

# **MATCH DIRECTOR HANDBOOK**

## **Sanctioned Matches**

### **INTRODUCTION**

IPSC sanctioned matches are a significant source of revenue for a club outside of membership fees. This best practice is to equip the Match Director (MD) with the knowledge to be able to plan, present and manage a match to a consistent standard.

**IMPORTANT:** Deviations from this best practice should be discussed with the Zone Director and/or Provincial Training Coordinator for their input and approval.

### **MATCH ROLE AND RESPONSIBILITIES**

The role of the MD is defined in the IPSC Rules in Section 7.1.6 Match Director (“MD”) – handles overall match administration. The Match Director works with the Provincial Training Coordinator and Range Masters in the planning and preparation of safe, high-quality courses of fire. The Match Director and Range Masters work as a team on match day. Responsibilities include:

1. The Provincial Training Coordinator – advises the MD’s on Range Master selection.
2. The MD’s coordinate overall match planning, administration, squadding, scheduling, range construction, co-ordination of all support staff and the provision of services.
3. The smooth running of the match jointly with the Range Master.
4. Post-match task completion including invoices are sent to IPSC Alberta Section Coordinator, match results posting.
5. Communicate closely with the Range Master(s).
6. To improve the quality of the match officials working the match (through the squadding person, Provincial Training Coordinator and Range Masters).

### **IPSC GENERAL PRINCIPALS**

IPSC Rules set standards for competition to ensure that matches are of a consistent standard and in a safe organized manner. The following general principles of course design list the criteria, responsibilities and restrictions governing course designers as the architects of the sport of IPSC shooting.

### **General Principles:**

- 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 shooting 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. 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 – Competitors must be permitted to solve the challenge presented in a freestyle manner, and 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. 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.
- Difficulty – IPSC matches present varied degrees of difficulty. This does not apply to non-shooting challenges, which should reasonably allow for differences in competitor's height and physical build.

### **IPSC RULES AND THE MATCH DIRECTOR**

IPSC rules relevant to the Match Director for Level 2 matches are quoted below.

*2.3.4 If the Range Master (in consultation with the Match Director) determines that the physical or procedural change results in a loss of competitive equity and it is impossible for all competitors to attempt the revised stage, or if the stage has been rendered unsuitable or unworkable for any reason, that stage and all associated competitor scores must be deleted from the match.*

*2.3.6 If the Range Master (in consultation with the Match Director) deems that climatic or other conditions have, or are likely to, seriously affect the safety and/or conduct of a match, he may order that all shooting activities be suspended, until he issues a "resume shooting" directive.*

2.5.2 The Range Master (in consultation with the Match Director) must clearly delineate the vendor area, and he may issue "Acceptable Practice Guidelines" to all vendors, who are responsible for their implementation in respect of their own merchandise.

5.3.1 The use of camouflage or other similar types of military or police garments is discouraged. The exception is competitors who are law enforcement or military personnel. The Match Director will be the final authority in respect of what garments competitors are allowed to wear.

6.6.1 Competitors must compete for score according to the published match and squadding schedule. A competitor who is not present at the scheduled time and date for any stage may not attempt that stage without the prior approval of the Match Director, failing which the competitor's score for that stage will be zero.

10.3.3 Scores for a competitor who has received a match disqualification must not be deleted from match results, and match results must not be declared final by the Match Director, until the time limit prescribed in Rule 11.3.1 has passed, provided no appeal to arbitration on any matter has been submitted to the Range Master (or his delegate).

11.1.8 Match Director's Duty – Upon receiving the appeal from the Range Master, the Match Director must convene the Arbitration Committee in a place of privacy as soon as possible.

11.2.2 Arbitration Committee – For Level I and II matches the Match Director can appoint an Arbitration Committee of three experienced shooters who are not parties to the appeal and who do not have a direct conflict of interest in the outcome of the case.

## **Match Planning and Stage Design**

### **General:**

The most important factor in determining the outcome of a match is planning. Planning includes, administration, identification of resources e.g. Squadding person, scoring gear transport, stage designers, build crew.

Figure on 4 to 8 hours to identify resources and post to the website a call for build crew and reservations to the Registration System Team. Schedule at least one trip to the range to determine the inventory of materials and equipment available for the match. Also, identify materials which will need to be purchased for the match.

A typical timeline for a Level 2 match is:

1. A minimum of 14 days prior to match date a draft of the stage designs, including range layout, is submitted to the match Range Masters for rule compliance and safety.
  - If this is not known the Provincial Training Coordinator will advise as necessary.
2. Stage approvals are finalized and returned to the Match Director 7 days prior to match date to allow the Match Director sufficient time for planning.
3. Posted Match Copy:
  - Level II  $\geq$  3 days prior to match date (optional)
  - Level III  $>$  45 days prior to match date

Stage development requires knowing the materials and equipment at your disposal for stage design. Utilizing some experienced competitors for the stage development can help reduce the effort hours and share the work load.

The round count for Level 2 matches is managed by the ratio of the type of course of fire. This is easier to manage and eliminates additional administrative time added to matches for squad movement between stages, stage briefings and potential prop reliability issues.

For Level 2 matches the type of course of fire (COF) in order of preference is:

Preference	Short	Medium	Long	~ Rounds
1 <sup>st</sup>	1	3	2	125
2 <sup>nd</sup>	2	2	2	114
3 <sup>rd</sup>	1	2	3	135

**IMPORTANT:** Sanctioned Level 2 matches require formal review and approval by a certified Range Master. Work with the Provincial Training Coordinator to identify a resource to approve the match design.

**Match Design Calculations:**

Indoor matches - are planned with a single bay holding a short and medium course of fire. When combined they make up the third course of fire, the long stage. Indoor matches are typically limited to 2 bays at the respective range, a 9-hour day with 56 competitors. Each half day hosting 28 competitors with a changeover occurring mid-morning and afternoon. Match time required is calculated as:

$$\text{Time per Competitor} * \# \text{ of Stages} * \# \text{ of Competitors} / \# \text{ of Bays} / 60 \text{ min per hr.}$$

Time per Competitor <sup>1</sup> min.	# of Stages	# of Bays in use	# of Competitors	Auxiliary time Hrs.	Match Time Hrs.
3.0	6	2	56	0.5	9

**Notes:**

1. Time per competitor is total time to shoot, score and reset the stage for the next competitor.
2. The smaller area the work crew is dealing with results in a shorter time to reset the stage per competitor.
3. With approximately a 30-minute tear down at the end of day the total time is 9hrs.

Outdoor matches - are planned with 6 bays each holding a single course of fire. Given the additional space available in a bay the time per competitor is increased to 4 - 4.5minutes per competitor and 120 competitors

Time per Competitor min.	# of Stages	# of Bays in use	# of Competitors	Auxiliary time Hrs.	Match Time Hrs.
4	6	6	120	2	10
4.5	6	6	120	2	11

Auxiliary time for outdoor matches includes lunch, match change-over / teardown and awards. Competitors are there for the entire day with awards being the optional part of the match. As such auxiliary time needs to be included when considering the length of time competitors are at the range.

Additionally, weather can be a critical factor in overall match time that typically can't be predicted until very close to match day.

Increasing the # of stages or competitors should be discussed with the Range Master and Zone Director for approval as this can have a significant impact on competitors.

**Notes:**

1. The # of competitors for a match should not be changed without Zone Director approval and not after match registration closes. Members make decisions based on whether they are approved to shoot or waitlisted. Changing limits impacts members who have withdrawn thinking they are unable to shoot the match.
2. Walk-on's may be allowed at the discretion of the Match Directors up to the maximum # of competitors identified prior to registration close.
3. Walk-on's should follow match registration order where possible.

**Stage Props:**

1. The use of props can greatly enhance a stage. As props become more complicated, they take more set-up time, labor and material costs. They also represent a risk in stage reliability.
2. Props can and should be used to limit the competitor movement, target exposure and add a degree of difficulty of target engagement.
3. Stages will be constructed so that steel cannot be engaged closer than 10 meters. Charge lines will be assembled so that a competitor has a safety zone between receiving a procedural for engaging steel too close and receiving a disqualification.

4. Ports, windows, doors, etc. must be accessible by all the competitors, not just the short, tall, big or small. A recommended port height is 90 cm to the bottom from ground height, unless the port is designed to force a prone shooting position. Ports should be open (not have hinged closures) for safety considerations.
5. Moving props e.g. swingers, clam shells, drop turners are preferred on short and medium COF's. Sufficient spares should be available having the same movement timing and presentation. Should reliability become an issue the match incurs a significant impact if a long COF has to be tossed.

### **Stage Briefing:**

Written stage briefings are mandatory for each and every stage. They must be complete with all the details of the stage and must be read verbatim to the competitors. It is also a good idea to post a second stage briefing at the stage to allow competitors to read it themselves. One solution to any confusion on a start position would be a photograph of someone in the correct start position.

### **Stage Preparation:**

Stage preparation encompasses a wide range of criteria. Ensure the stage set up properly and that it is safe and conforms to the rules. Place the targets to eliminate shoot throughs or bullets impacting areas they should not. Ensure the props work, moving targets or moving props work consistently for the entire match have spares for them available as well as Poppers and Plates. Ensure the officials have access to the competitor at all times.

Preparation also means that things like spare targets are at the stage. If there are partial targets, spares should be made in advance and available. Patches and/or tape for targets, black masking tape for hard cover, white patches for penalty targets and paint for steel (including white for penalty steel) must be at the stage in sufficient quantities. Range box supplies include pens, timer, timer batteries, overlays, rule book and patch tape are mandatory.

Weather, rain or hot and sunny can impact a match. In preparation for rain, have enough targets so that they may be replaced more often and avoid the problems and controversy caused by plastic rain covers, however – have the plastic rain covers as well. If the weather is hot, water or cold fluids are required for the officials as they will be in the sun all day.

### **Match Copy:**

The match copy will include stages and a layout of the stages in relation to the complete range. With a directional map for the range facility itself.

**Match & Stage Build:**

The more involved the match or stage design the earlier your setup crew must start. The props, target stands, tables, etc. will have been built and are in storage. These need to be taken out and placed on their respective bays for setup. Typical stage build times are as follows:

- Long Stage 2-3 hrs.
- Medium Stage 1-2 hours
- Short stage 1 hour

Also allow time for the range build – safety areas, stage awnings, garbage cans, portable toilet placement.

**The best practice is for two Match Directors plus an additional 8-person build crew (2\*5 person crews).** One Match Director with each crew to assist and guide the build crew.

Weather can affect the setup operation. Rain and wind are the two obvious factors. Walls may have to be fortified. Poppers dug in or sandbagged. Target stands must be staked down to the ground or permanently attached in some form; poppers must be likewise anchored.

**Tablet Scoring & Match Stats**

Contact your Zone Director to arrange to have the scoring tablets available for the match. Ensure someone is responsible for putting the match(s) in the tablets. Power should be available at the range to ensure the equipment is fully charged.

**Match Day:**

Registration area – should be identified where a competitor can check the schedule for the day. Check themselves off on the competitor list prior to reporting to their bay to work or shoot. Start Time – allow for competitors to be on their stage to work or shoot, get organized and receive the safety briefing prior to first shot fired.

**Awards:**

Match results and awards should be conducted jointly by the Match and Zone Director. Identify an area where the competitors can gather in comfort to present awards.

**APPENDIX A**  
**STAGE PLANNING AND CONSTRUCTION TIPS**

1. Cover the stage briefing with clear plastic and tape behind one of the clipboards.
2. Range boxes should be inventoried, and supplies adjusted accordingly. Additional spares e.g. Staplers, staples, timers should be on hand but not in the range boxes.
3. Use wire cables only as activator lines and use a standard length with lengths connected as required to achieve the desired overall length.
4. Have the cable lines run in a straight line as much as possible from the activator to the releasing device. Putting connections on the ground is better having them on top of the activating door and cover the lines with PVC pipes.
5. Doors are better & safer being opened towards the shooter rather than being pushed through. Ensure there is adequate room for a competitor with room on either side of their shoulders as well to control their muzzle direction while opening the door.
6. Only have a maximum of 2 activator lines attached to an activator be it a popper, door, window, etc.
7. For ports, make sure they are wide and tall enough to accommodate all sizes of competitors.
8. The minimum distance for a close target is 3 meters, anything closer results in tape being blown off from muzzle blast and lengthy reset times.
9. If a prop is partially covering a target, place a hardcover mark on the area of the target that is covered by the prop to ensure consistent presentation over the entire match.
10. If there are low targets, make sure there is sandbags or matting immediately behind it to prevent possible ricochets.
11. Steps must be wide enough for footing and covered so that the foot can never go through thus breaking a leg.
12. Stairs – if a competitor is required to come down steps or stairs, they must be placed such that the competitor is not facing spectators or squad when coming down should they trip and fall.
13. Put metal plates behind a wall or prop that intends to cover a swinging target to prevent any shoot-through.
14. Wooden platforms and planks must have a non-slip surface.
15. Make sure the safety area is clearly defined and small in size.
16. Make sure there are clear plastic bags for the targets in case of rain.
17. Always have 2 more targets that can be engaged while the activator is still activating the swinging target.
18. Put a popper in front and ahead of an IPSC target if they are to be placed close to one another. This eliminates splatters piercing the target. Space them at least 2m apart.
19. All partial targets, hard covers, and no shoots have sufficient spares.

**APPENDIX B**  
**STAGE CONSTRUCTION AND VETTING CHECKLIST**

1. Stage Briefing
  - Targets (Type & Number).
  - Type of Course of fire & minimum number of rounds.
  - The firearm ready condition.
  - Start position pictured
  - Procedure – On signal engage targets as they become available
  - Moving targets: remain visible or not?
2. Safe angles of fire should be taken into account, including possible ricochets.
  - Avoid DQ traps (all targets <90degrees, preference is 75degrees or less)
  - Can all the competitors shoot the course safely?
4. Minimum distances for Metal Targets are verified (10m +1m).
5. Target placement
  - Prevention of shoot-through.
  - Target type and placement marked on stands, stands fixed & marked.
6. Charge and Fault lines
  - Charge and fault lines should rise at least 2 cm above the ground level.
  - Charge and fault lines should be fixed firmly in place.
  - Fault lines should be a minimum of 1 meter in length.
7. The targets to be engaged from any one shooting position are =< 9rounds
8. Is there a way to short circuit the intention?
9. Are the shooter's movements controlled with props, charge and fault lines.
10. Range surface allows for safe movement (free of hazards).

## **Appendix C Provincials Match Guidelines**

Provincials is the premier match hosting a larger number of competitors and stages than a typical level 2 match. This match can be either Level 2 or Level 3. The best practice outlined for Level 2 matches applies to this match with additional rules applicable should the match be sanctioned as a Level 3 match.

**Note:** *It is recommended that the Match Directors for Provincials review the Canadian Nationals Match guideline as prework for the Provincials match.*

### **Roles & Responsibilities:**

The host range and IPSC Alberta share in the responsibility for hosting the IPSC Alberta Provincials. The host club receives the financial benefit of hosting the match while IPSC Alberta ensures the equitable treatment of competitor, sponsors and vendors and the match meets a consistent standard of quality ongoing. Specific responsibilities are outlined separate to this document.

### **Schedule of Events:**

Friday	Registration Check In 4pm – 9pm
Saturday	Main Match, Banquet
Sunday	Main Match
Monday	Main Match, Awards

### **Stages & Round Count:**

Stages	12 stages minimum
Rounds	220 minimum

**Note:** *Stages must be vetted by Range Masters and compliant with the current IPSC Rulebook.*

### **Range Requirements:**

1. The range must be big enough to accommodate the match as outlined in Stages and Round Count as well be completed in a 3-day format.
2. Power is required at the range with suitable facilities (permanent or temporary) for administration and range officials.
3. Shelters / awnings should be available for competitors at each bay.
4. Emergency service vehicles must have access to the range premises in a reasonable time including all bays.
5. Water should be available on the range. Lunch should be available for match officials and administration.

**Squadding:** As per current best practice.