

IPSC Alberta Policy, Practices & By-Laws

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Policy

Introduction:

The International Practical Shooting Confederation (IPSC) was established to promote, maintain, improve and advance the sport of IPSC shooting, to safeguard its principles and to regulate its conduct worldwide in order to cultivate the safe, recreational use of firearms by persons of good character.

IPSC Alberta developed the following policies and practices for its membership. IPSC Alberta matches will be held in accordance with the current edition of the IPSC Competition Rule Book and the application of these policies and practices.

Policy requires IPSC Alberta Board vote and approval.

1. Membership:

Individuals who wish to compete in IPSC Alberta sanctioned matches must have completed a Black Badge certification program and be a current member of IPSC Alberta or another region.

Membership fees are reviewed annually and published on the membership application form. An annual membership form must accompany the individual's membership fee.

Individuals returning to IPSC and wishing to compete may be required to complete re-certification set of exercises with a Black Badge Instructor or equivalent prior to competing. The decision on the need for requalification & / or the extent of the requalification (Black Badge Course, standard exercises etc.) will reside with the Provincial Training Officer.

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2. Code of Conduct

IPSC Alberta membership is very diverse in all aspects. A member's conduct must respect this diversity in person at matches, on our website and social media.

IPSC Alberta is a member of the Alberta Federation of Shooting Sports their Code of Conduct policy forms an integral part of our policy. Their Code of Conduct can be found here: <http://www.abshooters.org/policies.html>

Our membership must:

1. Role model the principals of our sport.
2. Treat members with respect and dignity without regard to gender, race, religion, age or sexual orientation.
3. Use language suitable for all age groups and genders.
4. Wear clothing as per the rule book and appropriate for competition or media.
5. Harassment e.g. abusive language, profanity or threatening behaviors, in any form will not be tolerated. The Board will take any complaints seriously and may take actions to rectify such behavior.
6. Website moderators shall take immediate action to block any postings which contain inappropriate language, miss-represent IPSC Alberta or contravene IPSC Alberta policy and report these to the Section Coordinator for follow up with the Board.

The Board is responsible for administering the policy. All incidents reported to the board will be given a full review.

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3. Competitor Participation

A competitor must be a current member of IPSC Alberta or an affiliated club / region at registration opening to be eligible to compete.

NOTE: *ONLY exceptions worked in advance of registration opening will be considered.*

Members of an affiliated club or region please email registration@ipsicalberta.com with your current membership and the email address of your membership coordinator for verification of membership.

Sanctioned matches consist of a work / shoot format. Competitors are expected to be there for the full day (outdoor match) half day (indoor match). Working the match is a requirement to shoot the match. A competitor will need to report to the appropriate stage on time and ready to work or shoot. If a competitor shows up after their squad has completed shooting the stage, they will receive a zero for the stage(s) that they missed.

NOTE: *If you do not work the match your scores will be zeroed. Repeated infractions will be brought to the board for review.*

Unless otherwise specified, participation in match change over or stage tear down upon completion of the match is a requirement. Following a shoot squads last stage, they will be required to put away their shooting gear and return to the stage to help the work crew on the stage either do a change over for the second day or tear down.

Exceptions: *If you cannot help teardown you must obtain Match Director approval to leave early. Leaving without approval, will result in zeroing of your scores.*

Disqualifications – A member's match disqualifications are tracked as part of their individual statistics. Follow up will be in accordance with the National Policy.

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4. Match Registration & Fees

Registration - for an upcoming Qualifier Match is open for a one-week period.

- **Registration Open:** Tuesday at 19:00hrs [7pm] two weeks prior to the match weekend.
- **Registration Close:** Monday at 18:00 [6pm] of the week leading up to the match weekend. Registrations after registration close will have the registrant initially waitlisted.
- **Approved:** Upon receiving an “Approved” confirmation email via PractiScore payment is due.
- **Payments:** Must be received by Registration Close.

Registrants: *Approved & Paid at registration close are eligible to compete.*

Registrants: *Approved but Un-paid* - will be withdrawn from the match at registration close and Waitlisted competitors given the opportunity to compete.

- **Waitlisted Registrants:** If status is changed to “Approved” payment is due; normally within 24hrs.
- **Match de-registering:** Must be done by Thursday midnight prior to the match or match fee will be forfeit without credit. (Some exceptions may be considered on an individual basis)

De-Registering - It is important to de-register if you cannot attend a match as this has a significant impact on match squadding & operations.

Match Fees:

1. EMT payments are sent to matchreg@ipsscalberta.com - Please use the requested EMT security password.
2. Juniors match fee is 1/2 of the adult match fee. Match fees paid by credit card will be at adult rate – a refund (rate adjustment will be issued to juniors)
3. Black Badge students 1st match (qualifying match) is free. Check the “Black Badge” box on the match registration form. All subsequent matches are at the regular match fee rate.

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5. Match Reservations:

The objectives of the reservation policy are to ensure:

1. Members holding the requisite skill set and critical equipment are available at IPSC Alberta sanctioned matches.
2. Provide incentive to members volunteering their efforts to match management.

Required Skills & Critical Tasks - definition

Skills as outlined in IPSC Handgun Competition Rules, Appendix A1.

Critical Tasks: Specific tasks performed by a volunteer for a given match and essential to match operations.

Table 1: Mandatory Roles & Critical Tasks

Position	Minimum	Normal	Maximum
Match Directors	1	2	3 ¹
Range Masters	1	2	3 ²
Tablet Administrators	1	2	
Tablet Transportation		1	1 ³
Match Build Crews			4/8 ⁴

¹ Match Director maximum of 3 where 1 is gaining experience in this position for an upcoming match (current shooting season)

² Range Master maximum of 3 where the match is a Level 3, or the individual is qualifying in the position.

³ Tablets are critical equipment for IPSC Alberta match operations; as such the person transporting this equipment will be given a reservation.

⁴ Match Build Crew volunteers (4 Indoor / 8 Outdoor) must commit to a full day / evening effort to complete match construction. Crew selection is at the discretion of the Match Directors.

All other positions for the purpose of holding a match[s] will be filled from the match registrants listing.

Note: *The Board of Directors will endeavor to provide additional recognition to those members who volunteer following the end of the outdoor season.*

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Reservations Addendum

1. Reservations will be allowed for those individuals holding critical positions at or below maximum levels.
2. As per Appendix A1 Handgun Competition Rules, the Match Director and Range Masters are “Mandatory” positions for match sanctioning. Should individuals in these positions be traveling to a match outside their local area then the members spouse will also be entitled to a reserved slot given the spouse is an IPSC Alberta member.
3. The Match Director may request a reservation for the person building the squads.
4. The Match Directors are responsible for providing a list of all volunteers for the designated matches **prior to** registration open. This list will go to their zone director and the Registration Team (registration@ipsicalberta.com)
5. A member / volunteer who receives a reservation for “Match Build” however fails to show for the match build will be ineligible to compete for those matches.
6. The Section Coordinator or their designate may at his/her discretion ask for additional reservations on an adhoc basis for individual matches. E.g.: Out of Province IPSC dignitary, Critical announcement on IPSC policy [Alberta’s, or global]

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6. Gold Team Criteria & Compensation

Team Selection:

- Must be a current member of IPSC Alberta
- Ranking is based on past calendar year.
 - a. 10% of best 6 qualifier matches¹ + 40% Provincials.
- Commitment to attend the Nationals match.
- Top 4 ranked members in a given division. Alternates chosen from members ranked 5th....

Compensation:

- Match Entry fee
- IPSC Alberta Shirts (2)
- Additional funding through AFSS grants – subject to availability and amount of grant monies received by IPSC Alberta.

Notes:

1) A match must have a “M” or “G” classed competitor competing in the given division for that match to be included in the ranking process for that division. (To be implemented starting 2019)

7. Leadership Roles & Recognition

As a non-profit society our leadership is not paid. IPSC Alberta recognizes their efforts on behalf of the membership by providing complementary membership. In addition, some roles receive match credit or reservations. The Section Co-ordinator, in recognition for the time and effort required to manage all administrative aspects of the Club, receives a match credit for all matches they attend. The leadership roles and their compensation are as follows:

- Leadership Position
- Accountant: Membership + 6 match credits
- Board of Directors (4): Membership
- Membership (2): Membership
- Provincial Training Officer: Membership
- Registration Team Leader: Membership
- Registration Team: Match reservations (4)
- Section Coordinator: Membership + Match credits / reservations
- Stats: Membership + 6 match credits
- Website Administrator: Membership
- Website / Social Media: Membership

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8. Training Programs

The Provincial Training Officer is responsible for the delivery of the Black Badge Program and the training of range officers

The delivery of the Canadian Black Badge Certification Program is accomplished through certified instructors who are responsible to the Provincial Training Officer.

The Provincial Training Officer works with the National Training Officer in the execution of the Black Badge program, its content and instruction.

On an annual basis the Provincial Training Officer does an assessment of Range Officer skills and the number of range officers at the various levels. This assessment will be used to make recommendations to the IPSC Alberta board of potential candidates and course dates.

They will work with the National Range Officer to implement changes in the Range Officer curriculum and qualifications

9. Match Cancellation & Extreme Weather Policy (*New*)

Match cancellation while a rare event will be considered when:

1. Weather conditions are so severe, they impact the safety of the competitors and individuals hosting the event. Actions taken need to be done in a proactive manner to ensure the safety of individuals and competitors.
2. External events impact a range / club's ability to host the match(s).

If cancellation is being considered by the Match Directors, the appropriate Zone Director must be involved as soon as possible.

The decision to cancel a match(s) resides with the Zone Director for that area or their designate. When the decision to cancel a match is being considered the Section Coordinator should also be informed.

Match Cancellation

Environmental conditions forcing a cancellation may include:

- Heavy continuous rain or rain with electrical activity in the area (lightning)
- Rain, snow and or sleet where the range surface becomes compromised i.e. slippery footing, hazardous due to unseen tripping hazards from fault lines or props.
- Rain and/or snow accompanied by low temperatures (<6 deg. Celsius)
- Environmental conditions where the build crew cannot complete the build in a reasonable timeframe as per the match copy.

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External Events may include:

- Change in a venue's status e.g. inspection requiring modifications – impacting the ranges ability to host matches
- Conflict in bookings impacting its ability to host the matches.
- Lack of volunteers

Should match cancellation occur the Match Directors should take all actions necessary to minimize cost impacts to IPSC Alberta.

Match fees will be refunded, or credit given in the event of a cancellation.

Extreme Weather

In the event that a range or club hosting an IPSC Alberta match(s) at the time of an extreme weather event where props are damaged, or the range is compromised such that the match cannot be continued without incurring additional costs. A funding request for up to \$1500 can be made to IPSC Alberta to:

1. Cover the cost of materials to repair or replace damaged props.
2. Cover the cost of rental equipment to make the range ready for the following days competition e.g.) submersible pumps.

All such funding requests for prop materials and/or equipment rental to make the range match ready will be subject to IPSC Alberta Board approval.

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Practices

Introduction:

Practices are developed based on the current best approach known and put forth by the subject matter experts e.g. Provincial Stats Officer, Provincial Training Coordinator. The Board acts on their recommendations.

1. Match Director Responsibilities:

A match director should volunteer/ be identified to handle overall match administration prior to going forward with a proposal to the zone director /section coordinator. Responsibilities of the Match Director include match administration, squadding, stage design & construction, coordination of volunteers, provision of services, materials and equipment. These responsibilities can be managed by the match director or be delegated to individual volunteers as necessary to ensure a successful match. Examples for each of the areas include:

- Match Administration – ensuring range is available for both stage setup and matches.
- Squad Lists –develop squads that are balanced in terms of skill and number of participants to ensure a smooth time flow between stages.
- Stage design- a balance between short, medium and long stages which offer challenge to all skill levels and to ensure time management for the match. Stages follow Rule 1.3.2 of the rule book.
- Stage construction - requires volunteers to help and to ensure timely completion of the stages.
- Coordination of support staff, services, materials & equipment
 - Range Masters [RM], Stats / Tablet Officials, Quartermasters
 - Provision of Services – includes sufficient washroom facilities, catering or alternate food / beverage arrangements, safe areas, parking and ancillary access to other areas of the range not involved in the IPSC event itself.
 - Provision of Miscellaneous Equipment & Materials - includes sufficient cordless drills, saws, hammers etc. to build and tear down the stages. Protection from weather conditions for shooters.
 - Replacement targets should be ready to go as necessary to replace any target in a course of fire on a moment's notice. Plastic bags for targets [rain or snow protection] lath which is in good condition, spare cables/cable cutters, etc.

Important: *There are a large number of knowledgeable members that a Match Director can ask questions and get answers for. Work with your Zone Director to help in identifying these resources.*

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2. Match Development Process:

IPSC matches held are a significant source of revenue for a club outside of membership fees. IPSC Alberta members through their volunteering on match setup have a positive impact on their club.

Match Director(s) must be identified for a match no later than 30days prior to the scheduled match. Failure to identify a Match Director by that time will result in match cancellation.

A Match Director has discretion on stage selection and the Range Master's role is to ensure the stages are safe, compliant and set up as efficiently as reasonably possible.

1. The Provincial Training Coordinator will advise the Match Directors on Range Master Selection.
2. A minimum of 14 days prior to match date (Level 2) a draft of the stage designs, including range layout, is to be submitted to the match Range Masters for rule compliance and safety.
 - If this is not known the Provincial Training Coordinator will advise as necessary &/or select other Range Masters as committee members.
3. Stage approvals are to be finalized and returned to the Match Director 7 days prior to match date to allow the Match Director sufficient time for planning.
4. Posted Match Copy:
 - Level II \geq 3 days prior to match date
 - Level III $>$ 45 days prior to match date
5. Indoor and outdoor matches have a standard #of available match slots (56 & 120 respectively). All deviations from the standard must have prior approval of the Range Master whose role is to ensure the match will run smoothly and within a reasonable time frame and follows the specific range rules start / end time.

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3. Range Officials Selection Criteria:

Membership candidacy is reviewed in the fall of each calendar year. Members names are put forth by IPSC Alberta Board, Range Masters and Chief Range Officers to the Provincial Training Officer.

1. Members who have shot a minimum of 4 and preferably 6 matches in the current year will be considered.
2. Length of time as an IPSC member (Alberta or another region)

Candidates are reviewed using the IROA & NROI criteria, and the selected candidates are invited to take a Range Officer course.

4. Squad Building

Overview:

To build squads for a match a systematic approach is required. A registrants list which includes; Range Official status, squad request information, division / class, and any health information that may impact the individual for stage work.

When no squad requests are submitted the registrant can be placed with same division or classed competitors. There are additional considerations when squadding top level competitors and teams.

Process:

1. The starting point is to determine:
 - How many squads are there?
 - How many days is the match and is there a changeover?
 - A one-day match, the number of squads is dictated by the number of active ranges. 6 ranges, we have 12 squads
 - $(2*6 = 6 \text{ morning, } 6 \text{ afternoon})$.
 - A 3-day match with no changeover = 36 squads
 - $(3 \text{ days} * 2 \text{ half-days} * 6 \text{ ranges})$.
 - If it's a 3-day match with a changeover = 18 squads $(3 \text{ days} * 2 * 6 / 2)$
2. Discuss with the Match Director on either how many shooters they want in the match (which then determines squad size), or about maximum squad size that can be handled (which then determines the max number of shooters allowed to register).
 - The max squad size and/or max shooters allowed all needs to consider the number of hours in the day available (i.e.: outdoors at Brooks is different from Spruce Grove which is different from indoors at TSE). For qualifiers this is typically pre-determined.

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3. Once the number of squads is known, it needs to be determined who's working where. Therefore, the information needed on each competitor is their RO/CRO/RM qualifications and their registration stats e.g. Division, Class. [The Match Director may have selected their RM's prior to registration and have reserved slots for key positions.]
4. Then process the list of shooters: one at a time. As a competitor is assigned (whether that's MD, RM, Stats, CRO, RO, worker) to a work squad, drop them into a shoot squad on the other half of the day, making sure to never overflow a shoot squad's maximum size.

Match Officials Framework:

- Match Directors: - Is there 1 or 2 MD's
- Range Masters: 1 RM per "set" of squads,
- Tablets / Stats: Crew size [<100 competitors 2 crew, >100 3 crew]
- Quartermaster: Not a requirement for Qualifiers but yes for Provincials.
- Chief Range Officers: Assign CROs / RO's, keeping in mind what Division they shoot. Since the ultimate goal is to put "similar" shooters together on shooting squads, try to put shooters together by Division, then by ability, as well as by shooter squad requests. E.g. Put Classic Division CROs working the same time, so that they can shoot together later (the same for the other Divisions).

Note: *It's at this point that you are trying to satisfy the shooter's squad request, which sometimes forces a person to reconsider their work assignment. It's also not unusual to get erroneous squad requests ("let me shoot with X" when X is not registered in the match (easy to solve), but we also get requests like A wants to shoot with B, but B does not want to shoot with A (easy to solve). The hard requests are the "linked" requests, where A wants to shoot with B, C, D. B wants to shoot with E, F, G. C wants to shoot with H, I, J. Obviously, there are limits to squad sizes so it's not always possible to satisfy squad requests.*

5. Teams [Provincials or Nationals] take precedence over shooter specified squad requests. There are no official teams at the Provincial match, but there are unofficial teams. You MUST keep anyone in contention to win or place high in a division either on the same squad or minimally shooting the same schedule. Different weather conditions for top shooters within a division must not determine who wins the division. Teams from different divisions do not need to shoot at the same time, just the shooters in contention to shoot with others within their division (e.g. if the Classic guys shoot in the rain, but the Open guys shoot in sunshine: that's ok).

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6. There also needs to be a recognition of both “quality” of worker (both in knowledge of the job (i.e.: new vs. seasoned ROs) and physical ability (i.e.: long running stages with overweight or physically handicapped officials). This requirement requires intrinsic knowledge of the officials as well as their compatibility with each other. On a match-to-match basis we need to rotate CROs through so that they all get experience. This requires the person doing the squads to be aware of the need to “seed” ROs so that they both get experience but not burn out. Seeding should be done with Range Master approval.

5. Classification Process

Date: January 28, 2009

Revised: June 1, 2015

Introduction

This document describes a detailed protocol for determining the classification that is used in IPSC Alberta sanctioned Level II and Level III matches for determining match awards.

1. General Principles

The following principles apply equally to all IPSC Alberta classification methods.

- 1.1. Classifications for each division are considered independently from one another.
- 1.2. A Qualifier is an IPSC Alberta sanctioned Level II or Level III match.
- 1.3. The classification levels follow IPSC Classification Policy described on the International Practical Shooting Website (www.ipsc.org/Classifications, “What is ICS”) and are as follows:

Class	Classification Breaks
Grand Master	95% - 100%
Master	85% - 94.999%
A	75% - 84.999%
B	60% - 74.999%
C	40% - 59.999%
D	Below 40%

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2. Classifications Options

A shooter's official Alberta classification is determined by one of the following three methods. This official classification will be used for all IPSC Alberta sanctioned Level I, II and III matches unless the process overrides it described in section 4.

- 2.1. If the shooter has an IPSC Alberta Classification (as described in section 3) they will use that classification in all Alberta sanctioned matches.
- 2.2. If the shooter does not have an IPSC Alberta Classification and it is their first IPSC match they will shoot as a Novice class shooter. The shooter will shoot as unclassified in their second match. Novice class is just a special case of Unclassified that allows special recognition of their first match.
- 2.3. A shooter with an IPSC Alberta classification feels that their current class is not a fair indication of their current skill level can ask for a change as outlined in Section 4.
- 2.4. If none of the above cases apply the shooter will use Unclassified as their classification.

3. IPSC Alberta Classification

An IPSC Alberta Classification is assigned by one of the following methods:

General

- 3.1.1. The results of all IPSC Alberta sanctioned Level II and Level III matches [Qualifiers] are considered when determining IPSC Alberta Classifications.
- 3.1.2. An out of province competitor's home province classification will be accepted for a given division when competing in that same division. An out of province competitor who does not have a classification for the division they declare must shoot either as "U" or as "G".
- 3.1.3. For the purposes of classification assignment, all Qualifiers regardless of Level are given the same weight. Specifically, a result from a Level III "Provincials" match is treated the same as a result from a Level II "Qualifier" match.
- 3.1.4. No consideration is given to who has competed in a given division at a qualifier.
 - There is no requirement for a grandmaster class (or any other class) shooter to compete in a division at a qualifier for the results from that division at that qualifier to be considered.
 - There is no requirement for a minimum number of shooters to compete in a division at a qualifier for the results from that division at that qualifier to be considered.

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- There is no allowance made for the case where a non-Albertan shooter wins a qualifier. This will result in the highest scoring Albertan attaining a percentage of less than 100%.
- 3.1.5. A shooter will be assigned an IPSC Alberta Classification in a division once they have two [2] valid scores in that division.
- 3.1.6. An IPSC Alberta Classification is based on the moving average the most recent qualifier scores in a division – see 3.2.
- 3.1.7. An IPSC Alberta Classification will continue to be in effect even if the shooter has not shot a match for an extended period of time.

3.2. IPSC Alberta Classification Average

3.2.1. The classification average is a moving average calculated using the most recent five match results where after removing the highest and lowest scores from that set of five scores, the classification average (arithmetic mean) of the remaining three scores is calculated. In the event that there are only:

Four scores – remove highest / lowest scores and the average is based on the remaining two values.

Three scores – remove the highest / lowest scores and the average is based on the remaining single value.

Two scores - the classification average is the arithmetic mean of the two scores and an IPSC Alberta Classification is assigned. (Two values are the minimum number required for assigning a classification)

3.2.2. The following example shows the progression of a fictional IPSC Alberta Classification average. Note that the highlighted values in the “Most Recent Scores” column are the values used to compute the average.

Match Percentage	Most Recent Scores	Average
55.00	55.00	
66.00	55.00 66.00	60.50
44.00	55.00 66.00 44.00	55.00
77.00	55.00 66.00 44.00 77.00	60.50
56.00	55.00 66.00 44.00 77.00 56.00	59.00
67.00	66.00 44.00 77.00 56.00 67.00	63.00
45.00	44.00 77.00 56.00 67.00 45.00	56.00
78.00	77.00 56.00 67.00 45.00 78.00	66.67
80.00	56.00 67.00 45.00 78.00 80.00	67.00
82.00	67.00 45.00 78.00 80.00 82.00	75.00

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3.3. Class Progression

3.3.1. Moving Up

Immediately following a match in which the shooter's new moving average exceeds the upper limit of their current IPSC Alberta Classification, they will be moved up to the classification appropriate to their new moving average.

3.3.2. Moving Down

Immediately following a match after which a shooter has shot ten consecutive matches resulting in eight [8] moving average values below the lower limit for their current IPSC Alberta classification they will be moved down to the classification appropriate to their new moving average.

3.3.3. Delayed Class Progression

Classification updates are done in a single batch for everyone who shot a match on a given day. The goal is to complete the class updates prior to the next match. It may not always be practical to collect and process the match data for a given day in time to complete class updates prior to the next match day. In particular, class changes that result from a Saturday match may not be in place for a Sunday match. If this occurs, classes shall be updated prior to the next match following the weekend at which updates are delayed.

4. Competing in An Alternate Classification

A shooter may feel that the official classification determined by the process described in this document is not a fair indication of their skill level. In this circumstance they may elect to compete in an alternate class subject to the following rules.

- 4.1. The request to compete in an alternate class must be made before the start of the match to the Primary Stats Official.
- 4.2. The request may only be made by the competitor him or herself. No third-party requests for alternate classification will be entertained.
- 4.3. An alternate classification request may not be revoked once it has been allowed.
- 4.4. The request may only be made to compete in a higher class.
- 4.5. A shooter who is currently unclassified may only elect to compete in Grandmaster class as an alternate classification. *(This is necessary because an unclassified shooter may, in fact, be a Grandmaster class shooter.)*
- 4.6. Any such election to compete in a higher class will only be binding on the match specified. It will not set a precedent for any other match with the exception of the "Provincials" match where a class can be assigned following 3.1.2.

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APPENDICIES

IPSC By-Laws and Constitution

1. Membership

1.1 Any person of good character and repute with a demonstrable interest in the advancement of Practical Shooting may become a member upon payment of the membership fee. The amount of the membership fee of the society shall be determined, from time to time, by the members at a general meeting.

1.2 Any member wishing to withdraw from membership may do so upon a notice in writing to the Section Co-Ordinator, and shall be allowed to withdraw upon payment of all monies due, owing and payable to the society.

1.3 The Executive shall have the power to expel any member who does not abide by the by-laws of the society or who, in the opinion of the Executive, conducts themselves in such a fashion as to bring discredit upon the society or the sport of Practical Shooting or fails to act in the best interests of the society. The member may be reinstated upon a two-thirds vote of all members of the society in good standing.

2. Officers

2.1 The Officers of the society shall be:

- 1) Section Co-Ordinator
- 2) Director North Zone
- 3) Director North Central Zone
- 4) Director South Central Zone
- 5) Director South Zone

Who will form the Executive of the society and serve without remuneration. They will appoint from amongst their own number, or from amongst the general membership of the society in good standing, a person or persons to fulfill the duties of Secretary and Treasurer.

2.2 The duties and responsibilities of the officers of the society, and other officials appointed by them, shall be as follows:

Section Co-Ordinator

The Section Co-Ordinator shall preside at all meetings of the society and the Executive; enforce the bylaws of the society and supervise all operations of the society in such a way that all members of the society receive fair and equitable treatment while ensuring that the members adhere to the principles of Practical Shooting. The Section Co-Ordinator shall ensure that information received from the Canadian and

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International offices of the International Practical Shooting Confederation are distributed to the members.

Directors

The Directors shall attend all meetings regarding the operation of the society; represent the members in their respective zones in such a way as to ensure fair and equitable treatment for all of those members and shall ensure that information from the society is distributed to the members in their respective zones.

Secretary

The Secretary shall keep a record of all proceedings of the society including a recording of minutes of all meetings and a correct roll of members in good standing from time to time. He shall have custody of all records and writings of the society except such accounting and financial records as are maintained by the Treasurer.

Treasurer

The Treasurer shall keep the financial accounts of the society; ensure all monies due, owing and payable to the society are collected; deposit in the authorized bank accounts all monies received by the society and pay all bills incurred by the society that are approved by the Executive for payment. He shall keep correct accounts of the finances of the society and shall be prepared to give a statement of such at any meeting of the society or the Executive when called upon to do so. He shall prepare a proper annual statement to be presented at each Annual Meeting of the society. He shall be liable to account for the funds of the society whenever so required by the Executive. The Section Co-Ordinator and one Zone Director shall be the signatories for the society.

2.3 The Executive of the society shall be elected as follows:

The Section Co-Ordinator shall be elected from the membership at large by way of nomination and a majority vote of the membership at large. The term of office shall be two (2) years. No person may run or be elected as section coordinator for more than two consecutive terms.

The Directors shall be elected by the membership of their respective zones by way of nomination and majority vote of the members in their respective zones. The term of office shall be two (2) years. The Directors for the South Zone and the North Central Zone shall be elected in even number years. The Directors for the South-Central Zone and the North Zone shall be elected in odd number years.

2.4 The geographical boundaries of the four (4) zones, cumulatively constituting the physical area of the society, shall be set by the Executive and may, from time to time, be altered by a majority vote of the Executive.

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2.5 The Executive shall have the following voting structure:

The Section Co-Ordinator shall have one (1) vote only and shall be entitled to cast a vote only in the case of a tie vote of the Directors.

The Directors will have a weighted voting system in direct relationship to the zone's membership in good standing from time to time as follows:

Zone Membership Members	Vote Weight
10 – 20	1
21 – 40	2
41 – 80	3
81 - 160	4

2.6 The Section Co-Ordinator may be removed at an extraordinary meeting of the members at large by way of a majority vote of such members present.

The Directors may be removed by a majority vote of the Executive or by way of a majority vote of the members of their respective zones at an extraordinary meeting of zone members.

3. Auditing

3.1 The books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books shall be submitted by such auditor at the Annual Meeting of the society. The fiscal year of the society shall end on the 31st day of December in each year.

3.2 The books and records of the society may be inspected by any member of the society at the Annual Meeting or at any time upon giving reasonable notice and arranging a time and place satisfactory to the Treasurer for such inspection. Every Officer of the society shall at all times have access to such books and records.

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4. Meetings

4.1 The society shall hold an Annual Meeting on or before November 30th in each year, of which meeting due notice will be given to all members.

4.2 Meetings of the society may be called at any time by the Secretary upon the instructions of the Section Co-Ordinator or Executive upon not less than fourteen (14) days' notice in writing forwarded to the last known address of each member in good standing. An extraordinary meeting shall be called by the Section Co-Ordinator or Secretary upon receipt by him of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such a meeting. Such meeting shall be called upon not less than fourteen (14) days' notice in writing forwarded to the last known address of each member in good standing.

4.3 Twenty (20%) percent of the members in good standing from time to time shall constitute a quorum at any meeting.

5. Voting

5.1 Any member who has not withdrawn from membership nor been suspended or expelled from membership as herein provided shall have the right to vote at any meeting of the society. Such votes must be cast in person and not by proxy or otherwise.

6. Remuneration

6.1 Unless authorized at any meeting, after having given notice of his intention to seek such authority, no Officer or member of the society shall receive any remuneration for his services provided to or for the benefit of the society.

7. Borrowing Powers

7.1 For the purpose of carrying out its objects, the society may raise or borrow funds or secure the payment of money in such manner as it thinks fit, and in particular by the issue of security agreements or other indentures of a similar nature, but this power shall be exercised only under the authority of the society, and in no case shall security agreements or other indentures of a similar nature be issued or entered into without the sanction of a special resolution of the society.

8. By-Laws

8.1 These by-laws may be rescinded, altered or added to by a Special Resolution of the society DATED AT _____ in the Province of Alberta this _____ day of _____, A.D. 20_____.

Section Co-Ordinator, Address, Occupation