

Procedure for Conducting a WAPA State Championships



1. Introduction

This document is a manual for the proper conduct of a WAPA sanctioned State Championships. It is intended to guide the WAPA committee, the host club and that State Referee Council. It details the responsibilities, actions required, timeframes and specific processes.

WAPA conducts state championships annually in the disciplines of ISSF, Black Powder, Service, WA1500 and Action.

2. Selecting the host club

In the second half of the year WAPA will call for nominations from clubs to host competitions for the following calendar year. This must include state championships for all disciplines. The calendar must be finalised by early December at the absolute latest and issued to all clubs.

The state championships dates must be selected to avoid conflict with other major events. Ideally the ISSF state champs should be held over a long weekend to enable time for finals.

Action	By who	By when
Nominate a committee member to organise the calendar.	WAPA committee	June
Call for nominations from clubs	Calendar organiser	July
Present to committee for approval	Calendar organiser	November meeting

3. Planning

The host club must appoint an organising secretary at least three months prior to the event. The organising secretary must, in consultation with the club captain, determine the date for each match taking into account the range capacity and the likely number of competitors. Match rules can influence the sequence of events, for example Centrefire precision stage must be complete before the rapidfire stage can commence. The SRC Director can provide advice.

At Appendix A is a list of recommended times to allow for each detail.

Finals for Mens and Womens Air Pistol, Rapidfire and 25m Pistol Women should be accommodated where possible. These provide valuable experience for our competitors shooting at the Nationals.

The number of targets must be calculated and sufficient ordered, as well as patches, backing boards, clips, cardboard for backing targets (ISSF only) and score cards. Backing targets can be omitted with the permission of the SRC Director, as these require extra helpers to manage, but they do help identify doubles and late shots to ensure no competitor is hard done by.

A busy bee for range tidy up and maintenance should be scheduled. The condition of turning targets and timers should be checked. A back-up timer and spare range is ideal for unexpected breakdowns.

Recent changes to the range may need to be assessed by the SRC for compliance with the rules. This could include for example target height and distance, turning speed, bay dimensions and mover speed.

The entry fee must be determined and must be sufficient to make the event profitable for the host club. Note that the cost does not need to cover prizes or medals as it would for an open. WAPA will pay for the targets used on presentation of an invoice from the club.

Key personnel should be identified such as squadding officer, RTS officers, kitchen manager, bar manager, pistol checkers, chief range officer and other qualified range officers.

There must be places set aside for:

- pistol checking each morning,
- scoring
- a safe area (for gun adjustments and repairs and competitor warmup)
- a board to post shooting details, scores and other notifications.

The scoring area is likely to need table space for two computers, a printer, score cards laid out in orderly piles, two people doing “off the range” target scoring, a Disag machine for air pistol and assorted trays of paperwork.

Action	By who	By when
Appoint Organising Secretary	Club committee	Three months before
Determine entry fee	Club treasurer	Two months before
Determine match schedule	Organising Secretary	Two months before
Order consumables	Club captain	One month before
Appoint key personnel	Organising Secretary	One month before
Tidy and prepare facilities	Club captain	One week before

4. Advertising

Before the event the club must prepare a flyer. The flyer must include the following:

- Program of matches and days
- Aggregate trophies to be awarded
- Venue
- Contact details for organising secretary and address for entries
- Entry fees and payment method
- Closing date
- Pistol check times
- Other info – eg. food, camping, ammo restrictions or other range restrictions

A closing date two weeks before the event is recommended. This allows time for squadding to be prepared and sent out and the engraving of medals. It is up to the host club to decide whether to accept late entries, however if they will be not be accepted it is recommended that a warning is put on the flyer.

The flyer should be emailed to club secretaries to be passed on to members. It should be uploaded to the WAPA website and the WAPA facebook page via the administrators.

Action	By who	By when
Prepare a flyer	Organising Secretary	Two months before
Present to committee for approval	Organising Secretary	One month before
Distribute flyer	Organising Secretary	One month before

5. Squadding

Squadding is a specialised task so anyone unfamiliar should seek advice and assistance from someone experienced. Some tips with squadding:

Try to keep one spare bay in each detail to accommodate late changes. Last day entries should not be allowed but there are legitimate reasons why someone might be moved to a different detail.

10m junior air should if possible be squadded in the one day so the presentation can take place at the end of that day, as some juniors won't be shooting other matches.

Allow time for ISSF finals. Competitors need a minimum amount of warning for this.

Top shooters in each match should if possible be squadded together to enhance the competitive environment.

Events are more likely to run on time if workers are squadded, but this can be onerous to do. At the very least allocate a range officer, who will take charge of finding idle people. The range officers need not all have full qualification, but should at least have a club level RO qualification. Judges are usually floating around to assist with problems.

Action Pistol and WA1500 are self squadded on the day, but the start time of the first detail must be clearly communicated.

Unless electronic targets are used air pistol targets must be stamped, counted out in sets of 60, bagged and labelled, ready to be handed to competitors in setup time.

Note that Centrefire is open to both men and women. 25m Pistol now has separate matches for men, women, junior and WSPS competitors. See also section 9 for Juniors. There are no age or gender categories for TPA events.

Action	By who	By when
Send entries to squadding officer	Organising Secretary	Two weeks and one week before
Finalise squadding	Squadding officer	One week before
Send squadding to competitors	Organising Secretary	One week before

6. Teams

Clubs may submit a three person team for all matches, except Action Metallic which is a two person team. The team names must be received in the classification office in writing from the team manager before the first shot is fired in the match. Each club should appoint a team manager to submit the names in time, and the squadding officer should send a copy of that club's entries a few

days before so the selection can be made. It is recommended that the flyer includes a call for team manager names.

A competitor can only compete in a team for their primary club (through which they pay their WAPA fee). A club can only submit one team in a match (ie no A and B team). There are no reserves in the teams.

A team may include a WSPS competitor and a senior team can include a junior (even though the junior shoots the match only once).

Action	By who	By when
Submit name of team manager	Club or competitor	One week before
Send entry list to team managers	Organising Secretary	One week before
Send team lists to Organising Secretary	Team manager	One day before

7. Medals and trophies

The WAPA committee must appoint a trophy coordinator for each state championship. This can be on a rotational basis.

The trophy coordinator must:

- Retrieve the appropriate perpetual trophies from the cabinet at Whiteman Park, dust off and check for any broken parts. The trophies to be presented are listed in appendix B. Make sure no expired or obsolete trophies are taken by mistake,
- Check that there are sufficient medals and ribbons in stock. The medals to be presented are listed in appendix C,
- Arrange for someone competent with the WAPA engraving machine to engrave all the medals and small non-perpetual trophies. Give the person a clear typed list so there are no misunderstandings,
- Collect the WAPA flag, media wall and two black velvet tablecloths from the WAPA storeroom,
- Take all of the above to the event (or at least delegate this to someone reliable),
- Ensure the flag is raised each day of the competition,
- Liaise with the organising secretary to agree which day and time the presentations will be,
- Lay out the tablecloths, trophies and medals before the presentation and do a final check that there are sufficient (using blank medals if necessary for photo purposes),
- Assemble the media wall,
- Find someone to take photos at the presentation,
- Collect up unawarded medals and make notes of who they belong to,
- Take a backup copy of the results including the team winners and their aggregate scores,
- Collect the flag, tablecloths, media wall and perpetual trophies and return to Whiteman Park storage,
- Make arrangements for unawarded medals to get to the recipient,
- Arrange for someone competent with the WAPA engraving machine to engrave and attach brass plates for the winners on the perpetual trophies. Ensure they are all returned to the cabinet in reasonable time,
- Make a note of any full or broken trophies and report this back to the WAPA committee.

Off-pistol winners take home a small personal trophy in addition to a medal. Winning teams take home a similar trophy. Nobody is to take home a perpetual trophy.

Note that some matches are unlikely to have sufficient entries to require a full set of medals. To reduce wastage it is recommended that the trophy coordinator makes arrangements with the squadding officer to get a list of entries by grade a week before the event, and engrave those doubtful medals in the last week. However a few blank medals should be taken to the presentation to cover situations where late entries or late grade changes make the previous assumptions incorrect.

There is a Service and Black Powder aggregate trophy, which can only be awarded after the second of these two championships. It is suggested that the trophy coordinator brings a copy of the first set of scores to assist calculating the winner of this aggregate.

Action	By who	By when
Appoint a trophy coordinator	WAPA committee	Two months before
Check stocks	Trophy coordinator	Two months before
Provide medals and list to engraver operator	Trophy coordinator	One month before
Collect and check trophies	Trophy coordinator	One week before
Collect and check engraved medals	Trophy coordinator	One week before
Take all presentation materials to range	Trophy coordinator	One day before
Engrave perpetual trophies	Trophy coordinator	One month after
Check everything returned	Trophy coordinator	One month after

8. Refereeing

The State Referee Council will allocate judges (A or B qualified) to attend each event. One will be the chief judge and others will assist. The role of the judges is to certify the matches are conducted in accordance with the rules (as applied for Western Australian conditions) and all scores are valid.

A judge will bring official equipment to the event which may include trigger weights, scales, measuring gauges, pistol boxes, a chronograph and a Disag scoring machine.

Pistol checks must be carried out before the event (either the morning of the event or the night before). The club should allocate a qualified range officer to assist with pistol checking. No shooter may compete without a checked pistol. Random checks on the line may also be applied.

A judge will monitor the RTS office and provide guidance where needed.

The chief judge will decide all protests and rule related ambiguities or disagreements, assisted by a jury of other judges if necessary. Judges will also float around the ranges to provide on the spot guidance to range officers and scorers. Written range reports from each range officer will assist to resolve any protests.

A judge will supervise all finals.

After the protest time has expired for each match the chief judge will stamp and sign every final score sheet.

Action	By who	By when
Assign judges to event	SRC Director	December
Take all equipment to range	Chief judge	One day before
Check the ranges are still within spec	Chief judge	One day before

Sign final scores	Chief judge	Before presentation
Submit report to WAPA committee	Chief judge	One week after
Return WAPA equipment	Chief judge	One week after

9. Scores and Wrap-up

Progressive scores should be posted on a board during the course of the competition. These should show scores in 10 shot totals (for ISSF and Black Powder) or by distance (in Service) or by target (in Action and WA1500).

Final scores must be posted for a minimum protest time before the presentation can begin.

The presenters will need hardcopies with off-pistol gold, silver and bronze winners identified, first and second in each grade and team winners. The off pistol medallists can win a grade medal as well.

In the case of WSPS competitors (10m Air, 25m Pistol and 50m Pistol) this may need some hand annotation if they have been entered in the computer with the rest of the competitors. They may compete with able bodied shooters in other events.

Juniors can elect to have their scores entered in the adult Air, Standard Pistol and 25m Pistol events as well if they have so nominated on their entry form and paid the fee.

Aggregate trophies can only be won by a competitor who has submitted a score in each of the constituent matches.

Signed final scores in pdf format must be sent to the WAPA secretary who will then use them for official purposes. The club should email a copy to all competitors.

The final scores must have the logo of CITS who sponsors WAPA. Any sponsors used by the club can also have logos added. A template cover sheet is at the last page of this document.

The total value of targets used must be calculated and an invoice sent to WAPA for reimbursement.

Action	By who	By when
Recruit assistants	RTS officer	One month before
Prepare scoring program	RTS officer	One week before
Prepare score cards	RTS officer	One day before
Post scores	RTS officer	Day of match
Prepare and distribute final score book	Chief judge	Two days after
Invoice WAPA for targets	Club treasurer	One month after

Appendix A Detail times

Range capacity can be estimated using the following minimum times:

• 50 metre Pistol		3 hours	per detail
• 25 metre Rapid Fire		30 minutes	per half match
• Precision (Centre Fire and 25 metre Pistol)		1 hour 45 min (Longer for a long static target range)	per detail
• Rapid Fire Stage (Centre Fire and 25 m Pistol)		1 hour	per detail
• 25 metre Standard Pistol		1 hour 45 min	per detail
• Black Powder 25 metre		1 hour 45 min	per half match
• Black Powder 50 metre		as for 50 m Pistol	
• 10 metre Air Pistol		2 hours	
• Service Pistol		45 min 30 min each range if 50/25 yard ranges are split	
• Service Match 25 yards		45 min	
• WA1500	150 shot	75 min	
	60 shot	60 min	
	48 shot	50 min	
• Action Pistol	Practical	20 min	
	Barricades	15 min	
	Moving Target	10 min	
	Falling plates	15 min (extra needed for shoot offs)	

Appendix B Perpetual Trophies

MATCH	NAME ON TROPHY	AGGREGATE MAKEUP
<u>AIR PISTOL</u>		
10m Air Pistol - Men	Ray Andrews OAM Trophy	
Womens Air Pistol Champion	Donated by A.C & J Aitken	
10m Air Pistol Junior Men	DE & MA Photographics Trophy	
10m Air Pistol Junior Women		
<u>25m PISTOL</u>		
25m Pistol Women	Amanda McDonald Memorial Trophy	
25m Pistol Men	<i>To be advised</i>	
Junior Open 25m Sports Pistol - Junior Winner	Donated by Jan Broun	
<u>RAPID FIRE</u>		
State Rapid Fire Championships - Perpetual	Presented by Graham & Joy Smith	
<u>STANDARD PISTOL</u>		
25m Standard Pistol	Michaelangelo Giustiniano	
Junior Standard – 25m Standard Pistol	Donated by Graeme Nicholls	
<u>CENTREFIRE</u>		
25m Centrefire	Captains Cup	
<u>50m PISTOL</u>		
50m Pistol	Vice President's Cup	
<u>ISSF AGGREGATES</u>		
Mens 5 Match Aggregate	Presidents Cup	Std, CF, Air, 50m, Rapid
Womens 3 Match Aggregate	Rolfe Campbell Memorial Trophy	Std, 25m, Air
Team Aggregate	Donated by B Welburn	Std, CF, 25m, Mens Air, Womens Air, 50m, Rapid
C & D Grade 5 Match Aggregate	Lyn Beinkowski Perpetual Trophy	Std, CF or 25m, Air, 50m, Rapid
Junior 3 Match Aggregate	Jack Van Wandello Memorial Trophy	Std, 25m, Air

SERVICE

Service Pistol	Roy Alexander Himself Perpetual Trophy
Service Pistol Unrestricted Champion	-
25 Service Pistol Champion	-

BLACK POWDER

25m Black Powder	KT Media Perpetual Trophy
50m Black Powder	Dave Hartshorn Memorial Trophy

AGGREGATES

Service Pistol 3 Match Aggregate	Cleanaway	SVP, SUR, SV25
Service/Black Powder Aggregate	Hugo Austla Perpetual Trophy	SVP, SUR, SV25, BP25, BP50
Black Powder Aggregate	Swan Brewery Shield	BP25, BP50

WA1500

WA1500 Pistol	John Mapleson Perpetual Trophy
WA1500 Revolver	Donated by Brett Marsland
WA1500 Aggregate Trophy	Sponsored by X Ring Products

ACTION MATCH

Practical Event	Donated by Ross Tucker
Barricade Event	Alpha-B Locksmiths
Falling Plate Event	B.P. Metro
Moving Target Event	G & C Coombs
Open Aggregate	Target Arms Co. Perpetual Trophy
Metallic Sight Aggregate	Dan White Perpetual Trophy

Notes:

There are no perpetual trophies for WSPS matches.

There are as yet no perpetual trophies for WA1500 optical or WA60 matches.

Junior 25m matches have all genders combined.

Appendix C Medals

ISSF

Size	Colour	Line 1	Line 2	Line 3
Large	Gold	Year	Standard Pistol	
Large	Silver	Year	Standard Pistol	
Large	Bronze	Year	Standard Pistol	
Small	Gold	Year	Standard Pistol	A Grade
Small	Silver	Year	Standard Pistol	A Grade
				<i>Continues B to D grade</i>
Large	Gold	Year	50m Pistol	
Large	Silver	Year	50m Pistol	
Large	Bronze	Year	50m Pistol	
Small	Gold	Year	50m Pistol	A Grade
Small	Silver	Year	50m Pistol	A Grade
				<i>Continues B to D grade</i>
Large	Gold	Year	Rapid Fire	
Large	Silver	Year	Rapid Fire	
Large	Bronze	Year	Rapid Fire	
Small	Gold	Year	Rapid Fire	A Grade
Small	Silver	Year	Rapid Fire	A Grade
				<i>Continues B to D grade</i>
Large	Gold	Year	Rapid Fire	
Large	Silver	Year	Rapid Fire	
Large	Bronze	Year	Rapid Fire	
Small	Gold	Year	Rapid Fire	A Grade
Small	Silver	Year	Rapid Fire	A Grade
				<i>Continues B to D grade</i>
Large	Gold	Year	25m Pistol Women	
Large	Silver	Year	25m Pistol Women	
Large	Bronze	Year	25m Pistol Women	
Small	Gold	Year	25m Pistol Women	A Grade
Small	Silver	Year	25m Pistol Women	A Grade
				<i>Continues B to D grade</i>
Large	Gold	Year	25m Pistol Men	
Large	Silver	Year	25m Pistol Men	
Large	Bronze	Year	25m Pistol Men	
Small	Gold	Year	25m Pistol Men	A Grade
Small	Silver	Year	25m Pistol Men	A Grade
				<i>Continues B to D grade</i>

Size	Colour	Line 1	Line 2	Line 3
Large	Gold	Year	10m Mens Air	
Large	Silver	Year	10m Mens Air	
Large	Bronze	Year	10m Mens Air	
Small	Gold	Year	10m Mens Air	A Grade
Small	Silver	Year	10m Mens Air	A Grade
<i>Continues B to D grade</i>				
Large	Gold	Year	10m Womens Air	
Large	Silver	Year	10m Womens Air	
Large	Bronze	Year	10m Womens Air	
Small	Gold	Year	10m Womens Air	A Grade
Small	Silver	Year	10m Womens Air	A Grade
<i>Continues B to D grade</i>				
Large	Gold	Year	Junior 25m Pistol	
Large	Silver	Year	Junior 25m Pistol	
Large	Bronze	Year	Junior 25m Pistol	
Small	Gold	Year	Junior 25m Pistol	A Grade
Small	Silver	Year	Junior 25m Pistol	A Grade
<i>Continues for grades present</i>				
Large	Gold	Year	Junior Mens 10m Air	
Large	Silver	Year	Junior Mens 10m Air	
Large	Bronze	Year	Junior Mens 10m Air	
Small	Gold	Year	Junior Mens 10m Air	A Grade
Small	Silver	Year	Junior Mens 10m Air	A Grade
<i>Continues for grades present</i>				
Large	Gold	Year	Junior Womens 10m Air	
Large	Silver	Year	Junior Womens 10m Air	
Large	Bronze	Year	Junior Womens 10m Air	
Small	Gold	Year	Junior Womens 10m Air	A Grade
Small	Silver	Year	Junior Womens 10m Air	A Grade
<i>Continues for grades present</i>				
Large	Gold	Year	Junior Standard	
Large	Silver	Year	Junior Standard	
Large	Bronze	Year	Junior Standard	
Large	Gold	Year	WSPS 10m Mens Air	
Large	Silver	Year	WSPS 10m Mens Air	
Large	Bronze	Year	WSPS 10m Mens Air	
Large	Gold	Year	WSPS 50m Pistol	
Large	Silver	Year	WSPS 50m Pistol	

Large	Bronze	Year	WSPS 50m Pistol
Large	Gold	Year	WSPS 25m Pistol
Large	Silver	Year	WSPS 25m Pistol
Large	Bronze	Year	WSPS 25m Pistol

Service

Size	Colour	Line 1	Line 2	Line 3
Large	Gold	Year	Service Pistol	
Large	Silver	Year	Service Pistol	
Large	Bronze	Year	Service Pistol	
Small	Gold	Year	Service Pistol	A Grade
Small	Silver	Year	Service Pistol	A Grade
<i>Continues B to D grade</i>				
Large	Gold	Year	Service Unrestricted	
Large	Silver	Year	Service Unrestricted	
Large	Bronze	Year	Service Unrestricted	
Small	Gold	Year	Service Unrestricted	A Grade
Small	Silver	Year	Service Unrestricted	A Grade
<i>Continues B to D grade</i>				
Large	Gold	Year	Service 25	
Large	Silver	Year	Service 25	
Large	Bronze	Year	Service 25	
Small	Gold	Year	Service 25	A Grade
Small	Silver	Year	Service 25	A Grade
<i>Continues B to D grade</i>				

Black Powder

Size	Colour	Line 1	Line 2	Line 3
Large	Gold	Year	Black Powder 25	
Large	Silver	Year	Black Powder 25	
Large	Bronze	Year	Black Powder 25	
Small	Gold	Year	Black Powder 25	A Grade
Small	Silver	Year	Black Powder 25	A Grade
				<i>Continues B to D grade</i>
Large	Gold	Year	Black Powder 50	
Large	Silver	Year	Black Powder 50	
Large	Bronze	Year	Black Powder 50	
Small	Gold	Year	Black Powder 50	A Grade
Small	Silver	Year	Black Powder 50	A Grade
				<i>Continues B to D grade</i>

WA1500

Size	Colour	Line 1	Line 2	Line 3
Large	Gold	Year	WA1500 Pistol	
Large	Silver	Year	WA1500 Pistol	
Large	Bronze	Year	WA1500 Pistol	
Small	Gold	Year	WA1500 Pistol	High Master
Small	Silver	Year	WA1500 Pistol	High Master
				<i>Continues Master to Marksman grade</i>
Large	Gold	Year	WA1500 Revolver	
Large	Silver	Year	WA1500 Revolver	
Large	Bronze	Year	WA1500 Revolver	
Small	Gold	Year	WA1500 Revolver	High Master
Small	Silver	Year	WA1500 Revolver	High Master
				<i>Continues Master to Marksman grade</i>
Large	Gold	Year	WA1500 Optical Pistol	
Large	Silver	Year	WA1500 Optical Pistol	
Large	Bronze	Year	WA1500 Optical Pistol	
Small	Gold	Year	WA1500 Optical Pistol	High Master
Small	Silver	Year	WA1500 Optical Pistol	High Master
				<i>Continues Master to Marksman grade</i>
Large	Gold	Year	WA1500 Optical Revolver	
Large	Silver	Year	WA1500 Optical Revolver	
Large	Bronze	Year	WA1500 Optical Revolver	
Small	Gold	Year	WA1500 Optical Revolver	High Master
Small	Silver	Year	WA1500 Optical Revolver	High Master
				<i>Continues Master to Marksman grade</i>
Large	Gold	Year	WA60 Open	
Large	Silver	Year	WA60 Open	
Large	Bronze	Year	WA60 Open	
Small	Gold	Year	WA60 Open	High Master
Small	Silver	Year	WA60 Open	High Master
				<i>Continues Master to Marksman grade</i>
Large	Gold	Year	WA60 Distinguished Pistol	
Large	Silver	Year	WA60 Distinguished Pistol	
Large	Bronze	Year	WA60 Distinguished Pistol	
Small	Gold	Year	WA60 Distinguished Pistol	High Master
Small	Silver	Year	WA60 Distinguished Pistol	High Master
				<i>Continues Master to Marksman grade</i>

Large	Gold	Year	WA60 Distinguished Rev.	
Large	Silver	Year	WA60 Distinguished Rev.	
Large	Bronze	Year	WA60 Distinguished Rev.	
Small	Gold	Year	WA60 Distinguished Rev.	High Master
Small	Silver	Year	WA60 Distinguished Rev.	High Master
				<i>Continues Master to Marksman grade</i>

Action

Size	Colour	Line 1	Line 2	Line 3
Large	Gold	Year	Action - Open	
Large	Silver	Year	Action - Open	
Large	Bronze	Year	Action - Open	
Small	Gold	Year	Action - Open	Super High Master
Small	Silver	Year	Action - Open	Super High Master
				<i>Continues High Master to Marksman grade</i>
Large	Gold	Year	Action - Metallic	
Large	Silver	Year	Action - Metallic	
Large	Bronze	Year	Action - Metallic	
Small	Gold	Year	Action - Metallic	High Master
Small	Silver	Year	Action - Metallic	High Master
				<i>Continues Master to Marksman grade</i>
Large	Gold	Year	Action - Production	
Large	Silver	Year	Action - Production	
Large	Bronze	Year	Action - Production	
Large	Gold	Year	Action – Production Optic	
Large	Silver	Year	Action – Production Optic	
Large	Bronze	Year	Action – Production Optic	



West Australian Pistol Association

20xx (match) State Championships (dates)

Hosted by

xxxxxx Pistol Club

Place logo next
to club name

Sponsors



GOVERNMENT OF
WESTERN AUSTRALIA