. Once approved, the MD and club will be notified by the NROI Secretary who will pass on any additional requirements of the UKPSA Council regarding the conduct of the match.

1.4 Level III (International) Match

UKPSA affiliated clubs who intend to hold a Level III match should notify the NROI Secretary of prospective dates in accordance with para 1.1. **In addition, UKPSA affiliated clubs must apply to run a Level III match via the NROI Secretary using the [match application form](#) (see Section 7/[UKPSA website](#)).**

1.4.1 Match Application Forms for Level III matches must be submitted to the NROI Secretary by the 1st January. Late applications may be considered on an exceptional basis if the IPSC requirements can be met.

1.4.2 Level III Match Criteria

Mandatory Requirements

- a. Competitors must be members of the UKPSA who hold a valid Competition Licence for the discipline , or members of another IPSC Region who have their good standing confirmed by their Regional Director.
- b. The match must consist of at least 12 stages (or will not be sanctioned by IPSC).
- c. Minimum round count of 150 rounds to be scored (or will not be sanctioned by IPSC).
- d. Minimum number of competitors 120 (capacity).
- e. Minimum of 10 competitors per Division for it to be recognised by IPSC.
- f. Once a Division is recognised, a minimum of 5 competitors a Category required to be recognised by IPSC.
- g. Must be run strictly to the current IPSC rules for the discipline and only use IPSC approved targets.
- h. COF must be approved by the UKPSA COF Reviewer for the discipline and subsequently submitted to the IPSC for international recognition and sanction.
- i. The Range Master must be approved by the Regional Director (NROI Committee).
- j. All range officials **must** be current NROI members or if from another IPSC region qualified NROI/IROA members approved by their RD to work the match. There **must** be a minimum of one and should be a minimum of two qualified match officials operating every stage when shooting.
- k. Any handloaded ammunition must comply with the [UKPSA Code of Conduct for Handloading](#)

1.4.3 Approval Process. The NROI Secretary manages the competition calendar and will approve all applications to run Level III matches except where match dates clash, where the UKPSA Council will be asked to select final dates for approval. Once approved, the MD and club will be notified by the NROI Secretary who will pass on any additional requirements of the UKPSA Council regarding the conduct of the match.

1.4.4 The MD is then required to register the proposed match with the IPSC at the following web address: www.ipsc.org/matches/regmat.php at least 3 months before the date of the match. This is the first step in the process of receiving the official international 'Sanctioning' of the match. The full procedure for receiving the IPSC Presidents' Sanction is described in Annex B to this handbook.

1.5 Match Advertising

All matches should be advertised appropriately by whatever media is deemed to be the most effective by the MD. Once approved by the NROI Secretary and/or UKPSA Council and for level III events registered with IPSC, the match may be advertised.

a. **As a minimum, UKPSA Level I, Level II and Level III matches must be advertised in the appropriate section of the UKPSA match calendar whilst registration for the match is open.** In addition, the UKPSA Website and Facebook pages can also be used to advertise matches.

b. Match advertising should list the following minimum information:

- Dates, Times, Location and Duration of the match.
- Number of stages and min rounds required (by type when applicable [Bird, Buck, Slug etc]) • Entry fee, method of payment and the refund policy.
- General description of the match format.

- Any sponsorship each way – i.e. sponsors of the match and any organisation the match may be raising money for (charities etc)
- RO and Range Crew packages
- Specification of any Match Ammo available to purchase at the match in accordance with Rule 5.8.1
- Any specific restrictions (ammo types, maximum muzzle energy or additional MARs etc) • Procedures for score verification for those competitors who cannot attend the match for the full duration in accordance with Rule 9.8.4

Note: For Level III shotgun matches, the specification of the calibration cartridges used for the match must also be notified as per Rule 5.8.3

Section 2 – UKPSA Council Responsibilities

The UKPSA Council offers advice and assistance to any member acting as the MD for a UKPSA Level II or Level III match. The NROI Secretary should be approached in the first instance for any general matters, with any discipline specific questions being addressed with the appropriate Council Member (see Annex A). The UKPSA provides the following support to Level II and Level III matches.

2.1 Regional Directors Medals. These are available for all UKPSA approved Level II Matches. They are obtained from the Region Director, (rd@ukpsa.org). Any medals not awarded should be returned to the Regional Director after the match.

2.2 Presidents Medals. The cost of Presidents Medals, and the IPSC Match Levy is met by the UKPSA for Sanctioned Level III matches. MD's should estimate the number they require based upon the registrations received for their match. For the award of Presidents Medals, Divisions must have a minimum of 10 competitors shoot the match, and Divisional status must be achieved before recognizing individual categories (see Appendix A2 of the IPSC rules). IPSC provides a stock of Presidents Medals to the Regional Director which are replenished once the results of a match have been uploaded to the IPSC website.

a. Any club running a match should contact the Regional Director for the required number of medals.

b. Any Medals which are not awarded should be returned to the Regional Director after the match.

c. MDs must upload the match results within two weeks to the IPSC website to trigger the replenishment of the UKPSA's stock of Medals.

2.3 IPSC Match Levy. The IPSC Match Levy for sanctioned Level III matches will be paid by the UKPSA.

2.4 Match Eligibility. The Membership Secretary needs to confirm that all competitors who have registered for a match are eligible to compete. In order to do this, and comply with Data Protection policy, MD's must provide the Membership Secretary with a match registration list which details each competitor's name, membership number, competition licence number and email address. Submissions for checks must be provided a minimum of 14 days before the match, ideally giving 21 days notice. Late entries can be managed individually, where the main list is submitted on time.. The Membership Secretary will then inform the MD of any competitor registered for the match who is **Not Eligible** to compete to follow up with individuals. If the individual remains ineligible for the match their entry must be rejected, and any fees refunded.

2.5 Match Official Expenses. Recognizing the significant contribution that match officials make, the UKPSA will meet some of the expenses for each qualified match official who officiates for each full day's competition at Level II and sanctioned Level III UKPSA matches.

MD's must arrange for the payment (usually cash or direct to an online account) to be made to the individual and then submit a claim form (see Section 7 of this handbook) to the UKPSA Treasurer for reimbursement. The payment is currently £50 for Level II and Level III matches per day. It is intended to contribute towards individuals' out of pocket expenses. UKPSA recommends that the host club match the payments but as a minimum should provide a free match entry and food and drink on the range. They might also consider providing accommodation where the official is working more than one day. Any UKPSA Range Master expenses are paid according to the rates set out in the Association Bylaws by the UKPSA.

2.6 Chronograph. The UKPSA has a chronograph which is available to MD's for Level II and Level III matches. Details of how to obtain it is in Annex C of the handbook.

2.7 Match Approval. The UKPSA Council may pass on any additional requirements for the conduct of a Level II or Level III match as part of the approval process. The Council also reserves the right to revoke a match approval should they become aware of any aspect of the matches organisation or delivery which they feel is in breach of this Handbook, the IPSC rules, Association policy, or is not in the best interests of the sport.

Section 3 - NROI Responsibilities

3.1 The UKPSA National Range Officers Institute (NROI) is established to assist with and oversee the conduct of UKPSA and IPSC matches with recognised and sanctioned COF within the Region. When a MD volunteers or is appointed, it is essential that they identify a suitable Range Master (RM) as soon as possible. The NROI can assist an MD in doing so and must approve the final selection for level III matches.

3.2 The NROI Secretary should be approached by the MD who intends to hold a Level II or Level III match at the earliest opportunity in order to identify a suitable RM. They hold the details of all qualified match officials within the Region and will ensure a suitable candidate is identified.

3.3 The NROI can also assist in securing the services of the qualified RO's and CRO's needed to deliver the proposed match. Early communication and liaison are key to success.

3.4 UKPSA Level II matches which do not adopt the mandatory and recommended criteria regarding the use of a UKPSA qualified Range Master and match officials (listed in para 1.3.2) will not be used to evaluate the performance of Supervised Range Officers.

Section 4 – Host Club's & Match Director's Responsibilities

4.1 The host club and the MD are responsible for the efficient organisation and running of a match. While the RM is responsible for range safety, the application of the rules and the management of the range crew, all other activities that help deliver a great match fall to the MD. While Level I matches tend to be organised almost exclusively by the 'Home Team', Level II and Level III matches usually rely upon external in particular, the RM.

4.2 The responsibilities of the MD are in IPSC rules (7.1.6) as follows:

Match Director (MD) - Handles overall match administration including squadding, scheduling, range construction, the coordination of all support staff and the provision of services. His authority and decisions will prevail with regard to all matters except in respect of matters in these rules which are the domain of the Range Master. The Match Director is appointed by the host organisation and works with the Range Master.

4.3 The host club must fully support, and critically empower, the MD to deliver a successful IPSC match. While the MD will be the driving force in organising the match, they rely on a clubs' committee and members to assist in preparing for, building and then delivering the match. To carry out their duties effectively the appointed MD must be able to act without recourse to the committee and with authority in all matters regarding the match.

4.4 The host club will also be required to work collaboratively with the appointed RM, who may be external to the club. As the RM is principally responsible for safety at the match, they may require additional safety mitigations be put in place in order to accommodate the proposed COF or simply to raise the standard of existing measures. The host club must be prepared to satisfy such requests.

4.5 **Selecting a Match Director.** A successful MD should have the following attributes:

- A broad span of experience as an IPSC competitor, match official and match organiser.
- Good organisational skills and an ability to get things done.
- Sound communication skills and a diplomatic temperament.
- Enough time available to devote to the match.
- An ability to delegate tasks effectively.
- A detailed understanding of the rules and principles of IPSC shooting.
- Has the confidence of both their club and the UKPSA Council.

4.6 **Nominating a Deputy.** It is strongly recommended that once appointed, a MD also identifies a suitable deputy. Everyone has other pulls on their time such as family and working commitments and appointing a suitable deputy is a prudent measure to ensure successful planning and delivery of a match. They also gain valuable experience themselves while also being ready to step up should the need arise.

4.7 If a host club requires any help in the appointment of a Match Director, again, the UKPSA Council can be approached via the NROI Secretary for assistance.

Section 5 – Match Planning and Conduct

The following section of the handbook is intended to provide MDs and other match organisers a guide to follow for the effective and efficient planning and conduct of an IPSC match.

The information contained within this section is based upon the lessons identified by previous UKPSA match organisers and MDs, it is not specific to any particular discipline or range setup and should be adjusted accordingly. The following key headings are expanded upon:

Match Planning

- Selection of Venue
- COF Design, Review and Sanctioning
- Budget Planning
- Competitor Entry for the Match
- Squadding and Scheduling

Match Execution

- Risk Assessment
- Building the Match
- Match Day
- Range Communications
- Match Scoring
- Awards

Match Administration

- Sponsors and Vendors
- Catering
- Media Coverage and Reporting
- Post-Match Actions

Match Safety

- General Safety Measures
- Emergency Action Plan
- Muzzle Angle Restrictions
- Incident Management

5.1 Match Planning

5.1.1 Selection of Venue. When a club decides to host an IPSC match, the default setting will be for the match to be held at the clubs' own range. That said, many clubs may have access to alternative venues. When selecting a venue, the following factors should be considered:

5.1.2 Space Available. The range must be able to accommodate the proposed COF. While this seems obvious, remember that you can easily configure a smaller range to accommodate a greater number of stages than the established 'bays' may suggest with intelligent COF design. Always remember though that additional time must be factored into the schedule if stages are to be re-configured as the match progresses. It is also vital to consider the time of year and prevailing weather conditions when selecting the venue – usable hours of daylight will limit the numbers of competitors a match can accommodate.

5.1.3 Range Infrastructure. The range should have appropriate infrastructure established, either permanently or of a temporary nature. While this need not be 5*, as a minimum there is a need to provide:

- a. A 'Stats Shack' where the Stats Officer and their team can carry out their tasks which is protected from the elements and supplied with heat, light and electrical power;

- b. A range store protected from the elements where replacement targets and prop materials are available;
- c. Sufficient toilets for all those attending the match, including suitable facilities for disabled competitors and spectators;
- d. Enough hand washing facilities – as per IPSC rules – in order that competitors and officials can remove any lead contamination from their hands during the match.

5.1.4 Effects of Adverse Weather. This cannot be underestimated! Adverse weather can rapidly impact upon a match and organisers must consider the effects it may have. At the least it becomes a nuisance to competitors and officials and at its worst can quickly become a serious safety concern. Consider the effects heavy rain may have on the range, its surface and the need to provide shelter for competitors; however particularly for the match officials who must continue to operate effectively if the match is to be a success.

5.1.5 Range Access and Parking. It is essential to consider the access and parking requirements for competitors, match officials and spectators. This is also a safety consideration as there must be guaranteed access for emergency services who may be required to respond to an incident during the match. Additionally, you must consider the impact the match will have upon the range's neighbours.

5.1.6 Availability of Local Accommodation. With competitor's often travelling significant distances to get to a match, the availability of accommodation close to the range is a key consideration. Organisers should bear in mind the time of year, especially in popular tourist areas, and provide a list of suggested places to stay together with contact details. Organisers should also consider pre-booking accommodation for match officials as without them, the match cannot happen!

5.1.7 COF Design, Review and Sanctioning. Having decided to host a match, probably the main task, after notifying the NROI Secretary of the intention to hold the match, is to design the COF.

5.1.8 Stage Ratios. The IPSC rules state that matches should consist of a mix of Short, Medium and Long courses in the ratio of 3:2:1 although this can vary if the number of stages exceeds 12 (see IPSC Rules Appendix A4). The reason behind this ratio is to ensure balance in the competitive challenge – too many high point stages can easily skew the overall results. This ratio is recommended for Level I and Level II matches and is mandatory for Level III matches.

5.1.9 Stage Design. Designing stages which are challenging and fun for competitors is not as straightforward as you might think. The following points are offered to help course designers:

- a. **Only use target arrays which are approved in the latest version of the IPSC Target Array Handbook (TAB).** As part of the sanctioning process for Level III matches the IPSC directs you to download a current version of their "Acceptable and Non-Acceptable Target Arrays" presentation.
- b. **Ensure any target mechanisms are reliable.** We all enjoy tackling novel and challenging moving targets; however, all mechanisms must be reliable, consistent in operation and robust. Consistent failures of mechanisms can result in reshoots at best or ultimately in the stage having to be pulled from the match.
- c. **Props and stage furniture should be simple and durable.** When employing vision screens, apertures, doorways etc, they must be sturdy enough to withstand repeated trafficking by competitors and easily restored should they become damaged by projectile strikes. Complicated props and furniture can be timely to reconstitute and failure to restore the range may prove grounds for a competitor appeal - again potentially resulting in re-shoots or the loss of the stage.
- d. **Design the stage for all competitors.** It's easy to design a stage for you or your particular division, however you must consider people of all sizes and all the divisions and categories when designing for a match. For instance, ports should be set at heights suitable for the type of firearm and for the smallest junior to the largest senior. Similarly, what may be a "challenging problem" for a Standard Manual competitor in a shotgun match could be significantly less so for an Open shooter.
- e. **Beware of shoot-through's and 'targets past the 90'.** Being alive to the possibility of shoot-throughs speaks for itself. As for targets past the 90, remember the IPSC adage that 'if you can see a target you can shoot the target'. Once a competitor has passed a target, they should ideally be screened from view from

any likely shooting position which is unsafe.

5.1.10 Review and Sanctioning. Once the COF is designed it should be reviewed or approved as appropriate to the level of the match (see Section 1). When formal review and sanctioning is required (level III and above) the following advice is offered:

a. **Provide a high-quality stage drawing.** 'A picture paints a thousand words' – as long as the image is a good quality one. With access to IT, it is now reasonably straightforward to produce high quality drawings of stage designs and there are several templates available to download from the internet that can be used. For those of us who are less proficient with a mouse; a good quality hand drawn stage plan that is either scanned or simply photographed can be equally as effective.

b. **Provide a suitable map or aerial photo of the range.** Providing a marked up aerial photograph or OS map of the range as it will be set out is an effective way to bring the COF to life during review. The mark up should include the following as a minimum:

- Range Access point and administrative areas.
- The shooting areas (bays) and their boundaries.
- The downrange direction for each area.
- Any fallout/extended danger areas beyond the shooting areas
- Any areas where additional Muzzle Angle Restrictions will be enforced and the reasons for them.

c. **Provide the Written Stage Brief (WSB).** As well as high quality images, a WSB which complies with the format of Rule 3.2 in the relevant IPSC rule book, also annotated with construction notes brings the COF to life.

d. **Submit the COF for review as soon as possible.** Section 1 details specific timings for submissions, but the earlier the review process begins the better. You must factor in enough time to adjust any submissions which may require amendment. The timings in Section 1 are the final deadlines for submission.

5.1.11 Budget Planning. Having selected a venue, begun to design the COF and prior to notifying competitors how they can enter the match, it is essential to get ahead of the game and ensure an effective budget plan is established. A match has only a single guaranteed source of income - competitor entry fees – however by contrast, a significant number of outgoings. Balancing the two is essential as while a match should not need to generate a profit, it must never be run at a loss. You should bear in mind that the UKPSA or IPSC may request to see a full set of accounts for a Level III match which must be made available by the MD.

5.1.12 Entry Fees. The host club should set a match fee that allows them to deliver a high-quality event and meet all the requirements of a UKPSA event as well as any associated costs. Competitors appreciate that quality matches cost a commensurate amount to host. The UKPSA suggests a minimum entry fee of £75 for a Level III match but a host club may charge more where it delivers an exceptional course of fire or requires investment in range crew, new equipment, or innovation. MD's should consider incentivising early commitment to matches by offering 'Early Bird' deals and additionally, consider setting fees for Juniors at a significantly lower rate than the other Categories. MDs may also set a requirement that entries are not accepted until the entry fee has been paid.

5.1.13 Expenditure. There will always be more outgoings than sources of income for any match. The following lists some of the main outgoings for a match which should be planned for as soon as possible:

- Range Fees/Club Contribution
- COF Construction – Targets, props, patches, consumables.
- Administrative costs – printing, advertising, bank charges, hire of facilities (porta-loos, generators, First Aid team etc).
- Prizes and Awards.
- The expenses for range crew (food, accommodation etc.).

5.1.14 Prizes and Awards. The UKPSA recommends MD's should allocate up to 1/3rd of match income at Level II and Level III matches to the awards table. This is subject to overall affordability.

5.1.15 Range Crew Expenses. While the UKPSA will donate to match officials for their services to the match, MD's should make an additional matching contribution from within the match budget where possible. Where an official works more than one day then the MD should provide free bed and breakfast accommodation.

5.1.16 Have a Reserve. There will always be unforeseen expenditure when you put on a match. Within your match budget, always allocate a small reserve to deal with this – if it's still available on match day itself; it can always be used to bolster the prize table or indeed subsidise any catering or refreshments.

5.1.17 Competitor Entry for the Match. Entry to matches at Level II and above must be made available to UKPSA members a minimum of one month, and ideally as long as possible, prior to the date of the match.

Should clubs wish to attract overseas competitors, then it is recommended that entry is opened at least six months prior to the match. This is to obtain visitors permits for the overseas competitors from the local police force.

5.1.18 Method of Entry. MD's may specify how competitors should sign up for the match. The UKPSA recommends using online entry but either of the following methods may be used:

a. **Online Entry.** Clubs may have their own websites which have the capability to generate and receive entries for matches. Where this is not the case, the websites Shootscoreit (SSI) and Practiscore allow clubs to set up online registration for matches.

b. **Entry forms.** The UKPSA template for a generic match entry form can be found in Section 7 of this handbook. Additionally, entry forms are available from the IPSC Level III Match Entry website. Clubs may of course use their own locally produced documents.

5.1.19 Essential Information Requirements. Regardless of how competitors sign up for the match, the following lists the minimum information a match organiser requires from a competitor to efficiently handle the required match administration:

- Full name and address.
- Telephone and email address.
- Applicant's home club.
- Divisions Offered - as per the IPSC/UKPSA rules
- Power factor if applicable (Major / Minor).
- UKPSA Mem No and Comp Licence No.
- Grade (GM, M, A, B, C, D, U).
- Category – as per the IPSC Rules
- Choice of shooting day (for multiple day matches).
- Squadding preferences.
- A declaration that the competitor is entitled to possess the firearm and ammunition required to compete in the match.

It is the responsibility of the Match Director that any competitor or match official from another IPSC Region has the permission of the Regional Director of that Region to participate in the match, and that they are not under sanction from the IPSC Executive Council (see rule 6.5.1.1). Most will require a UK Visitors Permit to enable them to bring their firearms and ammunition into the country. Depending on the relevant police force there can be a long lead time to process the application for the permit. Match Directors should check with their local police force on timelines. This may require an earlier cut off date for overseas entries. They should also allow extra time to ensure all details on the permit are correct, especially firearm serial numbers. The Visitor Permits need to be sent to the competitor and the use of a reliable courier service should be considered rather than the Royal Mail. Match Directors may charge an additional fee for the Permit and courier costs if they are organising these on behalf of the competitor. Competitors from Northern Ireland do not require a visitors permit if they are competing with a firearm held on their NI Firearms Certificate.

5.1.20 Match Officials and Range Crew. Anyone offering to either officiate or act as build crew should notify the match organisers. Match Officials and supporting crew who also wish to compete should also sign up for the match using whatever method of entry the MD has specified for competitors. The purpose of this is to simplify match administration, particularly if match entries are being hosted by an online system such as SSI or Practiscore.

5.1.21 Squadding and Scheduling. All competitors should be allocated to a squad - it's essential however to allocate them to the *right* squad. Online match management services like SSI and Practiscore can be enabled to allow registered competitors to select their own squad. This is a good option as it alleviates the MD of the headache of individual squadding requests. When not using such a system, an MD should reasonably accommodate any specific squadding requests made by competitors. Often, they are simply a personal preference of who people enjoy shooting with, although they can also be for important reasons such as a need to share equipment or other administrative needs. If any such request is made, it's always best to try and accommodate it but it is important that the squads are close to the same size. If the MD must allocate competitors to squads themselves, the following points are offered for guidance:

- a. **Recognise ability.** Squadding individuals together of similar ability, regardless of division, makes for an efficient squad. You should however not be afraid to mix competitors; a couple of novices shooting in a squad of experienced competitors can learn a great deal and rapidly improve. The key is however to strike a good balance – it can be very demoralising to see everyone else rip up stage after stage if you can't.
- b. **Don't isolate individuals.** Team or club members should be included in the same squad if they so request. If you end up with any 'orphans', it's usually best to adjust the squadding to spread a team over a number of squads.
- c. **Try to spread visitors evenly.** In a similar vein to point 2 above, there is a significant benefit to be gained by not simply squadding international competitors and other visitors together. We all share a love of our sport and it is in our own interests to build networks beyond our club and regional boundaries.
- d. **Create squads of equal size.** It is important that the squads are similar in size, over large squads are likely to result in delays, with smaller squads 'stacking' behind large squads.

5.1.22 Scheduling. An overall match schedule should be constructed in order to assist the efficient conduct of the match. It not only needs to ensure that enough time is allocated for competitors to shoot the stages but must also cater for the other essential elements of match administration.

Time must be allocated to achieve the following as a minimum:

- Competitor Registration.
- The Chronograph (when used).
- Completion of Stages by all competitors (taking into account the time required for moving between stages and re-setting especially for Mini Rifle/Rifle and PCC where targets may be more distant).
- Breaks in shooting (principally for match officials).
- Final score verification
- Awards Ceremony

5.2 Match Execution

5.2.1 Risk Assessment A critical aspect in delivering a safe, challenging and enjoyable competition is ensuring that suitable and sufficient controls are applied to all activities to ensure the safety of all. This includes those who are connected to the delivery of the match, competitors, and those who may come into contact with the activities, such as members of the public. The risk assessment shall pay attention to those who are at particular risk from harm, these are categorised as young persons, expectant mothers, those over the age of 65 and individuals with disabilities.

The risk assessment is an integral part of the match delivery planning and shall be open or live from the start of the process, throughout the match and during the tear down. This documentation should be held as part of the match record and can play a critical role if an incident takes place. The information contained can provide the evidence to show suitable controls were applied and yet a loss occurred. Critically if an incident was referred to the authorities and a suitable and sufficient risk assessment is in place, this would go a long way to demonstrating the activity was well managed.

Considering risk management as a tool to mitigate the potential of harm, if match organisers or affiliated clubs require assistance in this area the UKPSA have suitably qualified and experienced persons (SQEP) who are able to assist. See Section 7 for contact details. The below link is to the Health and Safety Executives' (HSE) guidance on risk management.

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

This is a link to the Risk Assessment template from the HSE

<https://www.hse.gov.uk/simple-health-safety/assets/docs/risk-assessment-template-2019.docx>

5.2.2 The Build Plan. Before you start to set up the range it's essential to have a plan that details the tasks to be achieved, the resources needed to achieve them and allocates enough people to do so. Building a match without at least a basic plan is inefficient and frustrating for those involved. The plan does not need to be the exclusive work of the MD nor does it need to cover every detail – there just needs to be one.

5.2.3 Build Crew. An effective team is essential to setting up the range and building the COF. If you have the right team, a MD can delegate tasks, generate concurrent activity and get the job done in a timely manner. A good MD will give clear direction and the freedom to solve problems as they arise; doing this allows the MD to avoid becoming fixed on any one task and ensure they retain visibility of all aspects of the match build. Ideally, an MD may be able to appoint one of the crew as the lead for the build and simply allow them to get on with the task. Crucially, the MD must ensure they look after their build crew providing drinks and snacks goes a long way.

5.2.4 Props, Targets and Mechanisms. Having designed the COF in advance of the match, it's best practice to try and build as many of the props, target stands and mechanisms ahead of the match build itself. Come the day of the match build itself, it is then simply a case of assembling the 'kit of parts' and setting out the stages as per the approved design. The design of props, targets and mechanisms has already been discussed earlier in this section. You must however ensure that the materials used, and construction methods employed minimise the risk of injury to anyone when building the match. Match organisers should additionally note the following guidance:

a. **Targets.** Whether you are using paper targets, steels, or frangible targets you must ensure that enough quantities of approved targets are available for the match. For paper and frangible targets, you must consider the requirement to replace them as the match progresses. The effect of weather, the type of ammunition being used, and engagement distances can have a significant impact upon the frequency of likely replacement. You must ensure enough quantities, including an appropriate reserve, are ordered and available in good time for the match. If rigid backings are used for papers, they must be prepared to the precise dimensions of the particular target without any overhang. The locations of target stands must be marked along with marking the actual placement of the target on the stand to ensure they can be accurately replaced / repositioned as the match progresses. For metal targets, you must ensure there are enough spares available and a plentiful supply of paint to restore them as required during the match. They should be appropriately secured in place and any potential sources of ricochet or splashback appropriately mitigated. When setting all targets out, always remember to ensure that there is a suitable contrast to their surroundings and background and consider the need to maintain this consistently throughout the match. Any materials such as signs or banners provided by Stage Sponsors should be displayed appropriately and prominently – remember that in sponsoring the stage they are in fact purchasing an advertising opportunity for their organisation which you should be sensitive to.

Official UKPSA targets are available at external suppliers.

b. **Target Patches.** You can never have too many target patches available at a match. Having calculated the amount required based upon the shot count for paper targets, you should then add at least an additional 30-40% to ensure you have enough for the match. Target patches need to be of the appropriate size for the type of firearms and ammunition in use and should match the targets (and no shoots) in colour as closely as possible. It's a false economy to use 'cheap patches' – you want to be able to confidently restore a stage for the next competitor and avoid any situation which could give rise to a reshoot due to poor target restoration. Again, you should bear in mind the effect of poor weather and have a plan to patch the targets effectively in these conditions – spray adhesives can be a lifesaver in such circumstances!

c. **Availability of Spare Parts.** Ensure that there is a supply of spare parts for your target furniture and any mechanisms. While you may have made every effort to ensure that your range equipment is rugged and durable – someone will inevitably manage to break an activating cable with a slug or jam a mechanism with lead splatter. If you have spares available, then things can be quickly repaired or replaced, and the match can continue relatively undisturbed.

d. **Nominate a Quartermaster.** Whenever possible, if you can nominate a Quartermaster for a match you are strongly encouraged to do so. Delegate to them the task of assembling all the targets, materials, spares and other consumables required for the match and ensure that they are all available come the build day. The 'QM' is instrumental in the match build and should control the issue of all materiel to the range crew. Similarly, during the match, they should be the point of contact for match officials if any items of range equipment require repair or replacement.

5.2.5 Stage Signs. Every stage should have a clearly visible sign which gives the stage number, name and any materials appropriate to the stage sponsor if applicable. A copy of the Written Stage Brief approved by the RM should also be posted in a suitable place away from the COF itself where competitors can examine it without interfering with competitors walking through or attempting the stage.

5.2.6 Gun Racks. At long gun matches, suitable gun racks must be available in every shooting area with enough capacity for every competitor within that area. They should be positioned in a location which does not interfere with the operation of the stages but must be in an easily observed position to assist with security.

5.2.7 Safety Areas. Safety Areas should be established within easy reach of the shooting areas. **They must conform to the specifications of Rule 2.4.2 of the current IPSC rules.**

5.2.8 Vendors / Sponsors Areas. Vendor areas should be situated in an appropriate area of the range which must be approved by the RM. **MD's are reminded that the conditions of Rule 2.6 of the IPSC rules must be adhered to at all times.**

5.2.9 Range Master Walkthrough. Once the Range Crew have completed the build, it is essential to give the RM an opportunity to walk through each stage. This is the RM's opportunity to spot any hazards that have not been picked up during the build and make the changes necessary to mitigate them. The RM's walkthrough may also be a suitable time to calibrate poppers and any activators and mechanisms. Once complete, the stage briefing, and stage diagrams (if used) should be amended as required and then posted.

5.2.10 Stage Photographs. Once the RM has 'signed off' the stage, you should strongly consider taking digital photographs and/or videos of the stage from various stances. While all target locations and placements should be marked as previously described, it is not unheard of to turn up for the second day of a match to find that the weather has wreaked havoc on a COF which must then be quickly restored – a photograph can be invaluable in achieving this quickly and consistently. Similarly, photographs help the range crew on stages which must be reconfigured during the match in doing so quickly and accurately. Having a photographic record of the stage can also prove useful in settling any disputes which may arise during the match with regard to the consistency of the stage.

5.3 Match Day

5.3.1 Registration. At least one week prior to the match, each competitor should be informed of where and when registration for the match will take place. While this may seem obvious, you must remember that registration is an important element of match administration for both the organisers and competitors alike. It allows everyone involved to plan their journeys to the match, particularly competitors who will wish to prepare their equipment prior to the match starting.

5.3.2 Final Checks. For the stats team, it is the final check that the information they hold about the competitors is accurate and the following details should be verified: Division

- Category
- Squad Allocation
- Team (if the match is recognising teams)
- Eligibility to Compete (UKPSA membership and Competition Licence held or signed off by another Regional Director under Rule
- 6.5.1.1 of the IPSC Rules)
- Entry Fee received!

5.3.4 Registration Package. At Registration, each competitor and official should receive a Registration Package which contains the following minimum contents:

- Score Sheets
- Equipment Check Sheet
- Squad/Schedule information

It may also contain any flyers or other information relevant to the match such as Sponsors information, safety information, administrative information etc.

5.3.5 Briefings. There are usually two important briefings which will take place before shooting starts:

5.3.5.1 Officials Briefing. The RM will usually wish to gather all the Range Crew together and go over the conduct of the match. This briefing will confirm the allocation of officials to shooting areas/stages, any specific safety requirements, confirm the communications plan and any other detail the RM deems necessary. At a Level III matches RO's should be allocated to specific stages and not take a squad through the entire match.

5.3.5.2 Competitors Briefing. This is the main briefing to everyone on the range and may be delivered by the MD and the RM or by the range crew on the first stage. This briefing will usually welcome everyone and tell them about the administration of the match along with any general safety notices.

5.3.6 Range Communications. Effective communication between the match officials and the range crew throughout a match is invaluable to smooth running. Two-way radios are ideal and when available should be issued to the following people:

- MD
- RM
- CRO's
- First Aider
- Stats Officer
- Quartermaster
- RO responsible for calibration

There must be a working telephone available, either reliable mobile or landline, which can be used to request appropriate emergency assistance from the authorities in response to an incident on the range.

5.3.7 RM Mobility. The RM will usually have to cover the most ground out of all officials during a match as he moves around the range. If the range is dispersed over a wide area, you might wish to consider some form of transportation to assist the RM in getting around the range. Quad bikes have been found to be ideal for this task and if available, would be gratefully received. Other options include bicycles and electric scooters.

5.3.8 The Chronograph. If competitors are required to go through the chronograph procedures to verify their declared PF, this must be done in compliance with the [IPSC Chronograph Manual](#). In practice, there are 3 ways to carry out the procedure; by squad (essentially the chronograph becomes a stage in the match schedule), by 'appointment' (competitors are scheduled to attend the chronograph as individuals) or competitors are called to the chronograph on an ad-hoc basis. As the MD, you must decide if and how you intend to achieve the procedure.

5.3.9 Match Scoring. Traditionally, paper score sheets have been the method by which competitor scores are recorded and certified by match officials and the competitor which are then compiled by the Stats Officers' team. These scores are then entered into the official IPSC scoring programme, WinMSS. IPSC does allow RD's to authorise the use of electronic scoring methods for matches up to Level III. Approval to score the match on a different platform should be sought during the initial match approval process with the UKPSA. Electronic scoring is now the preferred method at all level 2 and 3 matches as long as the following best practice is adhered to:

- Scoring must be using a recognised app (Practiscore/SSI/ESS) approved for each match by the Regional Director.
- Officials must use a tablet device NOT a mobile phone because of the increased possibility of keying errors.
- Scoring data must be backed up instantaneously (via WIFI) or collated to the master tablet/scoring system as a minimum once every hour.
- The RM must ensure a supply of paper score sheets is immediately available if required in case of a tablet failure on a stage (i.e. so the stage can keep running and an accurate record is maintained).

As long as the above is adhered to, the keeping of a paper back up when electronically scoring UKPSA matches is no longer mandatory.

5.3.10 Electronic Scoring. IPSC permits a RD to authorise the use of an alternative scoring system for matches up to Level III. The UKPSA RD has approved the use of PractiScore, SSI and ESS for Level III matches and when considering seeking approval to employ such a system you should bear in mind the following advice:

a. **Availability of Devices.** You need to ensure that there are enough tablet devices (mobile phones should not be used) available for each shooting area, along with a spare, and at least two devices to act as the master (and its' backup). They need to be protected from the elements, be fully charged and configured before shooting begins and have a robust plan in place to re-charge or replace them as necessary.

b. **Synching and Backing Up.** It is essential that devices are backed up and synchronised to the stats team's master device frequently. The master device should similarly be backed up and synchronised with another device every time new data is imported.

c. **Reversionary Plan.** You must have a plan in place which will allow the match to progress should your scoring system suffer a catastrophic failure. A simple tabulated paper record for the squad signed by the RO and each competitor is enough.

5.3.11 Score Sheets. The WinMSS application can be used to produce bespoke score sheets for your match once it has been created within the App. This is not the only means to do this, SSI for instance can also produce score sheets or they can be manually created using IT. When designing your score sheets, you should consider including any match sponsorship information and features such as a 'tear off' section for the competitor to keep a record of their scores. Score sheets should be issued to competitors at Registration as part of their Registration Package if you are using them. You must however retain a supply of replacement score sheets with the Stats Officer. These must only be issued to individuals once authorised by the RM, CRO or the Stats Officer.

Note: It is essential when using paper scores sheets that they are kept secure until compiled by the stats team. Lost or damaged score sheets have often resulted in competitors having to re-shoot stages. There should be a suitable secure receptacle in each shooting area under the control of an official to achieve this.

5.3.12 Compilation of Results. Upon conclusion of the match, the Stats Officer and their team are now responsible for the compilation of the match results. As previously described, they need an area which is protected from the elements with adequate light, heat and power to efficiently carry out their task. They should be somewhere away from distractions and provided with appropriate IT, with printers, to publish verification results and ultimately the final match results.

5.3.13 Retention of Score Sheets. When paper score sheets have been used, they must be efficiently filed and retained until the match results have been verified and finalised.

5.3.14 Publishing Provisional Results. Once the full results are compiled, provisional results must be posted for the purpose of verification by competitors. This must be done in compliance with Rule 9.8.2 of the current IPSC rules. Competitors have up to 1 hour after the publication of the provisional results to highlight any issues they find with their scores. After this time, no appeal will be heard. The MD may wish to waive the 1 hour verification window however, they should only do so having satisfied themselves that all competitors are content for this to happen. Remember also that if the match has been run over several days, alternative arrangements may be in place to allow competitors who are no longer present to verify their scores in compliance to Rule 9.8.4 of the current IPSC rules.

5.3.15 Finalising the Results. Once the verification window has closed the results can be finalised. Before moving onto the awards and prize ceremonies it is essential that the MD, RM and Stats Officer confirm the final results. Before making any awards, particularly Presidents Medals, it is essential that you are certain that divisions were recognised at the beginning of the match, i.e. had at least 10 competitors registered and that divisions 'stood' before recognising any specific category awards. It is after all embarrassing to make an award to someone and then ask them to hand it back due to a mistake!

5.3.16 Awards. It is for the MD and host club to decide on suitable prizes or trophies which will be awarded at the conclusion of the match. MD's should consider that often competitors may prefer more tangible or useful

awards than the traditional trophies (such as boxes of cartridges, gun cleaning materials or other such items). They may acknowledge any division, grade or category Presidents Medals may only be awarded to competitors when the criteria of Appendix A2 of the current IPSC rules has been met.

5.4 Match Administration

5.4.1 Access and Parking. There should be a well-defined area for competitor parking. It should be clearly marked on the day and the details included in the match advertising. Where possible there should be attendants to direct parking; particularly if there are any local restrictions in force. The car park should be as close as possible to the main shooting area. As a rule, the use of vehicles by competitors within the range area should be prohibited. Again, it is important to consider the need to provide parking for disabled competitors and spectators.

5.4.2 Catering. At any sporting competition, the detail most often talked about after an event is the provision (or lack thereof) of refreshments at the venue. When putting on a match you should always consider the benefits of offering some form of catering. At the very least there is a requirement to ensure that all the match officials are provided with lunch on the range (along with a ready supply of hot and cold drinks). This can be a difficult proposition for clubs who do not have the benefit of an established club house or other well-found range infrastructure. In such instances, you might wish to consider inviting a commercial supplier to provide a facility at a match. Regardless of the viability of offering an on-site catering facility, tea and coffee should be available either free of charge, or at a minimal cost to competitors!

5.4.3 Lunch Break. Ideally the match schedule should include a lunch break, remember this is probably the only real rest period that the match officials will get. Arrangements must be in place to ensure they get the chance to eat, re-hydrate and take a well-earned break. If facilities are limited, the range crew must be given priority!

5.4.4 Social. Always consider the possibility of facilitating a social gathering at the end of the days shooting - particularly at matches which are being held over several days or a weekend. We all share a love for our sport, and such get togethers allow us to learn from one another (away from the competition) and build our networks both within the region and further afield with international competitors. **Please note that the UKPSA prohibits the use of pyrotechnics at registered or sanctioned events.**

5.4.5 Media Coverage and Reporting. We are all aware of the poor public perceptions of all shooting sports. Any media coverage, both internal to the shooting community or external general platforms, must promote the positive messages of IPSC shooting and the UKPSA. While our events are unlikely to attract mainstream coverage, everyone needs to be alive to the damage that a poorly considered comment, inappropriate image or video posted to social media can cause. For advice and guidance on the media and use of social media contact the UKPSA Communications Officer.

5.5 Match Safety

5.5.1 General Safety Measures. IPSC shooting has enjoyed an excellent safety record to date. This has been achieved by everyone involved in the sport applying common sense precautions and adherence to the safety guidelines taught during training. The following general safety measures should be considered at all matches:

5.5.2 Risk Assessment. The MD must ensure that a suitable risk assessment is performed as part of the match planning process. Best practice is to ensure that there is an auditable record of the risk assessment which must be retained as part of the match records. See 5.2.1 above.

5.5.3 Safety Briefing. As already mentioned at section 5.9 above, there should be a briefing given to all competitors and spectators on the range where the following general safety precautions should be provided:

- a. **Use of PPE.** Everyone on the range must use appropriate PPE while on the range. This is to include eye protection on all ranges and hearing protection when appropriate.
- b. **Restricted Areas.** Everyone must be briefed on any restricted areas within the range and the reason for the restriction.

c. **Location of First Aid.** Everyone must be briefed where first aid may be sought during the match.

d. **Emergency Action Plan.** Everyone must be briefed on what they should do if a serious incident occurs during the match.

5.5.4 Availability of Personal Protective Equipment.

While all competitors should arrive at the range suitably equipped with appropriate PPE, helpers, spectators, sponsors and vendors may not. There should be supply of appropriate PPE which can be loaned to anyone

who requires it. Appropriate signs should be prominently displayed directing people to wear the correct PPE, particularly at the entrances to all shooting areas.

5.5.5 **First Aid.** As a minimum, a comprehensive first aid kit must be available on the range, provisioned appropriately for the number of people expected to attend the match. MD's should establish who among their Range Crew have any recognised first aid training and consider the need for arranging external support. Having made provision for immediate first aid at the range, the location of the nearest hospital with Accident and Emergency facilities should be identified and the details held in the match HQ with a plan in place to transport people there should the need arise. At a level 3 match the UKPSA recommends that [St John Ambulance](#) (England) or [St John Ambulance Cymru](#) (Wales) or [St Andrew's First Aid](#) (Scotland) be asked to attend.

5.5.6 **Muzzle Angle Restrictions (MAR).** Safe angles of fire are described at Rule 2.1.2.1 of the current IPSC rules. The UKPSA Council policy for the variation of muzzle angles at UKPSA matches is attached to this handbook at ANNEX A.

5.5.7 **Emergency Action Plan.** The MD must ensure that there is a comprehensive plan to deal with any significant emergency which might arise during the match. The plan should detail the immediate actions to be taken by nominated individuals and should at least address the following areas:

- How any alarm should be raised.
- That all shooting should be stopped on individual or all ranges until such time as the RM determines it is safe and practicable to resume shooting.
- Who is responsible for requesting any assistance from external agencies (Ambulance, Fire and Rescue Service etc)
- Who will meet any external agencies which may attend the emergency.

The Emergency Action Plan should be documented and a copy available to all match officials.

5.5.8 **Incident Management.** Even with the best made plans, incidents can and will happen during a match. The match officials are the most likely to be the first on scene and will take charge of the situation. Every incident is unique and as such there is no one set of guidance which can be given however, the following general points are offered:

- **Take control.** As said already, the match officials are most likely to be the first on scene and will take control of the situation. Thereafter, the CRO and RM should be informed immediately.
- **Assess the Situation.** No two incidents will be the same and it is important to quickly comprehend what's happened.
- **Make a Plan.** Quickly decide what needs to happen and in what order.
- **Carry Out the Plan.**
- **Keep a Record.** Inevitably after an incident there will be an investigation of some sort. In order to help this process, someone not involved in the incident should be tasked to keep a written record of events as they unfold. You should record the time at which things occurred, who was involved, and what exactly happened e.g.

10:27 – Bloggs raised the alarm that the range hut was on fire.

10:28 – MD directed Bloggs to call the fire brigade.

5.5.9 Once the incident has been dealt with, a more formal record of the incident should be made using an Incident Report form (see Section 7.) The MD must notify the UKPSA Council of the incident via the Secretary.

5.5.10 Unfortunately, people can be quick to try and apportion blame and similarly, many will try and distance themselves from responsibility. As the MD you are responsible for what happens at your match. You must be honest and transparent in any investigation but not feel pressured to 'admit liability'.

Section 6 – Post-Match Actions

6.1 Match Conclusion. After the shooting is over, prizes awarded, and the match torn down; there are still several actions which must be completed.

6.2 Publishing Match Results. For any Level III match results, it is essential that they are uploaded to the IPSC within two weeks of the match. Results are then published on the IPSC website. Failure to comply with this requirement will automatically result in the match retrospectively losing its sanction and recognition as a Level III match and IROA officials will not have the match points recognised. Match results should also be posted to the UKPSA online forum and may also be uploaded to the UKPSA Facebook page.

6.3 Post-Match Report. The MD is no longer required to provide a post-match report, however, any significant issues during the match should be brought to the attention of the NROI Committee or UKPSA Council. The MD should email details of the issue to the NROI Secretary along with any suggested items for inclusion in this handbook. For all UKPSA Level II and above matches the RM must complete and submit their report to the NROI Committee and include any match disqualifications (in accordance with the UKPSA member safe shooter policy). For level III matches the RM must complete the IPSC Post Match Report after the MD has submitted the results. Failure to comply with this requirement will automatically result in the match retrospectively losing its sanction and recognition as a Level III match and IROA officials will not have the match points recognised.

6.4 Reconcile Accounts. As already mentioned, both the IPSC and UKPSA may call for a copy of the accounts for the match. It's important to properly reconcile your books to ensure that firstly the match did not run at a loss but also to inform the planning for future matches.

6.5 Incident Reporting. Incident reporting should not be confused with a request for Arbitration in accordance with Rule 11.1 of the current IPSC rules. Anyone attending a UKPSA match is at liberty to raise an Incident Report Form to raise issues with either the match organisers or the UKPSA council. Copies of the NROI Incident Report Form should be available at matches and they may either be submitted to the MD at the match or sent directly to the UKPSA Council via the Secretary. The UKPSA Council will investigate any issues raised and act where appropriate. A copy of the NROI incident report form has been included in Section 7 of this handbook.

6.6 Post Match Review. This element is very important if the club wishes to improve the competitor's experience and match quality, and learn any lessons that can help reduce the burden on the host club or the workload on the build crew and match officials. It must be stressed this is not a process for apportioning blame, this is a process where all have equal voice in generating the fact-based critical assessment of the planning and delivery of the event. In other words, what worked, what exceeded expectations and what failed to deliver? Once this information is collated, considered and acted upon, the next match, if the lessons are applied, should be easier to manage, smoother running and less of a burden for the organising team while delivering an enhanced experience for the competitor.

Section 7 – Forms and Contact Details.

The following contacts and forms are provided for use by MDs.

7.1 Useful contacts:

Match Registration and UKPSA Sanction

UKPSA NROI Secretary NROI@ukpsa.org

Course of Fire Review

Send all courses of fire for review and sanction to cofireview@ukpsa.org

Any questions about course review or sanction should go to the Regional Director RD@UKPSA.org

UKPSA Contacts for Risk Assessment Advice - NROI@ukpsa.org

IPSC Sanction - L3 match and above only

IPSC Match Sanctioning sanction@ipsc.org

Assistance with Range Crew

UKPSA NROI NROI@ukpsa.org

Competitor Checks - L2 and above matches only

UKPSA Membership Secretary membership@ukpsa.org

Club Development - general advice/support with grant applications

Regional Organisers and Area Ambassadors ROAA@ukpsa.org

Risk Management

riskmanagement@ukpsa.org

7.2 UKPSA Match Director Forms

The following forms are provided:

- UKPSA Match Application Form
- UKPSA Signing in Sheet
- UKPSA Incident Form
- UKPSA Range Officials Payment Form



Application to hold a UKPSA Level II or III Match

This form should be used by Match Organisers to apply to the UKPSA Council for approval to run a Level II or Level III match. Please complete and email to NROI@ukpsa.org

Discipline IPSC Shotgun / IPSC Mini Rifle / IPSC Action Air / UKPSA LBP/LBR/PCC (delete as appropriate)

Name of Competition

Host Organisation/Club

Location

Dates This match will be run over 1 / 2/ 3 Days (delete as appropriate)

Match Director (Name)

Contact Details Email **Tel**

Proposed Range Master (Name)

Number of Stages **Number of Rounds**

Competitor capacity Pre Match Main Match

Proposed Entry Fee(s) £..... **Junior/Super Junior Entry Fee(s)** £.....

Range Officer's Package

.....
.....
.....

Any further Details/Comments

.....
.....
.....

I apply on behalf of to host the above match.

The match will run to the current IPSC or UKPSA Rules and will be conducted to the standards set out in the latest version of the UKPSA Match Director's Handbook. As required the Course of fire will be submitted to UKPSA Course Reviewer and IPSC Sanctioning Committee on time.

Signed

Print name Date



Match Signing In Sheet

Match

.....

Date(s)

Location

.....

.....

I confirm that I am not a prohibited person within the meaning of Section 21 Firearms Act 1968 (as amended) and know of no reason why I cannot be in legal possession of a firearm.

The firearm(s) and ammunition that I will be using comply with the conditions of my Firearms Licence, and/or current firearms legislation and relevant ammunition complies with the UKPSA Handloading Policy.

I agree to my name and scores being shared and my data being stored in compliance with UKPSA Data Protection Policy and my image being recorded and used by the UKPSA for training and promotional purposes.

Full Name (please print)	Signature

.....

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Name Signature Date Time

Once completed this form must be given immediately to the Range Master or Match Director



UKPSA Range Officials Payment Form

Match	Date(s)	Received – £50 per working day	
Full Name	Amount	Signature	

Total to be claimed from the UKPSA

Match Director Name

Signed

.....

Bank Name

Sort Code / /

Account Name

Account Number

.....



Annex A - IPSC/UKPSA Rules and Target Array Handbook

The following links will take you to the IPSC/UKPSA rules for the relevant Discipline, Multi-discipline Tournaments and to the latest version of the Target Array Handbook.

NOTE; If English is not your first language, please follow the link below, to the IPSC rules page and here you will find all the rules sets and a number of the IPSC rule sets translated into other languages.

See <https://www.ipsc.org/ipsc-rules/rule-books/>

[**IPSC Handgun Rules**](#)

[**IPSC .22LR Handgun Rules**](#)

[**IPSC Action Air Handgun Rules**](#)

[**IPSC Shotgun Rules**](#)

[**IPSC Rifle Rules**](#)

[**IPSC Mini Rifle Rules**](#)

[**IPSC Pistol Calibre Carbine \(PCC\) Rules**](#)

[**IPSC Grand Tournament Rules**](#)

[**IPSC Handgun Equipment Check Handbook**](#)

[**IPSC Rifle Equipment Check Handbook**](#)

[**IPSC Target Array Handbook 2019**](#)

[**UKPSA adoptions to the IPSC .22LR and IPSC Handgun rules for LBP-LBR**](#)



Annex B - Level III Sanctioning Procedure

To receive UKPSA approval and IPSC sanctioning to host a Level III match, MD's must follow the procedure outlined below:

1. Inform NROI Secretary as early as possible (but at least by 31st October in the previous year) the proposed date, location and outline detail of the match. This will ensure the match is included in the UKPSA match calendar and assist with deconflicting other matches. Please note that there are more overseas matches on the IPSC Calendar hence the need to notify the Association early in order to coordinate appropriately.
2. Submit a UKPSA Match Application Form to the NROI Secretary by no later than 1st January. If a match is to be held during the months of January until March, then the application should be made at least 3 months in advance. The NROI Secretary manages the competition calendar and will approve all applications to run Level III matches except where match dates clash, where the UKPSA Council will be asked to select final dates for approval. Once approved, the match will be included in the Championship Rounds for the relevant discipline..
3. When granted approval, the NROI Secretary will confirm this to the MD. The NROI Secretary will update the UKPSA website match calendar.
4. Upon receiving approval, the MD must register the match with the IPSC. Once the Match Registration has been submitted on the IPSC website, the MD will receive an email which contains a match registration reference and a link that must be used to confirm the registration. Following this link and confirming the registration will generate a notification to the RD who must then log in to the RD's area of the IPSC website to approve the registration.
5. Once the RD has approved the registration on the IPSC website, the MD will begin to receive a series of notification emails which when followed will take them through the full sanctioning process. The key element of this being the submission of the Sanctioning Package which should not be submitted until the COF has been approved by the UKPSA COF Reviewer.
6. The COF must be submitted to the appropriate UKPSA COF Reviewer at least 3 Months before the date of the match. Any changes to the COF required by the UKPSA Course Reviewer should be made prior to resubmitting the COF to them for approval. The RD and NROI Secretary are to be copied into all email communication during the UKPSA COF review process.
7. Concurrently, the RM for the match must also be copied into the COF review process. This allows them the opportunity to assess any potential hazards which might present when building the match.
8. Once the COF has been approved by the UKPSA COF Reviewer, and the RD, it should be submitted to the IPSC as part of the Sanctioning Package as soon as possible and no later than 1 month before the date of the match. This submission will then trigger the remaining elements of the process which will again be notified in a series of email notifications. Having followed the process, the MD will receive a final notification that the match has successfully received IPSC Level III sanction.
9. Any delays in the submission of the COF must be communicated to the NROI Secretary and RD.
10. Having successfully received the Level III sanction, the approved COF should now be sent to the RM along with any comments made by the IPSC COF reviewer.

11. It is essential that the match results are uploaded to the IPSC website (by the MD or RM) and a post match report is submitted by the RM within two weeks of the event. If these are not completed then the match will automatically lose international sanction. Also submitting the results and report triggers the dispatch of Presidents Medals to the RD to replace those awarded at the match.

Notes:

- a. The COF may not be published until IPSC Sanctioning has been received. Although, the number of stages, ratio of S/M/L and provisional round count/type may be advertised.
- b. Any significant changes to the match or senior personnel stated on the Match Application must be notified to the NROI Secretary for onward transmission to the Council.
- c. Failure to submit a COF in time may result in the approval of the match being withdrawn, or failure to achieve IPSC President's sanction.
- d. An aerial photo or OS map overlay of the range should be submitted with the course of fire, along with a diagram of the layout of the stages. These must indicate the stage locations and danger areas.
- e. Where additional MAR are to be used in a match, the stages concerned should be indicated together with the reasons why additional MAR are required.



Annex C - Directions to Vary Muzzle Angles at UKPSA Matches

Introduction

In accordance with IPSC Rule 2.1.2.1 the UKPSA hereby directs that the procedures below must be followed in order to gain approval to vary muzzle angles at UKPSA approved matches.

The UKPSA's document on muzzle angles serves several purposes. The IPSC rulebook provides for the default IPSC safety angle to be varied and then hands over the responsibility to the Region. Any variance is subject to the "direction and approval of the Regional Director". In the case of the UKPSA the Regional Director is an officer of the UKPSA and the UKPSA Council determines the criteria that is to be applied (the direction) for matches to get approval. Neither match organisers nor Range Masters want to discover problems the day before, or perhaps even on the morning a match starts. By specifying acceptable criteria for reduced muzzle angles, it should be easy for a match organiser to build a match in the sound knowledge that the Range Master should not then find a problem on inspection.

The stated criteria should be welcomed by organisers and Range Masters alike because it should avoid untimely problems just as a match is about to start. Please make no mistake that it can never be good for a Range Master (or the organiser) to be faced with having to make changes to avoidable problems. The UKPSA also has a responsibility to the members. When members travel to a match, they should have a reasonable expectation of what to expect. Indeed, this is one of the prime considerations of IPSC and IPSC is fairly unique in providing an international rulebook that strives for consistency across the world.

Members do not want to meet DQ traps or be faced with unexpected restrictions that may impede any reasonable technique they have developed. The UKPSA has stipulated reasonable minimum standards. This has nothing to do with over-regulation, this protects members by setting minimum standards. It provides consistency. Finally, the UKPSA

has made it clear that it does not want to approve restricted angles that reduce safety margins. The UKPSA is happy to support reduced safety angles that provide an additional margin of safety.

Consistency is a good thing and should benefit all. This document gives direction and establishes the grounds for approval in accordance with IPSC Rule 2.1.2.1. IPSC has devolved that responsibility to the Regions. It is not excessive bureaucracy; it simply states easy to follow criteria. The RM has the final word with regards to safety matters during matches.

Directions

1. The following directions apply to matches within the UKPSA Region and provide for legal or other safety restrictions that may be in force from range to range and from club to club. They also provide for increased safety angles that may be acceptable from time to time.

2. The provisions of all IPSC rules remain in force and these directions solely address the subject of reduced or increased safety angles.

3. Except for the provisions of Point 4 the following conditions apply:

3.1 Any variations to the IPSC default muzzle angle must be notified to the UKPSA Secretary and Regional Director in writing prior to the commencement of the match.

3.2 Any variations must be clearly stated on the course of fire submitted to the appropriate course reviewer(s).

3.3 For each relevant COF the maximum distance from where each target could be shot should be stated in the COF document submitted to the UKPSA's course reviewer. Wherever possible the height of any backstops and/or berms should also be provided.

3.4 Any variations must be clearly stated in all pre-match literature including announcements on the UKPSA website or forum.

3.5 Any variations must be included in the written stage briefing and must be read to all competitors prior to the competitor's attempt at the COF.

3.6 Failure to comply with the provisions of these directions and failure to gain approval for any variations, may, as a minimum, result in approval for any affected stages being withdrawn and the stages removed from the match results. If the overall integrity of the match is significantly compromised as a result the entire match may lose its sanction.

4. The Range Master is the final authority with regards to match safety. Any variations to muzzle angles that have not been submitted to the UKPSA Secretary, Course Reviewer and Regional Director in advance must not be otherwise altered at or during a match unless with the express approval of the Range Master and then only for circumstances of unforeseen problems. All relevant rules in the IPSC rulebook Section 2.3 will then apply.

5. Reduced safety angles are not a complete substitute for other safety considerations and the general provisions of IPSC Rules 2.1.1 and 2.1.2 continue to apply. Reduced safety angles may be employed to comply with range restrictions but only after full consideration has been given to the possible consequences of an accidental shot fired outside of the restricted angle. The UKPSA requires that it must remain extremely unlikely that such a shot would cause harm.

5.1 Reduced safety angles may be employed as an additional safety margin to the IPSC default safety angle.

5.2 In the absence of backstops, berms, sidewalls or natural terrain to either side of the vertical, and capable of fully stopping any round from nearby stages impacting on them, all persons must remain up range, i.e. no persons are allowed forward of the IPSC default safety angle while shooting on adjacent stages is taking place, if in range. However, reduced safety angles may be employed to provide an additional safety margin.

5.3 For shotgun ammunition, for guidance purposes, minimum fall-out distances may be considered as follows:

Birdshot 300 metres

Buckshot 720 metres

Slug 2000 metres.

6. Safety angles are to be measured from a line (hereinafter referred to as "the intercept") taken from the front of the competitor facing directly downrange towards the backstop or in the case of no backstop from the logical down-range direction. The intercept is to be taken as at a nominal height of 1.6 metres.

6.1 The minimum angle that can be stipulated is 11 degrees.

6.2 For ease and convenience the 11-degree angle can be interpreted as a ratio of 5:1 with 5 units of distance from the competitor to the target against 1 unit of safety margin, e.g. at 10 metres distance to a target there must be at least 2 metres of distance to the left and right and/or above the intercept; at 15 metres there must be 3 metres to the left, right or above; etc.

7. Competitors must not be expected to make judgmental decisions during a COF about remaining within reduced safety angles and a clearly identifiable visual reference is a necessity.

8. Courses of fire must be designed to never allow any opportunity for a competitor to shoot at a target from any location that would cause an inadvertent breach of the 11 degree (5:1) stipulated minimum.

9. For Angles Above the Horizontal:

9.1 The physical presence of backstops, berms, sidewalls or natural terrain (e.g. a hillside) may be used to delimit the extent of modified safety angles above the intercept provided they conform to the minimum stipulated in this document, provided they are “in range” and provided they are capable of fully stopping any round impacting on them.

9.2 In the absence of backstops, berms, sidewalls or natural terrain as described in 9.1 above, the IPSC default angle of 90 degrees to the intercept will apply.

10. For Angles to the Left or Right of the Vertical:

10.1 In cases where muzzle angles are modified to the left or right in accordance with IPSC Rule 2.1.2.1 (and where IPSC rule 10.5.2 will therefore apply) the UKPSA requires clear markers be placed to indicate the limits.

11. Note that a match disqualification will apply for breaking the limit of any safety angle varied in accordance with these directions (see IPSC Rule 10.5.2) except for the provisions of Point 12 where IPSC Rule 10.4.1 applies (see below).

12. IPSC Rule 10.4.1 prescribes a disqualification in cases where a competitor causes an Accidental Discharge in a direction specified as unsafe in the written stage briefing.

13. Increased safety angles may be applied for all ammunition types where it is safe to do so but is still subject to the approval of the Range Master during the pre-match inspection. The provisions of Points 3.2, 3.4 and 4 will apply.

14. Please note that the Range Master has the authority to modify any stage where he/she considers that a restricted safety angle has been applied inappropriately or onerously and where a competitor “disqualification trap” is created. If the Range Master considers that the stage is unsuitable or unworkable and cannot be sensibly modified, then that stage must be deleted from the match.

15. Addition Course Design Guidance:

15.1 For stages where the default IPSC default safety angle of ninety degrees is in force course design should not create situations where competitors have no option other than to shoot at angles with less than 11 degrees of safety tolerance; for example, a competitor could, by choice, shoot a target at an angle of 89 degrees without penalty provided there was an opportunity elsewhere to shoot the same target at an angle of 79 degrees or less.

The UKPSA Council will review these directions from time to time.

Approved October 2011

Annex D - UKPSA Chronograph Request Procedure

The UKPSA has a chronograph and associated equipment for use at UKPSA L2 and L3 matches.

If you wish to loan this for a level II or III match please contact the NROI Secretary at NROI@UKPSA.org

The [IROA Chronograph Manual](#) must be adhered to when a chronograph is used at a UKPSA match.

Annex E – UKPSA Code of Conduct Handloading

<https://www.ukpsa.co.uk/wp-content/uploads/2020/07/UKPSA-Handloading-Code-of-Conduct.pdf>