

*NATIONAL  
CHAMPIONSHIP  
GUIDELINES*

IPSC Canada 2020

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## **1.0 Introduction**

Hosting a National Championship is no different from any other match except that it is much larger. It requires a greater degree of organization, detail and dedicated work force. We can't stress enough that better preparations before the match means a smoother, less stressful time during the match.

IPSC Canada has explicit requirements for a National Championship. They are marked by *Italics* and bold font in the following text and listed in Appendix A. The National Executive is the only group that can only override these requirements. The National Executive can revoke approval of a section or location to host the National Championship, should these requirements not be followed. Much of the information, however, is for the benefit of the match organizers. Careful and complete preparation will ensure a match that both you and your guests will have pleasant memories of.

The primary objective of a National Championship is to choose, through performance, our National Champions in the various divisions and categories. The secondary objective is to rank individual athletes for use in selecting teams and participants for International Level Four and Five matches. It is much more than that, however. It is a chance to meet once a year to socialize, to exchange ideas, to renew our enthusiasm, to generate common goals and ideals to take back to our respective Sections and make our sport grow and prosper. It is much more than just choosing champions.

## **2.0 Application**

Application for the hosting of the Canadian Nationals will be presented to the I.P.S.C National Executive Council two years prior to the event. The application should contain the following information and must adhere to the requirements outlined in this document:

2.1 The host organization complete with description of the major players and the organization.

2.2 An approval letter from Section Coordinator for the area applying (the approving Section must do so with the intention of endorsing the quality of the host both and financial responsibility for the host).

2.3 Location and details of the proposed venue .

2.4 Budget for the event and the proposed entry fee.

## **3.0 Contract**

The host Organization will enter into a contract based on this document.

## **4.0 Timelines**

Below are the maximum times but sooner is acceptable.

4.1 The award of the event will be presented two years prior to the championship at the Summer NEC meeting.

4.2 The budget must be presented two years prior to the event at the Summer NEC meeting.

4.3 Sponsorship solicitation will be announced one year prior to the event .

4.4 The logo will be unveiled December prior to the year.

4.5 Officials recruitment will occur the December prior to the year of event

4.6 The webpage will launch January the year of the event .

4.7 The match hotel must be announced January the year of the event .

4.8 The match shirts will be completed January the year of the event .

4.9 Team entry will be due January 1<sup>st</sup> prior to the event.

4.10 Registration will occur February the year of the event .

4.11 Stage approval will occur no later than May 1<sup>st</sup> of the year of the event.

4.12 Match copy is due by June 1<sup>st</sup> the year of the event.

4.13 Squadding will occur June 1<sup>st</sup> the year of the event.

4.14 The competitor shoot schedule will occur before June 1<sup>st</sup> of the year of the event.

## **5.0 Event Schedule**

Nationals will be held August long weekend unless a change is approved by the NEC. The NEC summer meeting and the Annual General meeting for membership will occur during the week of the Championship at the discretion of the Match Director and The Regional Director.

Monday - Range and Stage Inspection By N.R.O.I. Canada

Tuesday - Officials and Sponsors Pre Match

Wednesday, Thursday, Friday, Saturday - Main Match

Saturday or Sunday - Awards Banquet

All Section teams must shoot on the same schedule as competing teams in the same division.

## **6.0 Stage Requirements**

*6.1 The minimum requirement for the course of fire is 15 stages consisting of no less than 250 rounds. The makeup of the stages is at the host's discretion but requires level three approval from I.P.S.C., The N.R.O.I. Canada coordinator and The Regional Director Canada at least 90 days before the match date.*

*6.2 Stages need to be built to a high standard, and must not only be safe and durable, but must also visually pleasing.*

*6.3 Canadian National Stages must be Freestyle and are not eligible for Rule 1.1.5.2 requiring shooting positions and mandatory reloads.*

## **7.0 Slot Allocation**

*7.1 20 slots are allocated to the Host organization to ensure they have enough volunteers and as a reward for taking on the responsibility of hosting the match, as well as doing the work to make the match possible.*

*7.2 20 slots are awarded to each section for Teams in every division to ensure we have the best attendance based on individual sections selection process criteria for a total of 180 slots. Partial teams will be allowed but any unused slots will be reallocated .*

*7.3 The Regional Director will have 5 discretionary slots to awarded as needed.*

*7.4 Remaining slots will be distributed to each section based on the following formula based on the National voting weight:*

*First round:*

*Ontario 7*

*British Columbia 7*

*Alberta 6*

*Quebec 6*

*New Brunswick 5*

*Manitoba 4*

*Nova Scotia 4*

*Saskatchewan 3*

*Newfoundland Labrador 3*

*7.5 Second and subsequent rounds will follow the same formula until the match reaches capacity.*

*7.6 Each section will be responsible to maintain a ranking system to assure their best shooters are represented at the Nationals and they earned the position.*

*7.7 Further slots will be available for the Pre Match by volunteering for work and through sponsorships.*

## **8.0 Venue**

*8.1 The range, or the combination of ranges, must have at least 8 bays to provide adequate room for the stages required.*

*8.2 The range must have insurance coverage for everyone involved in the match. This includes competitors, officials, organizers, organizations, and spectators.*

*8.3 The match facility must have adequate sanitation facilities with washrooms no more than 50 meters from any shooting bay and provide handwashing and sanitizing stations. Portable washrooms must be cleaned and emptied every night .*



*8.4 Every bay must be equipped with a permanent or portable structure to shelter officials from inclement weather as well as the sun.*

*8.5 Every bay must also be equipped with a permanent or portable structure to shelter competitors from inclement weather as well as the sun which is separate from the officials.*

*8.6 The facility must have a permanent or temporary shelter area for the vendor sponsors. This area will be subject to rule 2.6 of the current I.P.S.C. rule book. This area needs to be in a high traffic area and not placed in a spot out of the way.*

*8.7 The facility must provide a permanent or temporary shelter area for the competitor lunch area. This may be combined with the vendor area.*

*8.8 The statistician area must have reliable power and be comfortable in order for the staff to operate.*

*8.9 The banquet venue needs to accommodate every competitor and official and should also have capacity for at least 25% people (e.g., family). The venue should be no more than a half hour travel time from the match hotel and or the range .*

*8.10 Any range specific deviations that are required due to facility constraints, and require dealing with modifying 180 rules, need prior permission from the Regional Director and must be published in advance.*

## **9.0 Operations**

*9.1 Transportation – Range transport, such as a Golf cart or ATV, is required for the Range Master, the Match Director, the Stats officer, and the Quartermasters.*

*9.2 Communications – The Range Master, every Chief Range officer and all Quartermasters need to have a reliable radio communication system.*

*9.3 Food – All full time staff, Chief Range Officers, Range Officers, Quartermasters, Stats staff and Vendors need to have a Catered lunch (at a minimum). Hot meals are preferred.*

*9.4 Signage – Signs identifying each shooting bay and stage need to be placed, including directional signs for the complete facility as well as signs recognizing any sponsors. The flags of every section should be flying at an appropriate location on the range.*

*9.5 Props – Props need to be built to a high standard and spares are required for all moving, swinging and steel target systems.*

*9.6 Safety – An incident response plan needs to be completed prior to the match commencement and should include a list of any medical first responders on the range at any given time, and their full qualifications. Voluntary medical health information for every competitor should be collected, as well as emergency contact information.*

*If EMT response times for the match location exceed 30 minutes, then full time first responders complete with*

*transportation need to be on the range while shooting is going on.*

## **10.0 Finances**

*10.1 A detailed budget needs to be approved by the NEC prior to the Event which needs to account for, but not be limited to: range improvements, range rentals, prop construction, sanitation, transportation, banquet costs and awards staff compensation. See "A" for a sample budget .*

*10.2 The match fee needs to be set once the budget is approved, taking into account all the costs required. It should allow for the host organization to make a profit of no more than 10% of the total budget cost.*

*10.3 I.P.S.C. Canada will release the reimbursement of targets and patches as well as the dedicated official reimbursement, once an actual account including all receipts are submitted and approved by a committee appointed from three section coordinators who are appointed by the NEC.*

*10.4 I.P.S.C. Canada will provide funding to cover the cost of targets and patches to a maximum of \$2500.00.*

*10.5 Sponsorship monetary levels need to be set and included as income in the budget and the final accounts.*

*10.6 Hosting the match should be seen as an opportunity to leave a legacy for the section including but not limited to: range improvements, range props and targets.*

## **11.0 Officials**

*11.1 The Range Master for the Nationals will be the Canadian National Range Officer Institute Coordinator.*

*11.2 Range staff will be approved by the Regional Director and the Canadian N.R.O.I coordinator in consultation with the match director.*

*11.3 Range Officers and Chief Range Officers will be full time dedicated staff who are reimbursed a stipend for working the match. The stipend will be set by the match director in consultation with the Canadian N.R.O.I. Coordinator and the Regional Director.*

*11.4 Match officials will be expected to work no more than nine hour days. They are required to secure their own accommodations and meals off the range. In addition to the stipend, they will receive 2 match official shirts, entry into the Pre Match and one banquet ticket*

*11.5 I.P.S.C Canada will provide \$11,000.00 in funding to supplement the cost of providing dedicated officials.*

## **12.0 Awards**

*All awards should be a unique and memorable quality trophy or plaque and should be approved in the budgeting process.*

*Awards will be presented at the banquet and will be done by introducing the top ten in each division starting at tenth place working to first place in each group. Categories and teams by*

*division will be presented from the lowest award to the winners by division in each group.*

12.1 Match Winner – Standard, Production, Production Optics, Classic and Open division.

12.2 Canadian Champion in all divisions (the match winner may not be a Canadian).

12.3 Top Team – Open Division (4 trophies or plaques, etc). There is a returning trophy that will be re-awarded.

12.4 Top Team – Standard Division (4 trophies or plaques, etc). There is a returning trophy that will be re-awarded.

12.5 Top Team – Production Division (4 trophies or plaques, etc). There is a returning trophy that will be re-awarded.

12.6 Top Team – Production Optics Division (4 trophies or plaques, etc). There is a returning trophy that will be re-awarded.

12.7 Top Team – Classic Division (4 trophies or plaques, etc). There is a returning trophy that will be re-awarded.

12.8 Top 10 Canadians in the Standard Division (includes the Champion).

12.9 Top 10 Canadians in the Open Division (includes the Champion).

12.10 Top 10 Canadians in the Classic Division (includes the Champion).

12.11 Top 10 Canadians in the Production Division (includes the Champion).

12.12 Top 10 Canadians in the Production Optics Division (includes the Champion).

12.13 Ladies Canadian Champion – All divisions with more than three female category competitors will have an award for Ladies Canadian Champion.

12.14 Senior Champion – Standard Production, Classic and Open Divisions.

12.15 Junior Champion – Standard Production, Classic and Open Division.

12.16 Champion rings will be awarded for all divisions (provided by IPSC Canada).

12.17 Awards for individual classes are optional.

## 13.0 Appendices

### “A”

#### National Draft

#### Budget

	Description	Quantities	Amount	Total
Revenue	Match Entry	375	\$285.00	\$106,875.00
	Shirts	150	\$55.00	\$8,250.00
	Sponsorship	10	\$1,000.00	\$10,000.00
	I.P.S.C. Canada Stipend	1	\$11,000.00	\$11,000.00
			Total	\$136,125.00

#### Expenses

	CRO Expenses	12	\$1,200.00	\$14,400.00
	RO Expenses	20	\$1,200.00	\$24,000.00
	RO Meal Expenses	400	\$25.00	\$10,000.00
	Banquet	375	\$45.00	\$16,875.00
	Construction New Props	1	\$8,000.00	\$8,000.00
	Awards top	35	\$150.00	\$5,250.00
	Range improvements	1	\$10,000.00	\$10,000.00
	Awards Categories & Class	60	\$50.00	\$3,000.00
	Range Transportation	3	\$2,000.00	\$6,000.00
	Shirt Sales	150	\$65.00	\$9,750.00
	Water	2,000	\$0.50	\$1,000.00

Web Site	1	\$1,000.00	\$1,000.00
Vender tent	1	\$5,000.00	\$5,000.00
Prizes	230	\$20.00	\$4,600.00
Match Branded RO Shirts	108	\$40.00	\$4,320.00
			\$123,195.00
		Profit	\$12,319.50
		Total	\$135,514.50