



South African Practical Shooting Association

Telephone: 011 391 6463
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e-mail: ipscsa@telkomsa.net
www.sapsa.co.za

Postnet Suite # 140
Private Bag X27
Kempton Park, 1620

Duties of the Executive Council and Sub-Committees (As amended at the Annual Council Meeting on 24 February 2018)

The duties as outlined below include but are not limited to:

Management Committee

1. Chairperson

- 1.1 Manage and co-ordinate the daily affairs of the Federation.
- 1.2 Co-ordinate strategic planning and execution for the Federation.
- 1.3 Represent the Federation at national and international events.
- 1.4 Represent the Federation at the I.P.S.C General Assembly if elected as the Regional Director.
- 1.5 Represent the Federation at meetings with other bodies, including but not limited to SAPS, in conjunction with the Legal Liaison Officer, if applicable.
- 1.6 Chair Management and Executive Committee meetings.
- 1.7 Assist with Dispute Resolution as required.

2. Vice Chairperson

- 2.1 Perform any of the Chairperson's function in the event of the Chairperson being unavailable.
- 2.2 Oversee Development.
- 2.3 Oversee the Federation's webpage.

3. Secretary

- 3.1 Oversee the functions of the Administrative officer.
- 3.2 Ensure the maintenance of Policy Documents.
- 3.3 Serve as a member of the Selection Committee and chair all these meetings, as applicable.
- 3.4 Ensure adherence to the Selection policy and any additional mandates as issued by the Executive Council.



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Management Committee (cont)

4. Treasurer

- 4.1 Manage the financial affairs of the Federation on a daily basis.
- 4.2 Keep accounts, registers, records and entries as necessary.
- 4.3 Ensure the books and accounts are audited annually.
- 4.4 At the annual Executive Committee Meeting,
 - 4.4.1. Submit the audited balance sheet, income and expenditure statement
 - 4.4.2. Present an estimated income and expenditure account and a projected cash flow statement for the ensuing year.
- 4.5 Maintain a bank account/s with a registered commercial bank, to ensure sufficient funds are available for the day-to-day running of the Federation's affairs.
- 4.6 Ensure that all monies received are deposited to the Federation's account.
- 4.7 Make payments by negotiable documents or electronic funds transfers, as authorised by the Executive Council.
- 4.8 Ensure that receipts are issued for all moneys received.
- 4.9 Ensure that any excess funds are invested in an appropriate interest-bearing account.

5. Public Relations Officer

- 5.1 Liaise with other sporting bodies and government departments, in conjunction with the Legal Liaison Officer if applicable.
- 5.2 Promote practical shooting.
- 5.3 Recruit new members.
- 5.4 Source donations or contributions from outside sources.

6. Development Officer

- 6.1 Develop the level of competence of all members with the ultimate aim of winning medals at the next I.P.S.C. World Shoot.
- 6.2 Co-ordinate coaching to improve all levels of practical shooting.
- 6.3 Co-ordinate development of new shooting ranges and the maintenance and improvement of existing ranges.
- 6.4 Co-ordinate growth of all I.P.S.C-recognised disciplines.
- 6.5 Expand the recruitment base to grow membership, in conjunction with the Public Relations Officer.



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Management Committee (cont)

7. Regional Director

- 7.1 Represent the Federation at the I.P.S.C. General Assembly.
- 7.2 Report back on all matters pertaining to I.P.S.C.

8. Chairperson of S.A.I.R.O. & I

- 8.1 Manage and co-ordinate the activities of S.A.I.R.O. & I, including but not limited to:
 - 8.1.1. Train, develop, appoint and promote range officers.
 - 8.1.2. Promote safety at matches.
 - 8.1.3. Recommend appointments to I.R.O.A.
 - 8.1.4. Liaise with IROA.
 - 8.1.5. Implement a timeous call-up of match officials for Level III or higher matches.
 - 8.1.6. Collate applications of match officials for Level III or higher matches.
 - 8.1.7. Select match officials for level III or higher matches, in conjunction with the appointed Range Master.
 - 8.1.8. Co-ordinate payment for match officials at level III or higher matches, in conjunction with the Treasurer.
 - 8.1.9. Advise on the application of the I.P.S.C. Competition rules.
 - 8.1.10. Co-ordinate the submission of match results to I.P.S.C., for Level III or higher matches.
 - 8.1.11. Submit the post-match report and Range Master's report to I.P.S.C., for Level III or higher matches.
 - 8.1.12. Store and maintain equipment required by Match officials, for level III or higher matches.

9. Executive Councillor

- 9.1 Represent a member organisation at Executive Council meetings.
- 9.2 Communicate with individual members and/or affiliated clubs.



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10. Administrative Officer

- 10.1 Ensure the daily administration is carried out.
- 10.2 Receive all correspondence and distribute as applicable.
- 10.3 Organise venue for Executive Council Meetings.
- 10.4 Record and produce Minutes of all Executive Council Meetings.
- 10.5 Ensure notices are circulated as required, including but not limited to Agendas and Minutes for all meetings.
- 10.6 Compile and maintain membership lists for the Federation and member organisations.
 - 10.6.1. Distribute membership letters as applicable.
- 10.7 Compile and maintain an annual calendar of events.
- 10.8 Produce Dedicated Status and Endorsements letters, as applicable.
- 10.9 Request and collate Dedicated Status points for all members, annually at the end of November.
 - 10.9.1. Submit Dedicated Status points to the Central Firearms Registry annually, as applicable.
- 10.10 Compile and maintain National logs.
- 10.11 Produce logs for the award of the annual Champions.
 - 10.11.1. Collect and purchase additional trophies as required.
- 10.12 Bank monies received, if and when required, and submit proof of banking to Treasurer.
- 10.13 Finalise membership spreadsheets for S.A.S.S.Co at the end of May and August.
 - 10.13.1. Advise the Treasurer accordingly of membership fees to be paid to S.A.S.S.Co.
- 10.14 Ensure the requirements for I.P.S.C. Level III or higher matches are met, including but not limited to:
 - 10.14.1. Registration of the match on the I.P.S.C Calendar
 - 10.14.2. Submission of the Course of Fire, initially to the Federation's vetting committee then to I.P.S.C. for sanctioning
 - 10.14.3. Follow up and resubmission of the Course of Fire in the event that changes are requested
 - 10.14.4. Ordering of I.P.S.C. President's medals.
- 10.15 Co-ordinate entries and squadding for all Level III or higher matches.
 - 10.15.1. Once finalised, circulate for checking.
 - 10.15.2. Ensure sufficient stock of the Federation's medals to be awarded.



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10. Administrative Officer (cont)

- 10.16 Assist members with registration for International events as required.
- 10.17 Organise Federation certificates for National and Federation teams, as required.
- 10.18 Arrange temporary firearms permits for international competitors.

11. Selection Committee/s

- 11.1 Ensure fair and just selection in accordance with the Selection policy and any additional mandates issued by the Executive Council.
- 11.2 Keep Minutes of selection committee meetings.

12. Vetting committees for Level III or higher matches

- 12.1 Check Courses of Fire for adherence to the I.P.S.C. principles and competition rules.
- 12.2 Ensure balance between speed and accuracy.
- 12.3 Implement good course design.
- 12.4 Remain up to date with international course design tendencies.
- 12.5 Ensure equal challenge for all levels of competitors.
- 12.6 Advise on possible shooter traps and safety issues.

Vetting process

- 12.7 Host organisation to submit to the Administrative Officer.
- 12.8 Administrative Officer to circulate to all members of the vetting committee.
- 12.9 Vetting committee chairperson to collate responses from members of the vetting committee and return to the Administrative Officer
 - 12.9.1. Administrative Officer to return to the host organisation for correction as per the vetting committee's requirements.
- 12.10 Administrative Officer to submit to I.P.S.C. vetting committee for sanction.
 - 12.10.1. Administrative Officer to return to the host organisation for correction as per the I.P.S.C. vetting committee's requirements.



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13. S.A.S.S.C.o Representative

- 13.1 Liaise with S.A.S.S.C.o on behalf of the Federation.
- 13.2 Attend meetings as applicable.
- 13.3 Receive, attend to and distribute all correspondence.

14. Legal Liaison Officer

- 14.1 Represent the Federation at meetings with other bodies, including but not limited to SAPS, in conjunction with the Chairperson, if applicable.
- 14.2 Liaise with other sporting bodies and government departments, in conjunction with the Public Relations Officer, if applicable.

15. Webpage Editor

- 15.1 Establish and maintain a webpage on behalf of the Federation.
- 15.2 Upload information if and when required by the Chairperson and/or Administrative Officer.
- 15.3 Co-ordinate on-line membership and match managements systems, in conjunction with the Administrative Officer and as approved by the Executive Council.