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***Guidelines for regional and national shooting competitions***

***The following requirements are the responsibility of the branch or branches that host shooting competitions***

Note: At the end of November every year, SAHGCA publishes a national programme with dates and venues of regional shooting competitions.

**1. Detailed arrangements for a shooting competition** ought to be provided at least one month prior to the date of the event to:

- 1.1 inform all branch chairpersons of branches in the region. The host branch and region may use their discretion to invite surrounding branches and regions to participate.
- 1.2 for national competitions, the host branch, in co-operation with Inyathipark (the national office), will extend an invitation to qualifying teams and/or individuals to participate in these competitions.
- 1.3 The notice must include the following information:
  - 1.3.1 The type of shooting competition, e.g. Regional President Shooting Competition and Regional Junior u/9, u/13 and u/18 shooting competition
  - 1.3.2 Shooting range where the competition will be held and route map/directions.
  - 1.3.3 Date of competition
  - 1.3.4 Programme for the day with eg. time for registration, shooting-in of rifles and start of competition
  - 1.3.5 Is a shooting range available the day before the competition for sighting-in of rifles
  - 1.3.6 Entry form (see example of entry form)

**2. Entry form – Participants must complete the prescribed entry form**

- 2.1 The following information have to be provided correctly:
  - 2.1.2 SAHGCA Member number
  - 2.1.3 Initials and surname
  - 2.1.3 Identity number
  - 2.1.4 Branch
  - 2.1.5 Category for competition
- 2.2 Participants that provide incorrect information accept responsibility that their shooting results might be delayed or not recognised.
- 2.3 It is recommended that registration for the competition (see example of entry form) closes a week before the day of the competition to enable host branches to:
  - 2.3.1 To do proper planning for the number of participants, targets, meals, refreshments, etc.
  - 2.3.2 Import of participants' information on the computer database (shottists entering competitions often do not know their member or ID numbers and do not provide full names or initials)
  - 2.3.3 If participants do not register in advance, the potential for a variety of logistic problems exist, making it very difficult for the organisers.

3. **Computer program** (provided by Inyathi Park) for processing shooting results – The new SAHGCA shooting competition module is available on the branch tablets from 1 January 2016 for the registration, administration and finalisation of shooting results of regional and national shooting competitions.
  - 3.1 It is important to include the information listed in items 2.1 to 2.5 when capturing participants' detail prior to the competition. Without this information the shooting results cannot be processed by the software program;
  - 3.2 Inyathipark (the national office) only accepts results that had been processed according to the format provided by the software program;
  - 3.3 Results of a shooting competition must reach the national office by 12:00 on the Wednesday following the Saturday on which the competition was held. Results submitted late will not be accepted and will not be considered for the current year's qualifying scores.
  - 3.4 Signed range cards and printed score cards should be kept at the host branch for at least one year to ensure records other than that of the software program.
  
4. **Equipment** required for computer program:
  - 4.1 Computer
  - 4.2 Printer
  - 4.3 Emergency power
  
5. **Personnel:** The host branch/branches must have experienced personnel when hosting a shooting competition to execute the following tasks:
  - 5.1 Person/persons to do **pre-registration and registration on the day** of the competition:
    - 5.1.1 Acknowledge receipt of entries;
    - 5.1.2 Acknowledge payment of entry fee;
    - 5.1.3 Capturing of entry form data in the SAHGCA Shooting competition module ;
    - 5.1.4 Planning shooting positions and details for every participant, provide for left handed shooters and fit them in a practical way on the firing line;
    - 5.1.5 Order medals, certificates and cloth badges from Inyathipark – [dorothy@sahunt.co.za](mailto:dorothy@sahunt.co.za)
    - 5.1.6 Inyathipark can assist with the printing of attendance certificates if complete lists with initials, surname and member numbers are provided to [dorothy@sahunt.co.za](mailto:dorothy@sahunt.co.za) at least 5 working days before the competition;
    - 5.1.7 Preparation and sorting of certificates/ score cards/ cloth badges and tickets for Refreshments;
    - 5.1.8 Print indemnity forms;
    - 5.1.9 Registration on the day of the competition:
      - 5.1.9.1 Preparation and manning of registration table
      - 5.1.9.2 Pre-registration and entry for the competition completed beforehand with the registration form (see item 2). Entries the morning of the shooting competition are not ideal – this will cause a lot of work and logistical problems that may impact on the days program
      - 5.1.9.3 Check that the indemnity forms are signed by spectators and shottists
      - 5.1.9.4 Check that all the spectators are registered on the tablet – shottists are already registered as participants
      - 5.1.9.5 Hand over attendance certificate and cloth badge to each participant
      - 5.1.9.6 Early morning refreshments – the host branch decides what this will consist of – eg. coffee and rusks or sandwiches
  
  - 5.2 **Target preparation team**
    - 5.2.1 confirm number of targets needed against entries – competition and sighting-in targets
    - 5.2.2 order targets from Inyathipark (SAHGCA national office) Hunters shop
    - 5.2.3 numbering of targets
    - 5.2.4 important: uniformity of numbers: for the software program (*SAHGCA Shooting competition module*) to function properly a unique numbering system should begin at 001 to eg. 150 (3 digits). Format of target number – paper size to be A4 and number at least 100 mm high.

- 5.2.5 glue numbers in order not to provide shottists with a sighting reference
- 5.2.6 glue numbers outside any scoring areas
- 5.2.7 sorting of targets per detail and in number sequence

5.3 **Experienced Chief Range Officer** and sufficient experienced **Range Officials** to relieve each other during the course of the day and they should:

- 5.3.1 have a copy of the competition rules, rules of shooting exercises, Universal Rules and A5 card with standard range commands in their possession and they have to know these rules;
- 5.3.2 know the rules for shooting positions
- 5.3.3 know his rights and obligations and have these rules in his possession
- 5.3.4 use a check list for rules and time limits for shooting exercises
- 5.3.5 should begin every shooting exercise with a description of the exercise, rules, shooting positions and time limit for the exercise;
- 5.3.6 the Range Officers should use the scoring sheets available on the *SAHGCA Shooting competition module* to ensure that all information needed are recorded while at the target for capturing in the program by the data capturers. Eg. v-bulls and line shots should be recorded on the scoring sheets as part of the final score.
- 5.3.7 participants should be given the opportunity to check his/her score per shot and the total score and to sign that he/she is satisfied on the score sheet. The purpose of this process is to give both the Range Officer and the shottist the opportunity to solve potential problems together, at the target. If the shottist and the Range Officer do not agree, the shottist declare a dispute, do not sign his/her score card and the final decision are left to the Dispute Committee. When a shottist sign a score card, the score are deemed as final and a dispute cannot be declared. Important: Range Officers should have in his/her possession a caliber template – available at Inyathipark Hunters shop – to aid with decisions regarding shots that are touching/not touching the line.
- 5.3.8 to be polite but firm in his/her actions
- 5.3.9 refer any inquiries and take decisions according to the Manual for Range Officers

5.4 **Scoring team** - An experienced team to take scores from the targets (these persons are usually the Range Officers/officials) and they should know and apply the following rules:

- 5.4.1 Line shots
- 5.4.2 how to score line shots – higher score and minus score
- 5.4.3 too many shots and how to handle this situation
- 5.4.4 too few shots and how to handle this situation
- 5.4.5 know the process to decide between equal scores
- 5.4.6 make use of the caliber template in case of uncertainty about line shots
- 5.4.7 get a second scorers opinion when in doubt
- 5.4.8 make notes on the target to show direction of thought in case of a difficult decision
- 5.4.9 make a note on the target in case of too few shots, number of target with too many shots as cross reference – confirm calibre differences – mark different calibres on targets;
- 5.4.10 complete Range Officer scoring card and hand to people capturing the data on the *SAHGCA Shooting competition module* and every shottist should check his/her score and sign the score card if satisfied;
- 5.4.11 notes of changes in the space provided, do not scratch out
- 5.4.12 note the number of line shots
- 5.4.13 note the number of v-bulls

5.5 **Data capturing team** – capturing data on the *SAHGCA Shooting competition module* and preparation for the prize giving event:

- 5.5.1 use score sheets from the scorers (range officers) – see item 5.4.10
- 5.5.2 preferably one person to read and on to capture the data
- 5.5.3 on completion of the data capturing into the software program a control list of scores should be printed (available from the *SAHGCA Shooting competition module* and posted “notice

board style”. This list should be announced and the participants should be allowed 15 to 20 minutes to confirm or question their scores. This step is very important to ensure that data was captured correctly. If a participant questions his/her score on the control list, the Dispute Committee should handle the dispute only if the participants and the range officer or the data capturing team cannot come to an agreement on the final score. Potential corrections because of a dispute on the control list are only applicable to mistakes made by the data capturees when capturing the scores. The scoring sheets – if signed by the participant – cannot be questioned at this stage, it was finalised by the Range Officer – see item 5.3.7.

- 5.5.4 effect changes to the control list in the case of mistakes and have it confirmed by the Dispute Committee if necessary
- 5.5.5 finalize scores for the prize giving event
- 5.5.6 after acceptance of the control scores by all the participants, an announcement is made to that effect and the organisers can go ahead and prepare for the prize giving event
- 5.5.7 print certificates from the SAHGCA Shooting competition module
- 5.5.8 print lists for prize giving detail from the SAHGCA Shooting competition module
- 5.5.9 Hand over certificates and lists with prize giving detail to the person responsible for the prize giving table

5.6 Person to **prepare table with prize giving items** and to sort the following:

- 5.6.1 prizes
- 5.6.2 medals
- 5.6.3 certificates

5.7 **Prize giving event** – effect prize giving according to the prize giving lists (report printed from SAHGCA Shooting competition module)

5.8 An experienced team to **cater for the refreshments** of the day – the cost of this item should be budgeted for and included in the entry fee of each participant (see item 7 – budgeting for expenses)

6. A **Dispute Committee** of at least 3 members should be put together and the members of the Dispute Committee should be **experienced competitors and Range Officers** with detail knowledge of the shooting competition and shooting exercises to enable them to handle disputes efficiently and fairly.

## **7. Budgeting for the shooting competition and determining the registration fee**

7.1 Budgetary guidelines vary from event to event depending on local circumstances. The cost of the following items should be considered (this list do not necessarily contain every item that should be taken into account) when determining the entry fee for the competition:

- 7.1.1 targets: every shottist should have an equal chance and must shoot at his/her own new target. It is not acceptable to cover holes on the target with “sellotape” etc because the first shottist will have the benefit of a new target while subsequent competitors will shoot at targets that deteriorates progressively. A4 photocopies of target of the heart/lung area are not acceptable owing to copyright infringements;
- 7.1.2 Sighting-in targets
- 7.1.3 rental of a shooting range;
- 7.1.4 rental of a facility for prize-giving;
- 7.1.5 meals and refreshments for range officers and administrative staff;
- 7.1.6 medals, certificates and badges;
- 7.1.7 coffee and rusks at opening of event;
- 7.1.8 meals after the shooting competition;
- 7.1.9 photographer;
- 7.1.10 any other relevant expenses;
- 7.1.11 **profit to host branch.**

## **8. Welcome and briefing session on the following:**

- 8.1 Programme for the day;
- 8.2 Safety rules;
- 8.3 Competition rules;
- 8.4 Announcement of Dispute Committee and explanation on handling of disputes.
- 8.5 Explanation of rules and action taken by Range Officers against participants who do not abide by the rules – refer to item 15.3 in the Universal Rules and the applicable rules in the Manual for Range Officers

**Note:** The time spent and attention to detail during the briefing session have a direct impact on the flow of events of the day – if this is not done properly frustration for participants and organisers may become quite real during the course of the day.

## **9. Preparation and requirements of shooting range**

- 9.1 The shooting range must be certified by the NRCS (previously the SABS) and meet all the requirements of a shooting range. An NRCS certificate must be available on request from the national office.
- 9.2 The grass at the firing line and areas between firing lines on the range must be cut short to prevent any obstacles for shottists.
- 9.3 If the shooting range are available the day before the shooting competition for sighting-in of rifles by participants, this should be timeously communicated with all participants and the shooting range should be manned by Range Officers to ensure safe and orderly proceedings. Frames for sighting-in targets and targets (even if at a cost) should be made available to the shottists.
- 9.4 Demarcation of different shooting distances – lime lines or red and white chevron tape.
- 9.5 Shooting positions on the firing line should be numbered and these numbers should correspond with the numbers on the targets, the score card and the entry number of the shottist. Numbers indicating positions at the firing line can consist of numbers on paper pinned to the ground or paving blocks with numbers painted onto the blocks.
- 9.6 Every detail should have their own numbers
- 9.7 Minimum requirements - a red wind flag (pendant type **2,0m x 1.0m**) must be in position at 150 m (other distances are optional) adjacent to the shooting range to enable shottists to estimate wind strength and direction. At shooting ranges with up to a maximum of 20 shottists in one detail a flag on one side of the range is sufficient, but ranges with more than 20 shottists per detail should have wind flags as described above at 150 m on either side of the range.
- 9.8 Red safety flags must be erected according to the requirements of the NRCS (see item 9.1).
- 9.9 Targets
  - 9.9.1 Sighting-in targets should be provided to shottists and should be based on a 1 x 1 inch (25 x 25 mm) grid – sighting in targets are available at Inyathipark Hunters shop
  - 9.9.2 Targets should be numbered properly and the target number should correspond with the number indicating the position on the firing line and the entry number of the shottist
  - 9.9.3 Every shottist should have the benefit of a new target and given the opportunity to take his/her target with at completion of the competition

## **10. Preparation for the rest of the terrain**

The shooting range terrain must meet the following requirements:

- 10.1 Entry road to shooting range must be in reasonable condition and accessible for all types of vehicles (sedan vehicles as well);
- 10.2 The parking area must be clearly demarcated with additional security for vehicles and their content during the competition and prize-giving;
- 10.3 Sufficient ablution facilities for men and women;
- 10.4 Club house or tents to provide shelter for administrative staff, food stands and visitors in bad weather conditions and to host the prize giving event.
- 10.5 Refreshments such as water, cold drinks and food (e.g. hot dogs) on sale.

## **11. First Aid**

- 11.1 An emergency plan
  - 11.1.1 Telephone numbers, addresses and GPS co-ordinates of hospitals in the area
  - 11.2.1 Telephone numbers of ambulance services - preferable private service providers (e.g. NETCARE Emergency vehicle with driver on standby
- 11.3 First aid officials
- 11.4 First aid kit

## **12. Certificates, medals and badges**

The national office provides certificates, medals and badges. For more information contact Dorothy Ras at [dorothy@sahunt.co.za](mailto:dorothy@sahunt.co.za)

## **13. Prize-giving**

- 13.1 The prize giving are done according to printed lists for prize giving detail from the SAHGCA Shooting competition module;
- 13.2 The prize giving for each regional competition are finalized on the day and the applicable medals, cloth badges and certificates handed over to the participants en are not carried over to a second and third competition in the same region.
- 13.3 Cloth badges are a relatively expensive item and most participants do not want 2 or 3 of the same badges. Branches should take this into consideration when they order these items.
- 13.4 During the prize-giving it is important to acknowledge, congratulate and photograph the winners in front of their peers.

## **14. Photographer**

Organise a photographer to take photographs during the competition and at the prize-giving event at all national shooting competitions (also recommended for regional shooting competitions). The costs thereof forms part of the host branch's budget for the competition and can be covered by the registration fees. Host branches must send photographs to Inyathi Park for publication. It is important to obtain permission from the photographer to publish these photographs free of charge and to ensure that there are no copyright on these photographs.

## **15. Submission of results to the national office – see item 3**