



National Range Officers Institute Ontario

Officials' Handbook & Policy August 2017

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Table of Contents

Section 1. Introduction.....	5
1.1 Governance Authority	5
Section 2. Objectives of NROI Ontario.....	6
2.1 Reporting	6
2.2 Strategic Objectives	6
2.2.1 Education.....	6
2.2.2 Membership	6
2.2.3 Administration	7
2.2.4 Operations	7
2.2.5 Consultation.....	7
Section 3. Administration of NROI Ontario.....	8
3.1 NROI Ontario Coordinator.....	8
3.2 Deputy Coordinator – Communications.....	8
3.3 Deputy Coordinator – Training	8
3.4 Deputy Coordinator – Officials Support.....	9
3.5 Deputy Coordinator – NROI Membership.....	9
Section 4. Direction and Guidance	10
4.1 Philosophy	10
4.2 IROA Range Officer’s Creed.....	10
Section 5. NROI Ontario Match Officials.....	11
5.1 Stats Officer (SO).....	11
5.1.1 SO Duties and Terms of Reference	11
5.1.2 SO Requirements	11
5.1.3 SO Application Procedure.....	11
5.1.4 SO Qualities and Characteristics	11
5.2 Range Officer (RO).....	11
5.2.1 RO Duties and Terms of Reference	11
5.2.2 RO Requirements	11
5.2.3 RO Application Procedure.....	12
5.2.4 RO Qualities and Characteristics	12
5.3 Chief Range Officer (CRO)	12
5.3.1 CRO Duties and Terms of Reference	12
5.3.2 CRO Requirements.....	12
5.3.3 Procedure for Promotion to CRO	13
5.3.4 CRO Qualities and Characteristics.....	13



5.4	Range Master (RM)	14
5.4.1	RM Duties and Terms of Reference	14
5.4.2	RM Requirements	14
5.4.3	Procedure for Promotion to RM	14
5.4.4	RM Qualities and Characteristics	14
5.5	Instructor	15
5.5.1	Instructor Duties and Terms of Reference	15
5.5.2	Instructor Requirements	15
5.5.3	Procedure for Appointment as an Instructor	15
5.5.4	Maintenance of Instructor Qualification	15
5.5.5	Instructor Qualities and Characteristics	15
Section 6.	Maintenance of NROI Ontario Membership	17
Section 7.	Authority, Performance and Conduct	18
7.1	Authority	18
7.2	Performance and Conduct	18
7.2.1	Misconduct	18
7.2.2	Gross Misconduct	18
Section 8.	Disciplinary Procedures	20
8.1	Disciplinary Committee	20
8.2	Confidentiality	20
8.3	Authority to Deal with Disciplinary Decisions	20
8.4	Informal Procedure	20
8.5	Formal Procedures	20
8.6	NROI Dismissal	21
8.7	Preliminary Investigation	21
8.8	NROI Disciplinary Hearing	21
8.8.1	Right to be Accompanied at a Disciplinary Hearing	21
8.8.2	Recording of Formal Proceedings	22
8.9	Procedures if the Complaint is Upheld	22
8.9.1	Performance Improvement Requirement	22
8.9.2	Warning for Misconduct	22
8.9.3	Demotion, Suspension, Dismissal or Additional Sanctions	23
8.9.4	For Gross Misconduct	23
8.9.5	Limits of Disciplinary Action	23
8.10	Reapplication for NROI Ontario Status	23
8.11	Notice of Right to Appeal	23



8.12	NROI Ontario Appeals Procedure	23
8.13	Conflicts of Interest	24
Section 9.	NROI Grievance Procedure	25
9.1	Informal Resolution	25
9.2	Formal Procedure	25
Section 10.	NROI Ontario Dress code	26
10.1	Basic Uniform	26
10.2	Prohibited	26
10.3	Things to avoid if possible	26



Section 1. Introduction

The purpose of this policy is to define the rule set and governance for the National Range Officers Institute Ontario (NROI Ontario), define the certification criteria for NROI Ontario officials, state the expectations of behaviour and personal conduct for NROI Ontario officials, and define a methodology for the fair application of those procedures and any resultant disciplinary action.

This “August 2017” version of this policy comes into effect as of the 20th day of August, 2017 and will remain in effect until a subsequent edition, appropriately versioned with the date of implementation, is approved by the IPSC Ontario Board of Directors.

The contents relating to behaviour and conduct are not intended to cover all eventualities, but lay down minimum and common standards for NROI Ontario officials. In all cases, conduct affecting the image and performance of NROI Ontario shall fall under the supervision and purview of the NROI Ontario Coordinator.

Throughout this handbook the terms “we”, “us”, “our”, etc. refer to NROI Ontario. References made herein to the male gender (e.g. “he”, “his”, “him”) are deemed to include the female gender (e.g. “she”, “her”).

1.1 Governance Authority

Notwithstanding any exemptions or waivers granted to IPSC Canada, all NROI Ontario rules and policy describing the management of IPSC matches, deportment, and conduct of IPSC Officials, and management of disciplinary, remedial, or arbitral actions have been based on, and emulate the rules and policies of the International Range Officer’s Association (IROA).

The authority to manage, administer, and maintain NROI Ontario (and this policy) is granted to the NROI Ontario Coordinator by the Board of Directors of the Corporation of IPSC Ontario.

This policy shall be the final arbitrator and authority for all matters related to the management and administration of NROI Ontario.

This policy constitutes the complete authority for all matters related to the management and administration of NROI Ontario subject to the rules of IROA, and where relevant, the constitutions of IPSC World, IPSC Canada and IPSC Ontario.



Section 2. Objectives of NROI Ontario

Range officials form the support and infrastructure of IPSC shooting in Ontario and there is a direct relationship between the quality of the officiating, and the quality of the match. For this reason, the National Range Officers Institute Ontario (NROI Ontario) is designed to establish a structure for the creation, accreditation, recognition, and maintenance of match officials.

Following the goals and spirit of the IROA Range Officer's Creed, NROI Ontario will ensure that NROI Ontario match officials are the best trained, the best qualified, and the best prepared, to a consistent standard.

2.1 Reporting

The highest-ranking administrator of NROI Ontario is the NROI Coordinator. He reports to the IPSC Ontario Board of Directors, but is also responsible to ensure that all aspects of the NROI Ontario program are in accord and compliance with the applicable rules and policies of the International Range Officer's Association (IROA).

Notwithstanding any exemptions granted to IPSC Canada, NROI Ontario will be primarily accountable to IROA for matters related to conduct and operation of match officials and will be accountable to IPSC Ontario for all NROI Ontario operating procedures and policy.

2.2 Strategic Objectives

NROI Ontario has five main responsibilities:

1. Education
2. Membership
3. Administration
4. Operations
5. Consultation

2.2.1 Education

- a) Training, certification, support, and evaluation of NROI Ontario match officials.
- b) Preparation, maintenance, and distribution of training materials for IROA Level 1 and Level 2 courses conducted in Ontario.
- c) Training, certification, support, and evaluation of NROI Ontario instructors.

2.2.2 Membership

Membership in this circumstance refers to membership in NROI Ontario, not membership in IPSC Ontario.

Any IPSC Ontario member who has attained a rank, function or position as defined in Section 5 "NROI Ontario Match Officials", shall be considered a member of NROI Ontario. If a member of NROI Ontario resigns, fails to maintain his membership in IPSC Ontario, or has been dismissed due to disciplinary action, he shall no longer be considered a member of NROI Ontario.

- a) Establish the criteria for NROI Ontario membership.
- b) Manage the annual maintenance of NROI Ontario officials.
- c) Introduce systems to facilitate the development, deployment, and promotion of NROI Ontario officials in an equitable and orderly fashion subject to match requirements and



individual experience and expertise. Such systems will recognize the importance of constructive but critical feedback to enhance individual development and improvement.

- d) Devise and employ a fair and just system to discipline NROI Ontario officials with the understanding that NROI Ontario officials must set a very high standard as an example to IPSC competitors and other NROI officials at all times.

2.2.3 Administration

- a) Create and maintain current records of NROI Ontario officials including their ranks and historical performance.
- b) Set and administer codes of conduct as well as minimum standards for attitude and appearance to maintain the NROI Ontario image throughout IPSC.
- c) Maintain a system to provide NROI Ontario officials with appropriate identification, apparel, equipment, and reimbursement (where applicable).
- d) Diligently administer a budget provided by IPSC Ontario.

2.2.4 Operations

- a) Provide NROI Ontario officials with technical and practical support to assist them in delivering high quality matches.
- b) Inspect targets, props, range conditions and any other aspects of matches in Ontario as requested by Match Directors or IPSC Ontario.
- c) Direct and control the consistent application of the IROA rules to constantly strive for the highest level of equity in competition and the enjoyment of the competitors.

2.2.5 Consultation

- a) Advise IPSC Ontario on all matters relating to rule changes and match operations including safety, firearm and equipment development and competitor actions.
- b) Provide IPSC Ontario with appropriate research, opinions and evidence as may be required.



Section 3. Administration of NROI Ontario

3.1 NROI Ontario Coordinator

The highest-ranking administrator of NROI Ontario is the NROI Coordinator. His responsibilities include:

- a) Manage the affairs of NROI Ontario
- b) Exercise financial control over the disbursements and income of NROI Ontario through an account designated by IPSC Ontario for such use.
- c) Report to the IPSC Ontario Board of Directors on the status of the NROI Ontario program, finances, projects and initiatives when requested, and specifically at IPSC Ontario Board of Directors meetings and annual general meetings.
- d) Maintain this policy and other governance documents.
- e) Make recommendations to the IPSC Ontario Board of Directors on matters pertaining to rules, use of NROI Ontario officials, management of matches and IPSC Ontario programs.
- f) Oversee training of NROI Ontario officials.
- g) Appoint, when required, Deputy Coordinators (see below) to manage various NROI Ontario portfolios.
- h) Chair regular meetings of NROI Ontario, attended by Deputy Coordinators.

3.2 Deputy Coordinator – Communications

The Deputy Coordinator – Communications reports directly to the NROI Ontario Coordinator and is responsible for the following:

- a) Issuance of notices directed at NROI Ontario officials, including website postings, forum postings, and printed mailings.
- b) Posting of instructional videos.
- c) Maintenance of the NROI section of the IPSC Ontario website and forum.
- d) Issuance of calls for officials.
- e) Attend NROI Ontario meetings.
- f) Various other associated duties as required.

3.3 Deputy Coordinator – Training

The Deputy Coordinator – Training reports directly to the NROI Ontario Coordinator and is responsible for the following:

- a) Identification of training requirements, and the need for IROA Level 1 and IROA Level 2 courses.
- b) Coordination of logistics and arrangements to support all training courses, including printed material, equipment, and facilities required for courses.
- c) Issuance of training course notices and determination of applicant eligibility.
- d) Communication with applicants, including confirmations and processing of course payment.



- e) Attend NROI Ontario meetings.
- f) Various other associated duties as required.

3.4 Deputy Coordinator – Officials Support

The Deputy Coordinator – Officials Support reports directly to the NROI Ontario Coordinator and is responsible for the following:

- a) Sourcing and coordination of uniforms and approved NROI Ontario logo wear.
- b) Sourcing and distribution of tools and equipment either issued to or made available for NROI Ontario officials.
- c) Attend NROI Ontario meetings.
- d) Various other associated duties as required.

3.5 Deputy Coordinator – NROI Membership

The Deputy Coordinator – NROI Membership reports directly to the NROI Ontario Coordinator and is responsible for the following:

- a) Yearly validation of recertification points.
- b) Updating records to reflect status of NROI Ontario officials.
- c) Attend NROI Ontario meetings.
- d) Various other associated duties as required.



Section 4. Direction and Guidance

4.1 Philosophy

The IROA Range Officer's Creed is a foundational philosophy to be emulated by all officials. In situations where there is no specific and approved governance to the contrary, the Range Officer's Creed shall be referenced for direction and guidance in all decisions to be made on the range, in the execution of NROI Ontario or IPSC Ontario business, or during any disciplinary proceedings.

4.2 IROA Range Officer's Creed

As an IPSC Range Officer, I shall conduct all matches with the safety of the competitors, spectators, and fellow Range Officials first and foremost in my thoughts and actions. I shall always be courteous while maintaining firm control over my range and areas of responsibility. I will always strive to be totally fair and impartial in my judgments.

1. Safety shall always be my primary goal, with efficiency and speed of the match as secondary factors.
2. It is a privilege and an honor to serve as a Range Officer and I shall act accordingly.
3. It is my duty to assist all competitors in their attempts to accomplish their goals and not to hinder them by undue harassment and authoritarian behaviour.
4. I shall put aside personal prejudices and act as an impartial judge at all times.
5. I shall keep my opinions to myself and shall not be critical of any individual beyond the field of contest.
6. I will thoroughly familiarize myself with all current regulations, match rules and attendant subjects.
7. I will be firm and fair in all judgmental calls made during the course of a stage, and be prepared to state in a clear and concise manner my reasons for such calls to the particular competitor or any Range Official.
8. During the course of a stage, my attention shall be clearly focused on the particular competitor I am assigned to observe, and I shall not permit my attention to be misdirected or lax.
9. Prior to and during a stage, I shall never consume any alcoholic beverage or narcotic. I understand that if I violate this rule, I may be suspended or barred from serving as a Range Official in the future.
10. I shall confer only with my fellow Range Officers and Match Officials concerning the behaviour of any competitor and any decisions to be rendered.
11. I shall exercise due consideration for the personal emotions of any competitor, and shall act in a manner so as not to embarrass or disturb the competitor any more than is absolutely necessary.
12. I shall strive to never give even the appearance of wrongdoing.



Section 5. NROI Ontario Match Officials

5.1 Stats Officer (SO)

5.1.1 SO Duties and Terms of Reference

Supervises the stats team, which collects, sorts, verifies, tabulates and retains all score sheets (paper or electronic) and ultimately produces provisional and final results (under the direct authority of the Range Master).

5.1.2 SO Requirements

- a) Must be a current member of IPSC Ontario.
- b) Must be a current working official of NROI Ontario (any rank).
- c) Must have accumulated a minimum of 15 match points as the lead Stats Officer at IPSC Level II or higher matches, including at least 2 Level III matches.

5.1.3 SO Application Procedure

The applicant must send an email request to the NROI Ontario Coordinator. The email must list the applicable experience to be considered. The NROI Ontario Coordinator will review the applicant's experience and make a decision to either approve the rank of Stats Officer, or reject the request.

If the applicant's request is rejected, the NROI Ontario Coordinator will provide the rationale for the rejection and will also identify what the applicant needs to do in order to have their request reconsidered in the future. This will usually be in the form of more experience required in stats work.

5.1.4 SO Qualities and Characteristics

The ideal candidate for Stats Officer is a details-oriented person who enjoys checking and double checking work. The role requires an advanced knowledge of the rules related to scorekeeping, procedural penalties, recognition, and Divisional compliance. The SO often works alone, sequestered in a quiet space, isolated from the "action" on the ranges. The SO must have a detailed knowledge of scorekeeping software and be able to debug and solve technical problems "on the fly" and often without support.

5.2 Range Officer (RO)

5.2.1 RO Duties and Terms of Reference

Issues range commands, oversees competitor compliance with the written stage briefing and closely monitors safe competitor action. He also declares the time, scores and penalties achieved by each competitor and verifies that these are correctly recorded on the competitor's score sheet (under the authority of a Chief Range Officer and Range Master).

5.2.2 RO Requirements

- a) Must be a current member of IPSC Ontario.
- b) Must be at least 18 years of age.
- c) Must possess a valid Restricted Possession and Acquisition Licence (RPAL).
- d) Must have competed in at least three Level II IPSC Matches.



- e) Must be sufficiently fluent in English to be able to run a stage in an internationally sanctioned match, i.e. read the stage briefing, give range commands and answer questions.
- f) Must have successfully passed the current IROA Level I Range Officer Seminar, that may be conducted by either an NROI Ontario Instructor or an IROA Instructor in an IPSC Region or IPSC Canada Section in which the prospective official was previously a member.

5.2.3 RO Application Procedure

The qualified applicant must successfully complete the IROA Level 1 Range Officer Seminar as described above. At the end of the Level 1 Seminar, the applicant's name will be entered in the IPSC Ontario member database as a Provisional Range Officer. The Provisional RO will be required to acquire 3 RO match points under the direct supervision of a current range official (any rank) within 12 months.

The process for recording and reporting the points will change from time to time, but will be clearly identified in the applicant's Level 1 Seminar. Once the Provisional RO's 3 points have been recorded by NROI Ontario, the Provisional RO's status will be changed in the system from Provisional Range Officer to Range Officer.

5.2.4 RO Qualities and Characteristics

The ideal candidate for RO is a confident, disciplined person, capable of putting aside personal feelings and biases. The RO must be patient and have the ability to explain rules and procedures clearly and calmly to competitors, often repeatedly. The role requires an advanced knowledge of the rules and a willingness to admit mistakes and learn from them. ROs must have an eye for detail and be able to think quickly.

The role can be physically demanding, as the RO must keep up with competitors while they complete the various courses of fire. The RO will regularly work an entire match, through several squads and numerous competitors.

5.3 Chief Range Officer (CRO)

5.3.1 CRO Duties and Terms of Reference

Is the primary authority over all persons and activities in the courses of fire under his control, and oversees the fair, correct and consistent application of these rules (under the direct authority of the Range Master).

5.3.2 CRO Requirements

- a) Must be a current member of IPSC Ontario with the rank of Range Officer.
- b) Must have accumulated a minimum of 28 match points, including at least 15 Level 3 or higher matches.
- c) Must be sufficiently fluent in English to be able to fulfil the duties of a CRO in an internationally sanctioned match.
- d) Must have, throughout their career as an RO, consistently displayed the aptitude, attitude, and disposition required for the Chief Range Officer role.



- e) Must have successfully passed an IROA Level II Range Officer Seminar that may be conducted by either an NROI Ontario Instructor or an IROA Instructor in an IPSC Region or IPSC Canada Section in which the prospective official was previously a member.

5.3.3 Procedure for Promotion to CRO

A panel of senior NROI Ontario officials assembled and chaired by the NROI Ontario Coordinator will carefully assess applicants for the rank of Chief Range Officer. Attainment of the requisite points will not be the only factor in determining acceptance to the Chief Range Officer rank.

When a CRO course is announced, all applicants will be assessed for suitability. This assessment will include inquiries about an applicant's past performance, including technical skills, knowledge of the rules, temperament and attitude. Candidates will be assessed and ranked. The most qualified applicants will fill the available slots. Any applicant rejected for the course will be told clearly why they were rejected and what they need to work on for consideration in the future.

The applicant must successfully complete the IROA Level 2 Chief Range Officer Seminar as described above. After completion of the Level 2 Seminar, the applicant will be required to work as a CRO in a Level 3 match under the direct supervision of a current NROI Ontario CRO serving in the role of Match CRO. The supervising Match CRO will directly and actively mentor the applicant throughout at least one full day of the match. The Match CRO will then provide a recommendation to the NROI Coordinator regarding the applicant's readiness to become a Chief Range Officer. If the recommendation is that the applicant is ready to perform as a CRO, the NROI Coordinator will change the applicant's status to Chief Range Officer. If the recommendation is that more experience is required, the NROI Coordinator will clearly identify what the applicant needs to do to be promoted to Chief Range Officer.

The mentoring match CRO must be approved in advance by the NROI Coordinator.

The process for managing the mentoring and reporting will change from time to time, but will be clearly identified in the applicant's Level 2 Seminar.

5.3.4 CRO Qualities and Characteristics

An advanced knowledge of the rules is essential.

The CRO is a leader. The CRO is responsible to manage an entire crew of ROs and helpers, while looking out for the safety of everyone on the range. While safety is always the top priority, the CRO must also be able to identify backlogs and improve the efficiency of a range when one or more stages become an issue.

The CRO is also a coach and teacher, who must ensure that all ROs follow the proper procedures, use only the approved range commands, and consistently apply all proper rules and procedural penalties.

The CRO should be able to explain difficult issues to the crew, especially in potentially negative situations such as when a Range Master overturns a disqualification or penalty call. The CRO must also be able to diffuse conflicts and ensure the relationship between staff and competitors remains friendly and respectful.



5.4 Range Master (RM)

5.4.1 RM Duties and Terms of Reference

Has overall authority over all persons and activities within the entire range, including range safety, the operation of all courses of fire and the application of rules. All disqualifications and appeals to arbitration must be brought to his attention. The Range Master is usually appointed by and works with the Match Director.

5.4.2 RM Requirements

- a) Must be a current member of IPSC Ontario.
- b) Must be a current Chief Range Officer (CRO).
- c) Must have accumulated a minimum of 55 match points at IPSC Level III or higher matches, including at least 15 Level 3 or higher points as a Match CRO (NROI Canada policy may supersede these requirements).
- d) Must be sufficiently fluent in English to be able to fulfil the duties of a RM in an internationally sanctioned match.
- e) Must have, throughout their career as a match official, consistently displayed the aptitude, attitude, and disposition required for the Range Master role.

5.4.3 Procedure for Promotion to RM

CROs wishing to become a Range Master must send an email of intent to the NROI Ontario Coordinator. The candidate will be assessed to determine their eligibility, based on several factors, as identified above.

In addition, the NROI Coordinator will determine if there would be enough Range Master work to support the number of Range Masters in the Section. It is important to maintain an appropriate number of Range Masters, based on the demand generated by Level 3 matches in Ontario. This demand will fluctuate from time to time and will be constantly reassessed by the NROI Ontario Coordinator.

If a candidate is determined to be eligible and there is the demand for more Range Masters, the NROI Coordinator will clearly identify the current procedure for promotion to Range Master. That procedure will change from time to time, based on relevant policies of IROA, IPSC Canada, and IPSC Ontario.

5.4.4 RM Qualities and Characteristics

An advanced knowledge of the rules is essential, as the RM is the ultimate authority in a match. The RM must also have an advanced knowledge of supportive processes such as chronograph, calibration, and arbitration.

The RM must have a wide breadth of experience managing matches of all levels (1-3 specifically), as each level of competition has its own unique characteristics and challenges. The RM must be able to manage the CROs, SOs, ROs, Quartermasters and helpers. The RM must fully understand everything that occurs at a match, as it is the RM's responsibility to ensure that everything is run according to the rules. The RM must be well organized and have a sense for consistency.

The RM is a coach and mentor. He must be able to identify when people are having problems and work with them to solve those problems. The RM must be able to bring together people who would otherwise not get along.



5.5 Instructor

5.5.1 Instructor Duties and Terms of Reference

Organizes and conducts IROA Level 1 and IROA Level 2 seminars in accordance with NROI Ontario policy and the current IROA syllabus.

5.5.2 Instructor Requirements

- a) Must be a current member of IPSC Ontario.
- b) Must be a current Range Master in NROI Ontario.
- c) Must be sufficiently fluent in English to be able to teach IROA Seminars in English.

5.5.3 Procedure for Appointment as an Instructor

- a) Range Masters wishing to become an NROI Ontario Instructor must send an email of intent to the NROI Ontario Coordinator. The candidate will be assessed to determine their eligibility, based on several factors, as identified above.
- b) In addition, the NROI Coordinator will determine if there would be enough Instructor work to support the number of Instructors in the Section. It is important to maintain an appropriate number of Instructors, based on the demand for RO courses in Ontario. This demand will fluctuate from time to time and will be constantly reassessed by the NROI Ontario Coordinator.
- c) If a candidate is determined to be eligible and there is the demand for more NROI Ontario Instructors the NROI Coordinator will clearly identify the current procedure for appointment as Instructor. That procedure will change from time to time, based on relevant policies of IROA.
- d) The Instructor development process includes assisting in RO courses in progressively more responsible roles.
- e) A custom development plan will be developed for each Instructor candidate, based on experience, aptitude, and abilities.

5.5.4 Maintenance of Instructor Qualification

- a) Every NROI Ontario Instructor must either conduct, or assist at, a minimum of 1 IROA Level 1 Seminar in Ontario, every two (2) calendar years in order to maintain his Instructor qualification.
- b) Any NROI Ontario Instructor unable to meet the requirement in Section 5.5.4 a) may appeal to the NROI Ontario Coordinator in writing to continue his current status by conducting or assisting at a minimum one IROA Level 1 seminar conducted in Ontario in the year following the year of non compliance. If an Instructor should fail to send in proof of compliance by the end of a third consecutive year, he will automatically cease to be an NROI Ontario Instructor.
- c) In exceptional circumstances the NROI Ontario Coordinator may waive an instructor's qualification maintenance requirements.

5.5.5 Instructor Qualities and Characteristics

An advanced knowledge of the rules is essential. The Instructor must also have an advanced knowledge of supportive processes such as chronograph, calibration, and arbitration.



The instructor must also be detail-oriented and capable of managing every logistical and technical aspect of the class.

The Instructor must have a wide breadth of experience managing matches of all levels (1-3 specifically), and be able to cite practical examples that support the various subjects covered in the seminars. He must be able to explain every concept, answer every question, and illustrate every example in multiple ways.

The Instructor must be very comfortable in front of a class, and be able to continually assess the comprehension of the students, knowing when to provide additional instruction and individual attention.



Section 6. Maintenance of NROI Ontario Membership

- a) Every Official is responsible for the maintenance of their contact details, match points and other data. NROI Ontario officials must notify IPSC Ontario of any changes to their address or contact information.
- b) Every NROI Ontario official must earn a minimum of 6 match points (in his approved rank or function) at sanctioned IPSC matches per calendar year in order to maintain his NROI Ontario rank.
- c) Every NROI Ontario official must submit details of his annual match points in the prescribed manner by December 31st of the applicable year.
- d) If NROI Ontario has not received the previous year's match points for any official by January 31st of the subsequent year, that official will be removed from the roster of active officials.
- e) In exceptional circumstances, the NROI Ontario Coordinator may waive an official's maintenance requirements. Any NROI Ontario official who knows they will not attain their required minimum maintenance points should notify the NROI Ontario Coordinator well in advance of the deadline. The objective is to retain officials, not to look for excuses to remove them. All consideration will be given to officials who have compelling reasons for not acquiring their points.
- f) Any official removed in this manner may appeal to the NROI Ontario Coordinator (via email) to continue their current rank by gaining the minimum required maintenance points in the year following the year of non compliance. The NROI Ontario Coordinator will carefully assess each request. If the official is reinstated, but fails to send in proof of having gained the minimum match points as stipulated by December 31st of a second consecutive year, he will automatically cease to be an NROI Ontario official.
- g) Termination, lapse, or suspension of IPSC Ontario membership will automatically revoke an NROI Ontario official's NROI Ontario status and rank. Upon reinstatement of IPSC Ontario membership, the NROI Coordinator will consider reinstatement of the official's rank. Notwithstanding any disciplinary issues or lapses in match point accumulation, the official's rank will usually be reinstated when their membership issue has been resolved. Officials seeking reinstatement under these circumstances must submit a written request (via email) to the NROI Ontario Coordinator.



Section 7. Authority, Performance and Conduct

7.1 Authority

Each match must have a designated Range Master. The designated Range Master has authority over all match officials and is responsible for decisions in matters concerning conduct and discipline.

For Level 1 and Level 2 matches, the designated Range Master may be any NROI Ontario official serving in the functional capacity of Range Master, regardless of their actual rank.

In the event that a match official is disciplined during a match, the Range Master must send a report of the incident and details of the disciplinary action, via email, to the NROI Ontario Coordinator.

A match official who is disqualified from a match for a safety infraction while competing will continue to be eligible to serve as a match official for the match. The Range Master will make any decision related to an official's participation.

7.2 Performance and Conduct

Listed below are examples of performance and conduct that are deemed unacceptable when working as an NROI Ontario official. The items listed below mostly refer to activities on the range but may be extended to include unacceptable behaviour away from the range or during a visit to a match (whether serving in an official capacity or not). These examples fall into two categories; Misconduct and Gross Misconduct.

7.2.1 Misconduct

- a) Failure to observe procedures.
- b) Failure to be up-to-date with the current rules and interpretations.
- c) Failure to wear correct uniform, protective clothing, or equipment provided for safety, without a valid and acceptable reason.
- d) Smoking at any time while giving the stage briefing or while actually supervising competitors during their attempts at a course of fire.
- e) Careless loss or damage of tools or equipment.
- f) Minor but wilful or negligent damage to property.
- g) Inappropriate behaviour.
- h) Failure to carry out duties or reasonable instructions from a senior official.
- i) Unauthorised absence while on duty.
- j) Breach of applicable Rules.

7.2.2 Gross Misconduct

- a) Theft or unauthorised possession of any property belonging to someone else.
- b) Serious deliberate or reckless damage to property.
- c) Falsification of reports, accounts, or expense claims.
- d) Misrepresentation of NROI Ontario rank.
- e) Refusal to carry out duties or reasonable instructions from a senior official.



- f) Intoxication by reason of alcohol or drugs while performing as a match official.
- g) Serious breach of rules.
- h) Fighting or other violent, dangerous, or intimidating conduct.
- i) Rudeness to competitors, spectators, or other officials.
- j) Abusive behaviour.
- k) Bullying, sexual, racial, or other harassment of a fellow official, competitor, or spectator.
- l) Any form of discrimination.
- m) Gross negligence or incompetence.
- n) Making false, inflammatory, derogatory or unsubstantiated statements about IPSC Ontario, NROI Ontario, fellow officials, competitors, or spectators either in person, in writing or electronically.
- o) Bringing the sport, IPSC, or NROI Ontario into disrepute.



Section 8. Disciplinary Procedures

The disciplinary procedures outlined below shall apply in cases where an official's performance or behaviour may be deemed to be unsatisfactory.

8.1 Disciplinary Committee

For any of the proceedings contained in this section, the NROI Ontario Coordinator may, at his discretion, appoint two or more senior officials of NROI Ontario to form an NROI Ontario Disciplinary Committee.

- a) For Gross Misconduct, the NROI Ontario Coordinator will always appoint a Disciplinary Committee.
- b) For all matters except Gross Misconduct, the decision to appoint a Disciplinary Committee or handle the matter himself will be at the discretion of the NROI Ontario Coordinator.
- c) To eliminate delays and costs associated with an impasse, the Disciplinary Committee will always be made up of an even number of members, plus the NROI Ontario Coordinator, resulting in an odd number total.
- d) A simple majority will determine all decisions of the Disciplinary Committee.
- e) The NROI Coordinator may not veto or overrule any decision made by a majority of members of a duly authorized Disciplinary Committee following the prescribed procedure.
- f) A report of all proposed discipline proceedings shall be made to the President of IPSC Ontario when notice is given of such proceedings.

8.2 Confidentiality

All disciplinary actions will be treated as confidential. The NROI Ontario Disciplinary Committee and the NROI Ontario Coordinator will treat all records, witness statements and decisions as private and secure where possible.

8.3 Authority to Deal with Disciplinary Decisions

Decisions to take formal action in unacceptable performance or disciplinary matters may only be made by the NROI Ontario Coordinator or the NROI Ontario Disciplinary Committee (if appointed).

8.4 Informal Procedure

Whenever possible, poor performance and misconduct issues will be resolved on an informal basis between the subject official and the NROI Ontario Coordinator or a senior NROI Ontario official appointed by the NROI Coordinator. In the event that a resolution cannot be attained in this manner, the formal procedures outlined below will apply.

8.5 Formal Procedures

Formal procedures have been adopted to enable problems relating to poor performance, Misconduct or Gross Misconduct to be dealt with fairly, consistently and with a minimum of delay.



8.6 NROI Dismissal

NROI dismissal will usually apply only in cases of Gross Misconduct or in cases of repeated or multiple offences within a set time period (usually within 12 months). However, during a period of NROI Ontario provisional status, a single case of proven misconduct will usually result in dismissal.

8.7 Preliminary Investigation

Following receipt of a report or observance of poor performance, Misconduct or Gross Misconduct, the NROI Coordinator will conduct a preliminary investigation to determine whether to continue with the formal procedures in full. The NROI Coordinator may, at his discretion, appoint a senior NROI official to conduct the preliminary investigation.

This preliminary investigation should attempt to determine the facts as well as to identify any witnesses or other persons relevant to the case, and to gather and confirm any physical evidence. The preliminary investigation should ideally take place as soon as possible.

The official who is the subject of the investigation will be requested for his version of the events leading to the investigation. A failure to comply will not prevent the investigation, or any formal hearing from taking place.

8.8 NROI Disciplinary Hearing

If, as a result of the investigation, the NROI Ontario Coordinator determines that a full hearing is justified, the subject official will be advised by letter or email of the decision and given the details of the complaint against him.

The official will be advised as to the nature of the complaint and given an opportunity to review any evidence or witness statements supporting the complaint. The official will be advised of the time and place of the hearing, which he will be requested to attend. In certain extreme cases, such as at or during a match, this notification may instead take place verbally.

The hearing may be conducted by telephone if it is too difficult or costly to conduct the hearing with all parties physically present.

During the hearing, the official will be asked to provide a response to the complaint as well as any evidence supporting his position.

In due course the official will be advised of a decision and any penalty if applicable. The official will be advised in writing, either by email or regular post. A copy of the decision shall be sent to the President of IPSC Ontario at the time it is sent to the official.

If applicable, the official will also be advised as to the rights for an appeal and the applicable procedure to lodge such an appeal.

8.8.1 Right to be Accompanied at a Disciplinary Hearing

A subject official may choose to be accompanied or assisted by a fellow NROI Ontario official during any disciplinary hearing. In a case where the hearing is conducted by telephone, the chosen assistant will be included in the process.

The subject official must advise the NROI Ontario Coordinator, in advance, of any persons the subject official wishes to be included in the procedures or at any hearing. Reasonable requests for such persons to be involved and/or present will be accepted.

Evidence submitted by the subject official's assistant may be taken into consideration, but all inquiries directed to the subject official must be answered by the subject official. Reasonable



translation assistance will be allowed but the answers and evidence required of the subject official must be provided by the subject official directly.

A subject official's failure to participate in this process, or refusal to answer questions, or provide details, will not prevent the NROI Ontario Coordinator or Disciplinary Committee (if appointed) from making a decision or determining disciplinary action or required performance improvements.

8.8.2 Recording of Formal Proceedings

Decisions and any disciplinary actions will be recorded and retained as per the IPSC Ontario records retention requirements.

All decisions reached as a result of a formal Disciplinary Hearing will be documented and provided to the President of IPSC Ontario.

8.9 Procedures if the Complaint is Upheld

If after a review by the NROI Ontario Coordinator or Disciplinary Committee (if involved) it is determined that the allegations are substantiated, appropriate action will be applied.

Disciplinary actions resulting from this procedure will take one of the following forms:

- a) A performance improvement requirement (in writing).
- b) A written warning.
- c) Demotion.
- d) Suspension.
- e) Dismissal from NROI Ontario.
- f) Such other sanctions as determined by the NROI Ontario Coordinator or the Disciplinary Committee (if appointed).

8.9.1 Performance Improvement Requirement

The official will be advised of the precise nature of the poor performance in writing, as well as the level of performance and improvement required, together with a realistic time limit for achieving that improvement and the consequences of failure to achieve and/or maintain the improvement.

If following the issuance of a performance improvement requirement, an official does not show sufficient improvement or fails to maintain the required level of improvement or adjustment for the period stipulated then the official may be demoted and/or suspended or dismissed from NROI Ontario.

The NROI Ontario Coordinator or the Disciplinary Committee (if appointed) will be the sole authority in such determinations.

8.9.2 Warning for Misconduct

The official will be advised of the precise nature of the misconduct in a written warning (or via email). The warning will state that any further offence or misconduct on the part of the official will result in the termination of the official's NROI Ontario status or such other sanction as is determined by the NROI Ontario Coordinator or Disciplinary Committee (if appointed).

A copy of the written warning will be kept on file but will be disregarded for disciplinary purposes usually after a period of 12 months, subject to satisfactory conduct and performance during this



period. The NROI Ontario Coordinator or Disciplinary Committee (if appointed), may specify a shorter or longer period as they see fit.

If an official fails to act upon the requirements for improved behaviour and/or conduct specified in the written warning, or is the subject of a new proven complaint, then the official may be demoted and/or suspended or dismissed from NROI Ontario.

8.9.3 Demotion, Suspension, Dismissal or Additional Sanctions

In addition to issuing a written warning, the NROI Ontario Coordinator or Disciplinary Committee (if appointed) may decide at their discretion to dismiss, demote, and/or suspend an official.

8.9.4 For Gross Misconduct

These incidents are treated very seriously. There will always be a full investigation for cases of alleged gross misconduct. During this period, the official will be suspended while the investigation takes place. If it is determined that Gross Misconduct has occurred, the penalty will be immediate dismissal from NROI Ontario. Alternative disciplinary action may be taken in exceptional circumstances, at the discretion of the NROI Ontario Coordinator or Disciplinary Committee.

8.9.5 Limits of Disciplinary Action

NROI disciplinary actions will be limited to the official's role and rank within NROI Ontario. NROI Ontario may not impose upon any official any sanctions that relate to their membership in IPSC Ontario or their rights and privileges thereof, except as they pertain to the business of NROI Ontario and their role as an official.

All disciplinary actions will be reported to the President of IPSC Ontario.

8.10 Reapplication for NROI Ontario Status

Officials who have been removed as officials for reasons other than Gross Misconduct may apply for reinstatement after 12 months from date of dismissal. Officials dismissed for Gross Misconduct may apply for reinstatement after 60 months from date of dismissal.

8.11 Notice of Right to Appeal

The written notice advising the official of the outcome of a disciplinary hearing will include a statement about the rights of appeal.

8.12 NROI Ontario Appeals Procedure

An official has the right to appeal to NROI Ontario against a disciplinary decision resulting from a misapplication of the procedures set out above. The basis of the appeal must be an assertion that the procedures prescribed by this policy were not followed properly. Appeals will not be granted by NROI Ontario in cases where the procedures were followed properly, but the subject official disagrees with the outcome.

In cases where the procedures were followed properly, but the subject official disagrees with the outcome, and that outcome removes from the subject official any rights or privileges inherent with IPSC Ontario membership, the subject official may appeal to the IPSC Ontario Board of Directors. That Board of Directors appeal process is not outlined in this NROI Ontario policy.



These are the steps to be followed for an NROI Ontario appeal:

1. If an official chooses to appeal a formal disciplinary decision, the appeal must be in writing. The official must state the basis for the appeal and provide details of any procedural error resulting in the original decision, and send the appeal to the NROI Ontario Coordinator at nroi@ipsc-ont.org within 14 days of the receipt of the original written decision.
2. The NROI Coordinator will review the appeal with the President of IPSC Ontario, who will have final say on whether the procedures were followed properly.
3. If it is determined by the President of IPSC Ontario that the procedures were followed properly, the subject official will be notified that the appeal is denied.
4. If it is determined by the President of IPSC Ontario that the procedures were not followed properly, the matter will be reconsidered following the procedures outlined in Section 8.8 - NROI Disciplinary Hearing, under the supervision of the President of IPSC Ontario.
5. If there is an appeal hearing all involved parties should ideally attend a physical meeting if reasonably possible. If not, the hearing will be held by telephone. As in the previous procedures the subject member has the right to be accompanied or assisted by a fellow NROI official.
6. All appeals against decisions made by a Disciplinary Committee will be heard by a Disciplinary Committee, which may or may not contain the same members (depending on availability).
7. All appeals related to Gross Misconduct or a ruling to dismiss an NROI official must be heard by a Disciplinary Committee and that new Disciplinary Committee will include the President of IPSC Ontario as a voting member.
8. The appeal hearing will be conducted within a reasonable period of the appeal being lodged.
9. The outcome will either be:
 - a) Reject the appeal and confirm the original decision.
 - b) Uphold the appeal and reduce or revoke the original decision.
10. The result of the appeal will be confirmed in writing to the subject official within 14 days of the appeal meeting.

8.13 Conflicts of Interest

If the President of IPSC Ontario is the subject of the disciplinary issue being appealed, the Vice President will take his place in steps 1 through 10 above. If the President and the Vice President are both subjects in the disciplinary issue, the Treasurer of IPSC Ontario will take the place of the President of IPSC Ontario in steps 1 through 10. If the Treasurer is also the subject of the disciplinary issue, another Director of IPSC Ontario will be selected by the NROI Ontario Coordinator, with preference to senior officials of NROI Ontario.

For disciplinary issues in which the NROI Coordinator is the subject, the IPSC Ontario Board of Directors will authorize a temporary NROI Ontario Coordinator until the matter has been resolved.



Section 9. NROI Grievance Procedure

This section covers grievances directly related to NROI Ontario, NROI Ontario officials, or any matter(s) related to officiating or conduct of any sanctioned IPSC match held in Ontario. Other non-NROI Ontario grievance matters should be addressed to the IPSC Ontario Board of Directors.

There may be occasions where misunderstandings or grievances arise between IPSC Ontario members and officials, or officials and officials.

In the interest of fairness, redress of these grievances will usually be sought in accordance with the following procedure.

9.1 Informal Resolution

If a member or official has a question or grievance which concerns them personally and directly, and where it is felt it requires a decision or resolution, the complainant should first discuss the matter informally with the NROI Ontario Coordinator. The NROI Ontario Coordinator will endeavour to resolve the matter to the mutual satisfaction of the involved parties.

9.2 Formal Procedure

If a matter cannot be resolved informally the complainant may submit the grievance in writing to the NROI Ontario Coordinator (via email), who will arrange a hearing with the complainant as soon as is reasonably practical.

The NROI Ontario Coordinator may, at his discretion, appoint one or more senior NROI Ontario officials to form a committee to deal with the grievance.

The complainant must provide any details and evidence or witnesses supporting the grievance.

The grievance will be fully investigated and considered. All involved parties should attend a physical meeting if reasonably possible. If not, then a hearing will be held via telephone.

A decision will be made and given to the complainant in writing within 14 days or otherwise as soon as is reasonably practicable.



Section 10. NROI Ontario Dress code

10.1 Basic Uniform

The uniform should be clean and in good condition. The Range Master at any match has the right to ask a match official to change their uniform if they do not comply with the dress code.

The following describes the basic acceptable uniform for NROI Ontario officials while on duty:

- a) NROI Ontario shirt
- b) Dark blue or black trousers, either long or short
- c) Matching socks and sporting shoes or boots
- d) Other items of NROI logo wear specifically approved for use by NROI Ontario

10.2 Prohibited

- a) Never shoot while wearing your NROI shirt exposed (This could intimidate other officials or give the impression of partiality if you were to receive a favourable decision).
- b) While performing duties as a match official, and directly accompanying and timing a competitor, officials are not permitted to carry firearms on their person.
- c) Potentially offensive wording or images that may show through official NROI Ontario shirts or open outerwear.

10.3 Things to avoid if possible

- a) Jeans or jean shorts
- b) Torn or dirty items
- c) Flip flops or any unsupported footwear (This could be a safety issue)