

## **IPSC MATCH DIRECTOR CHECKLIST**

The best piece of advice that can be passed to someone who is about to take on the role of Match Director (MD) for the first time is to review, in detail, and become intimately familiar with the current IPSC Handgun Rulebook.

Specifically, review and understand:

Chapter 1 – Course Design  
Chapter 2 – Range and Course Construction  
Chapter 3 – Course Information  
Chapter 4 – Range Equipment  
Chapter 6 – Match Structure  
Chapter 7 – Match Management  
Appendix A1 – IPSC Match Levels  
Appendix A2 – IPSC Recognition  
Appendix C1 – Calibration of IPSC Poppers

In addition, review the IPSC Target Array Handbook for allowable target presentations. This is not overly important when designing a level II match, and it is critical in ensuring sanctioning for a level III match.

Furthermore, do not be afraid to ask for advice and assistance from experienced IPSC members, specifically those who have Match Directed before, the Provincial Training Officer (PTO), your Zone Director (ZD), the two people whom you select as your Range Masters (RM) and those who you know as Range Officers (CRO and RO).

Plan well in advance of your match date and give yourself plenty of time to fine tune.

The following list is not “all encompassing” but is a useful checklist and guide.

Communicate with your Zone Director

- Spending Approvals (What are you allowed for dollar amount?)
- Use the Match Director Expense Form (Excel spreadsheet to track and submit costs to SC)
- Make sure with Zone director that range is booked and reserved for the match dates
- Confirm that range has clean washrooms, toilet paper, hand cleaner
- Check with ZD and/or SC for outdoor range “porta-potty” allowance

Select your match staff

- Select your Range Masters (RM)
- Select your Stats Officer (and let him pick his stats crew)
- Select the person whom you wish to do your squadding
- Select your match officials, CRO and RO (liaise with your squadding Coordinator)
- Select a couple of people to be your “construction supervisors” (you can’t be everywhere at once) for the stage build and setup days.

Work closely with your Squadding Coordinator and Stats Officer

- Ask the person first if they will do squadding, do not assume and advise the Stats Director
- Squadding can start the night registration closes for the match, once the Stats Director provides the Squadding Person with the correct documentation: list of registrants with their status (RO, BB, etc.), division, squadding requests, etc.
- Provide both individuals with a match copy if possible stating which stages will be on which range bays and how many shooting squads are needed: this way they can match up the ROs with the stages. Staffing the match will be easier.
- If you cannot provide a match copy, then at least advise how many stages, round count of each stage, how many ranges, which stages on which ranges, how many squads, etc.
- Provide them with the RMs and who will be the RM and for which shifts (am/pm).
- Advise who will be the Match Director and for which shifts
- Advise if there will be Chrono or not
- Let them know if there are any last minute changes to the stages, the ranges, the RMs, etc.
- Let them know if there are any other requests or details with respect to squadding: having certain people work Sat am so they can help with any set-up issues and/or Sun pm so they can help with the organization of tear-down

Stats will need some of the same information and some additional information:

- They will need the stages information so they can build the stages on the computer
- Round count per stage, number of targets, number of no-shoots etc ...

Request consumable materials required from Zone Director

- Timers and spare batteries / Rule Books in range boxes
- Targets and Target Tape (brown, black and white)
- Staplers & Staples , Pens and pencils
- Clip Boards with plastic covers for rain
- Scoring Overlays by RO's

Website/Forum (disseminate your information)

- Publish on website/forum Course of fire and round counts (publish your official "Match Copy" – templates are available)
- Ensure your RMs have a copy of the Match Copy in advance so that they can check it over and advise you of any issues prior to publishing.
- Any special information unique to your match or range location
- General information regarding location and times
- Hotels and lunch info
- Setup info and request for helpers (include timings and location for stage construction)

### Stage design and course of fire

- Number of Ranges and Number and design of Stages
- Check availability and condition of props (host club)
- MD must buy the paint (white, red, black)
- Target Stands likely at range but check with host club
- Build targets and paint ahead and necessary props
- First-aid kit (Zone director brings)
- Clear Plastic Bags for targets in the event of rain
- Spare targets for afternoon replacements and damages
- Spares and spare parts for movers
- Ammo bags (ziplock bags) for chrono stage if required
- Safe tables/areas
- Chrono bay/area
- Vendor tent/area
- Porta-potty placement

### The evening before Match Day

- Final Prop and Equipment Check (test and calibrate your props as required)
- Do walk through, review and final check with your RMs
- Bulletin Board for posting results (check with stats crew)
- Water, Chairs, Table, and Umbrellas for Range Officials
- Range boxes to each bay (with all the required equipment in the boxes)

### Range Master

- Match day control of range
- Orders bagging and un-bagging of targets due to weather
- Understand the role of the RM and work with him/her to ensure a great, smooth running match

### Match Parameters

Total Shooting Hours in a Day (Minus Lunch) 6

Average 3 ½ minutes per competitor for timing purposes

Some ranges have strict “time and noise abatement” rules on weekends. Check with the host club.

## **IPSC STAGE DESIGN REFERENCE NOTES**

A few informal notes to bear in mind when designing your stages and match.

1. “Engage the targets as they become visible within the shooting area”
  - As a course designer this is one of the most important fundamentals.
2. Principal Courses of Fire:
  - Short, medium and long structured in accordance with the IPSC Handgun Rulebook.
3. Try using vision barriers instead of boxes.
  - The use of vision barriers will allow competitors the freedom of movement and not restrict them to the specific positions (boxes).
  - Using vision barriers will prevent competitors from seeing targets that should not be shot.
4. A course of fire should always be freestyle.
  - Present a “puzzle” for a shooter to solve in his/her own way
5. Be creative with stage names.
6. Caution must be taken to prevent “shoot-throughs”.
  - This is usually solved on a detailed walk-through with your RM after the stage has been constructed. You want to have your stage setup so that targets cannot be “shot through” from any angle.
7. Target presentation
  - Moving targets must either completely “disappear” or present at least a portion of the "A" zone after the designed movement.
8. Safety considerations:
  - Safety must be paramount in your course design.
  - Bear in mind safe distances to metal targets
  - Target presentation and location – review and consider carefully rule 2.1.4. Target presentation must be such that “shooting at them as presented will NOT cause competitors to breach safe angles of fire”. In layman’s terms, don’t “set up DQ traps” for the competitors. THAT is poor course design.

## **Some General Principles of Good IPSC Course Design**

**Safety** – IPSC matches must be designed, constructed and conducted with due consideration to safety.

**Quality** – The value of an IPSC match is determined by the quality of the challenge presented in the course design. Courses of fire must be designed primarily to test a competitor's IPSC shooting skills, not their physical abilities.

**Balance** – Accuracy, Power and Speed are equivalent elements of IPSC shooting, and are expressed in the Latin words "Diligentia, Vis, Celeritas" ("DVC"). A properly balanced course of fire will depend largely upon the nature of the challenges presented therein, however, courses must be designed, and IPSC matches must be conducted in such a way, as to evaluate these elements equally.

**Diversity** – IPSC shooting challenges are diverse. While it is not necessary to construct new courses for each match, no single course of fire must be repeated to allow its use to be considered a definitive measure of IPSC shooting skills.

**Freestyle** – IPSC matches are freestyle. Competitors must be permitted to solve the challenge presented in a freestyle manner and, for handgun and shotgun matches, to shoot targets on an "as and when visible" basis. After the start signal, courses of fire must not require mandatory reloads nor dictate a shooting position, location or stance, except as specified below. However, conditions may be created, and barriers or other physical limitations may be constructed, to compel a competitor into shooting positions, locations or stances.

- Level I and Level II matches are not required to comply strictly with the freestyle requirements or round count limitations.
- Short Courses and Classifiers may include mandatory reloads and may dictate a shooting position, location and/or stance.
- General Courses and Classifiers may specify shooting strong hand or weak hand only without the need to enforce compliance using physical means (e.g. hook-and-loop fasteners etc.). The specified hand must be used exclusively from the point stipulated for the remainder of the stage.
- If a written stage briefing specifies strong or weak hand only, Rule 10.2.8 will apply.
- Course designers may give competitors freedom to await the Start Signal anywhere within the boundaries of a well demarcated firing zone.

**Difficulty** – IPSC matches present varied degrees of difficulty. No shooting challenge may be appealed as being prohibitive. This does not apply to non-shooting challenges, which should reasonably allow for differences in competitor's height and physical build.

**Challenge** - IPSC matches recognize the challenges presented when using full power firearms in dynamic shooting, and must always employ a minimum power factor to be attained by all competitors to reflect this challenge.