



Match Registration and Sanctioning

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MatchRegistration.docx

Table of Contents

Match Registration and Sanctioning	1
Introduction	1
Background	1
Match Registration	2
Confirmation	2
RD Approval	3
Validate and Publish.....	3
Course of Fire Approval.....	4
Form C Processing	5
Match Results and Medals Processing	6

Introduction

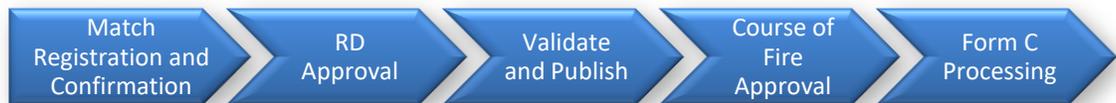
This document describes the process for registering and sanctioning an IPSC match. It should be reviewed in conjunction with the Match Registration Workflow diagram.

Background

There are 5 levels of IPSC matches:

- LEVEL I Match (example: local weekend club match)
- LEVEL II Match (example: inter-club monthly match)
- LEVEL III Match (example: large Regional match)
- LEVEL IV Match (example: Continental Championship)
- LEVEL V Match (example: World Shoot)

IPSC Level III and above matches are registered with IPSC headquarters. They are published on the IPSC Calendar for the world to see. They go through a sanctioning process to be officially recognized as an IPSC match.



Match Registration

IPSC Level III matches are registered online using the public IPSC web site. The status of a publically registered Level III match goes through several stages on the way to becoming a sanctioned match. These stages are illustrated in the [Match Registration Workflow](#) diagram.

Confirmation

The match submitter fills in the [online match registration form](#). The match is recorded in the match database as an unconfirmed match. An email is sent to the match submitter, with a copy to the RD, informing him that he must click on the link in the email to confirm registration of the match. The email looks like this:

```
***** PLEASE SAVE THIS EMAIL *****

You must use the link below to confirm your match registration.
Until you do this, your match will not be activated.
  http://www.ipsc.org/matches/regmatex.php?ref=annnnnnn

This is your match reference number: annnnnnn
If you want to make any changes to your match registration, you can
use the same link above to submit your change request.

MATCH SUMMARY
-----
  Match Name: matchName
    Region: regionName
      City: cityState
        Club: clubName
  Match Date: matchDate
Sanction Status: Unconfirmed match

To see full details, click on the link above.

After you confirm the match, your RD will be notified and he must
log in to the RD's protected page to approve it. The Match will
not appear in the IPSC Calendar without the RD's approval.

Thank you for using the IPSC Match Registration system.
```

When the match submitter clicks on the link in the email, the match status is updated to show it is a confirmed match. An email is sent to the RD requesting approval of the match. The email looks like this:

```
Dear RD,
An IPSC match has been submitted by submitterName for your approval.
Please click on the link below to approve or deny this match.
  http://www.ipsc.org/matches/rdApproval.php?ref=annnnnnn

If required, you can contact the match submitter at this email address:
  submitterEmail

DVC
IPSC HQ
```

An update notification email is sent to registration@ipsc.org, as shown below:

```
This registered match was updated:
  http://www.ipsc.org/protected/admin/matchEdit.php?id=nnnn
```

Match Registration and Sanctioning

At this stage, the match does not appear on the IPSC Calendar.

RD Approval

The RD can either approve or deny the match.

If the RD approves the match, an email is sent to registration@ipsc.org, as shown below:

```
This registered match was approved by the RD:
https://www.ipsc.org/protected/admin/matchEdit.php?id=nnnn
```

If the RD denies approval of the match, an email is sent to the match submitter, with a copy to registration@ipsc.org, as shown below:

```
This registered match was DENIED by the RD:
```

```
Match Name: matchName
Reference: annnnnnn
Region: regionName
City: cityState
Club: clubName
Match Date: matchDate
```

```
It has been deleted.
```

Sometimes the RD does not either approve or deny the match. It is possible for the Secretary to mark a match as approved by the RD, but this should be done only in exceptional circumstances.

Validate and Publish

When a match has been confirmed and approved, it must be validated. It is the Secretary's responsibility to validate each confirmed match approved by the RD. When it has been validated, it is published on the IPSC Calendar and an email is generated to the course of fire submitter, with a copy to the RD. The email is shown below:

```
***** PLEASE SAVE THIS EMAIL *****

Please download and read the IPSC Match Reference Notes:
http://www.ipsc.org/pdf/MatchRegD.pdf

You must use the link below to request sanctioning for this match.
http://www.ipsc.org/matches/sanction.php?ref=annnnnnn

The sanction status for the match is displayed in the match details
on the IPSC Calendar.

MATCH SUMMARY
-----
Match Name: matchName
Region: regionName
City: cityState
Club: clubName
Match Date: matchDate
Sanction Status: Awaiting sanction request
```

Match Registration and Sanctioning

Course of Fire Approval

The course of fire submitter clicks on the sanctioning request link in the above email and fills in the online match sanctioning form. In addition to checking the list of Level III Match Guidelines and Requirements, the course of fire submitter must enter the name and email address of the Range Master for the match.

When the form is submitted, an email is generated to the course of fire submitter containing a link for submitting the sanction package. The email is shown below:

```
Please prepare the sanctioning package for this match and attach it
to the email created by the following link:
  mailto:sanction@ipsc.org?subject=Sanction%20Package%20for%20annnnnnn

IMPORTANT - You must include all the information below when
submitting the sanctioning package:

MATCH SUMMARY
-----
  Match Name: matchName
  Discipline: discipline
  Region: regionName
  City: cityState
  Club: clubName
  Match Date: matchDate
Sanction Status: Awaiting sanction package
```

The course of fire submitter must prepare the match sanctioning package and attach it to the email created when he clicks on the specified link. This sends the sanctioning package to the Sanctioning Director.

The Sanctioning Director selects the match from his Match Sanction List and updates the match status to “Sanction package received.” The Sanctioning Director has the match package vetted by one of the course of fire committee members.

If the course of fire is approved, the Sanctioning Director selects the match from his Match Sanction List and approves it. This updates the match status to “Awaiting Form C” and generates an email to the course of fire submitter. The email is shown below:

```
The course of fire has been approved.

You must use the link below to fill in the Form C for this match:
  http://www.ipsc.org/matches/sanction.php?ref=annnnnnn

MATCH SUMMARY
-----
  Match Name: matchName
  Region: regionName
  City: cityState
  Club: clubName
  Match Date: matchDate
Sanction Status: Awaiting Form C
```

If the course of fire is denied, the following email is sent to the course of fire submitter:

Match Registration and Sanctioning

Course of fire has been denied.

MATCH SUMMARY

Match Name: *matchName*
Region: *regionName*
City: *cityState*
Club: *clubName*
Match Date: *matchDate*
Sanction Status: Sanction denied by HQ

You may contact sanction@ipsc.org for details.

Form C Processing

When the course of fire submitter clicks on the Form C link in the course of fire approval email, he is presented with an online Form C to fill in. He must check the list of requirements and recommendations and provide the names of the Match Director, Range Master and Stats Director. When the Form C is submitted, an email is generated and sent to registration@ipsc.org, as shown below:

Form C has been submitted for this match.

<https://www.ipsc.org/protected/admin/matchEdit.php?id=nnnn>

Match Name: *matchName*
Discipline: *discipline*
Ref: *annnnnnn*
Region: *regionName*
City: *cityState*
Club: *clubName*
Match Date: *matchDate*
Sanction Status: Form C submitted

By clicking on the link in the email, the Secretary can edit the match details. He can mark the match as sanctioned, which sets the sanction status to “Sanctioned match”. The system generates an email to the course of fire submitter, with copies to the RD and the Range Master. The email is shown below:

Congratulations. The following match has successfully received IPSC Level III sanction.

Good luck and good shooting,
DVC
IPSC HQ

MATCH SUMMARY

Match Name: *matchName*
Region: *regionName*
City: *cityState*
Club: *clubName*
Match Date: *matchDate*
Sanction Status: Sanctioned match

Match Results and Medals Processing

After the match has completed, the results must be submitted online. The results submitter receives an email requesting confirmation of the match results. The email is shown below:

```
Please use the link below to confirm your match results. Until
you do this, your match results will not be posted on the IPSC
Web site.
  https://www.ipsc.org/results/submatex.php?ref=annnnnnn

***** PLEASE SAVE THIS EMAIL *****

If you want to make any changes to your match results, you can
use the same link above to submit your change request.

MATCH SUMMARY
-----
Match Name:  matchName
Region:     regionName
City:       cityState
Club:       clubName
Match Date: matchDate

RESULTS SUMMARY
-----
Match Director: matchDir
Range Master:  rangeMaster
Stats Director: statsDir

To see full details, click on the link above.

Thank you for using the IPSC Match Registration system.
```

When the results submitter clicks on the link in the email, the results are confirmed and an email is sent to registration@ipsc.org, as shown below:

```
The results for this registered match were confirmed:
  https://www.ipsc.org/protected/admin/resultsEdit.php?p=r&id=nnnn
```

The Secretary verifies the results and updates the results entry. The number of medals required is calculated according to the results. An email is generated and sent to medals@ipsc.org. The email is shown below:

Match Registration and Sanctioning

The following match has been sanctioned and results verified:

MATCH SUMMARY

Match Name: *matchName*
Region: *regionName*
City: *cityState*
Club: *clubName*
Match Date: *matchDate*
Sanction Status: *statusDesc*
Email address: *emailAddr*

Please send *nn* medals to this address:

medalsName
medalsAddr1
medalsAddr2
medalsAddr3
medalsAddr4

Contact Phone Number: *medalsPhone*

Click on this link when the medals have been sent:
<http://www.ipsc.org/sanction/medalsSent.php?id=nnnn>

The medals shipper receives the above email, packages and sends the medals to the address in the email, which is the address of the Regional Director.

The medals shipper clicks on the link in the email. This causes the system to update the match status to “Medals sent” and generates an email to the course of fire submitter, with a copy to registration@ipsc.org and the Regional Director, as shown below:

Medals have been sent for the following match:

MATCH SUMMARY

Match Name: *matchName*
Region: *regionName*
City: *cityState*
Club: *clubName*
Match Date: *matchDate*
Sanction Status: Medals sent

The Regional Director sends the medals to the match officials. This completes the match registration and sanctioning process.