

International Shooting Sport Federation
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Official Statutes

Rules

and

Regulations

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1. CONSTITUTION OF THE ISSF

The International Shooting Sport Federation was founded in 1907 as the "Union Internationale des Federations et Associations Nationales de Tir", was dissolved in 1915 and reorganized in 1921 under the name of "Union Internationale de Tir". In 1939 activities were again suspended and the Union was reorganized in 1947 under the name: "International Shooting Union - UIT". On 15th July 1998 the Union changed its name to the present name "International Shooting Sport Federation". The Federation title in short form is "ISSF". The International Shooting Sport Federation is formally recognized by the International Olympic Committee as the sole controlling body of International Amateur Shooting Sports at international and worldwide levels of competition.

1.1.0 Purpose

1.1.1 Promotes and guides the development of the shooting sports, without discrimination on political, racial or religious grounds and strengthens bonds of friendship between shooting associations of all nations.

1.1.2 Strengthens contacts and collaboration between other sport organizations and bodies.

1.1.3 For achievement of its purposes the Federation:

1.1.3.1 issues technical rules;

1.1.3.2 licenses judges;

1.1.3.3 co-operates with the Organizing Committee of the Olympic Games in carrying out the organization of the shooting events and, as delegated by the IOC, supervises and controls all technical arrangements;

1.1.3.4 organizes World Championships;

1.1.3.5 encourages and supervises other international championships;

1.1.3.6 develops and promotes methods and programs of instruction;

1.1.3.7 researches educational, scientific and medical principles;

1.1.3.8 publishes official bulletins;

1.1.3.9 awards distinctions to those who have contributed to the achievement of the Federation's purposes.

1.2.0 ISSF Headquarters

1.2.1 The headquarters must be in the country of the President and of the Secretary General. If they have different domiciles, the Administrative Council must decide the location.

1.2.2 The Federation must be registered under the laws of the country in which the headquarters is located, subject to decision by the Administrative Council.



1.3.0 Membership

- 1.3.1** The Federation must be composed of those National Shooting Organizations, which are duly recognized by the Federation as the sole controlling body of shooting sports, and further recognized by and affiliated with their National Olympic Committee.
- 1.3.2** For shooting organizations without a National Olympic Committee, "Provisional Membership" of the ISSF may be granted on the following terms.
- 1.3.2.1** Certification and recognition as the sole controlling body of amateur shooting sports in their country by an appropriate Government Agency.
- 1.3.2.2** A Provisional Member may have one delegate attend the General Assembly, but shall have no vote. Speaking rights shall be at the discretion of the Chairman.
- 1.3.2.3** A Provisional Member shall not be entitled to:
- 1.3.2.3.1** submit proposals to the General Assembly;
- 1.3.2.3.2** nominate a person for election to any ISSF office or committee.
- 1.3.2.4** A Provisional Member and its shooters may participate in all ISSF sanctioned events except the Olympic Games.
- 1.3.2.5** Participation is on the condition that no shooter from a Provisional Member country may:
- 1.3.2.5.1** obtain an Olympic MQS;
- 1.3.2.5.2** obtain an Olympic Quota.
- 1.3.2.6** Provisional Members shall pay an Annual Membership fee as determined by the General Assembly in accordance with 1.6.7.6.
- 1.3.2.7** All following sub clauses of Clause 1.3.0, with the exception of 1.3.4.3, shall apply to Provisional Members.
- 1.3.3** Membership is open to one Federation from each country. Countries with two member federations recognized prior to 1989 may retain dual membership, but no new applications for membership must be accepted from more than one federation per country;
- 1.3.4** Applicants must submit:
- 1.3.4.1** details on their foundation and organization;
- 1.3.4.2** a copy of their Constitution;
- 1.3.4.3** certification of recognition and affiliation as required in 1.3.1.
- 1.3.5** Membership is decided by majority vote of the Administrative Council and new members are reported to the General Assembly.
- 1.3.6** The applicant may submit a denied application directly to the General Assembly.



- 1.3.7** Members must not belong to and must not participate in championships of other Continental or International Shooting Associations which include events defined in the ISSF Regulations, except when authorized by the ISSF.
- 1.3.8** Annual Membership fees are due on January 1st and are to be paid within 30 days.
- 1.3.9** Membership may be withdrawn, effective at the end of the current year, on three (3) months notice to the Secretary General.
- 1.3.10** A member with limited financial resources may apply to the Executive Committee for a membership fee reduction.
- 1.3.11** A member is suspended from its rights by a delay of payments later than March 31st of the current year.
- 1.3.12** A member may be excluded by a default of two (2) years fees.
- 1.3.13** Payment of past due fees and a re-affiliation fee of Swiss Francs (CHF) 200.-- will reinstate membership.
- 1.3.14** A member may apply for special consideration of its membership, because of special circumstances.
- 1.3.15** Suspension and Expulsion
 - 1.3.15.1** A member may be suspended if, in the opinion of the Administrative Council, the ISSF is better able to achieve any of its purposes by the suspension of a member;
 - 1.3.15.2** A member may be expelled from the Federation for an action contrary to the Constitution or the General Regulations.
- 1.3.16** Special Arbitration agreement between the International Shooting Sport Federation - ISSF - and its members.
 - 1.3.16.1** Any dispute arising from the present Statutes and Regulations of the ISSF which cannot be settled amicably, must be settled finally by a tribunal composed in accordance with the Statute and Regulations of the Court of Arbitration for Sport to the exclusion of any recourse to ordinary courts. The parties undertake to comply with the said Statute and Regulations, and to accept in good faith the award rendered and in no way hinder its execution.
 - 1.3.16.2** Disputes between the ISSF and one or several of its members which are not settled finally by a decision by a body of the ISSF, may be submitted for arbitration by one or other of the parties to the Court of Arbitration for Sport (CAS) in Lausanne. Any decision taken by the said Court must be without appeal and binding on the parties concerned.



1.4.0 Honorary Membership

1.4.1 Individuals may be awarded honorary membership as the Federation's highest honor. Formal proposal and election by the General Assembly is required.

1.4.2 Honorary members may attend all meetings of the Federation, with voice but without vote.

1.5.0 Organization and Administration

1.5.1 The Federation must conduct its work through:

1.5.1.1 the General Assembly;

1.5.1.2 the Administrative Council;

1.5.1.3 the Executive Committee;

1.5.1.4 the Officers;

1.5.1.5 the Committees.

1.5.2 The General Assembly, Administrative Council or Executive Committee may form temporary Committees.

1.5.3 A candidate for any position must be a current member of, and have the support of, a Federation.

1.6.0 The General Assembly

1.6.1 The General Assembly consists of delegates representing the members.

1.6.2 The General Assembly convenes every two (2) years at the location of the World Championships (Elections Congress) and Olympic Games or at a location chosen by the Executive Committee after a unanimous vote.

1.6.3 An Extraordinary General Assembly must be convened by a decision of the General Assembly, or of the Administrative Council, or on written request by at least 25 members.

1.6.4 Proposals for the agenda by the members must be received three (3) months in advance.

1.6.5 The agenda and the documents must be mailed to all members and the Administrative Council two (2) months in advance.

1.6.6 Decisions by the General Assembly are restricted to items on the agenda. Items, excluding alterations of the Constitution or of the General Regulations, may be added to the agenda by the Administrative Council or upon approval by a 75 % majority vote in the General Assembly.



- 1.6.7** Functions of the General Assembly:
- 1.6.7.1** elections of the officers, members of the Administrative Council, Chairmen of the Committees, auditors and Honorary members;
 - 1.6.7.2** election of temporary Committees, such as Minutes or Election Committees;
 - 1.6.7.3** approval of the report of the auditors and other reports;
 - 1.6.7.4** choice of the countries to organize the World Championships;
 - 1.6.7.5** decisions on appeals regarding membership status;
 - 1.6.7.6** determination of membership fees;
 - 1.6.7.7** revision of the Constitution and of the General Regulations;
 - 1.6.7.8** dissolution of the Federation.
- 1.6.8** One Federation representing all shooting sports will have two votes and may be represented by one or two delegates.
- 1.6.9** Two Federations representing one country will each have one vote and one delegate.
- 1.6.10** Members may be represented by proxy, given in writing. One member may not represent more than one other member. Members with one vote may only hold one proxy vote. Members with two votes may hold two proxy votes.
- 1.6.11** The Members of the Administrative Council are ex-officio members of the General Assembly, with voice but without vote.
- 1.6.12** A quorum in the General Assembly is 25 % of the members (including proxies).
- 1.6.13** **Balloting**
- 1.6.13.1** All decisions are made by open vote and must require a simple majority, except when secret vote is requested by 20 % or more of members represented.
 - 1.6.13.2** Elections must be secret with the exception of elections which may be conducted by acclamation when there is only one candidate, or as many candidates as there are vacancies, and if no objection is raised by any member.
 - 1.6.13.3** Only ballots that contain votes for as many candidates, or fewer, as there are vacancies must be valid.
- 1.7.0** **The Administrative Council**
- 1.7.1** Consists of Officers, Chairmen of all Committees, except temporary Committees, the President or his Nominee from each Continental Confederation and 15 additional members elected by the General Assembly for a four (4) year term.



- 1.7.2 Functions of the Administrative Council:
 - 1.7.2.1 admission, suspension and exclusion of members;
 - 1.7.2.2 election of five (5) of its 15 members who have been elected by the General Assembly to the Executive Committee for a four (4) year term;
 - 1.7.2.3 election of Committee members for a period of 2 years;
 - 1.7.2.4 examination of proposals to the General Assembly;
 - 1.7.2.5 approval of technical rules for shooting events and of rules for international badge-shooting competitions or similar programs;
 - 1.7.2.6 award of distinctions for outstanding service;
 - 1.7.2.7 appoints a replacement for any Officer, Administrative Council member or Committee member who resigns, becomes unable to fulfill his duties for other reasons, is removed, or if a vacancy occurs;
 - 1.7.2.8 ensures that the purpose of the Federation is promoted and decides on the Headquarters and registration (see 1.2.0).
- 1.7.3 A quorum is 50 % of the members.
- 1.7.4 Proxy voting will not be permitted.
- 1.7.5 All decisions must be taken by majority vote of the members present and by open ballot, except for the elections. For urgent matters, decisions can be taken without a meeting, by postal vote; but a majority of 75 % is required.
- 1.7.6 Meets at least once per year.
- 1.8.0 **The Executive Committee**
 - 1.8.1 Consists of the Officers, the Chairman of the Technical Committee, and five (5) other members who must be elected by the Administrative Council from its 15 members, elected by the General Assembly for a four (4) year term.
 - 1.8.2 Functions of the Committee:
 - 1.8.2.1 ensures that the decisions of the General Assembly and the Administrative Council are put into effect;
 - 1.8.2.2 supervises and co-ordinates administrative services and functions;
 - 1.8.2.3 establishes guidelines and procedures for the ISSF bodies and decides on the Annexes to the ISSF General Regulations;
 - 1.8.2.4 acts on behalf of the Administrative Council in urgent matters;
 - 1.8.2.5 decides on the country to organize the World Championships in case of a default by the selected host;
 - 1.8.2.6 designates the Delegates or Representatives, and Jury Members for all Championships under direction of the ISSF;
 - 1.8.2.7 acts on matters not assigned to other Committees;
 - 1.8.2.8 decides on the design and use of ISSF emblems;



- 1.8.2.9** after agreement of the ISSF President with the IOC President on the number of quotas for the Olympic Games, the Executive Committee establishes and supervises the "Special Regulations for the Participation in the Shooting Events of the Olympic Games".
- 1.8.3** A quorum is eight (8) members.
- 1.8.4** Meets at least twice per year.
- 1.9.0** **The Officers**
- 1.9.1** The Officers of the Federation must consist of:
- 1.9.1.1** the President;
- 1.9.1.2** the Secretary General who is also the Treasurer;
- 1.9.1.3** four (4) Vice-Presidents.
- 1.9.2** The President, or in his absence the Secretary General or one Vice-President, must preside over the General Assembly, the Administrative Council and the Executive Committee.
- 1.9.3** The Officers are elected by the General Assembly for a four (4) year term.
- 1.9.4** The Officers may attend the meetings of all Committees, except the Election Committee, with voice but without vote.
- 1.9.5** The Federation is legally represented by the President or the Secretary General.
- 1.10.0** **The Technical Committee**
- 1.10.1** Consists of a Chairman and five (5) Members.
- 1.10.2** Functions of the Committee:
- 1.10.2.1** assists Section Committees in the development of shooting rules and the sport of shooting;
- 1.10.2.2** co-ordinates rules for different shooting events;
- 1.10.2.3** co-ordinates proposals from the Section Committees;
- 1.10.2.4** nominates to the Executive Committee Delegates and Representatives for all competitions under the direction of the ISSF;
- 1.10.2.5** evaluates and assists in range design, range equipment and operational procedures for all competitions under the direction of the ISSF;
- 1.10.2.6** verifies and approves world records.
- 1.10.3** Reports to the Administrative Council or the Executive Committee.
- 1.10.4** Meets at least once per year.



1.11.0 The Section Committees

1.11.1 Committees will be elected for the following sections:

1.11.1.1 Rifle shooting;

1.11.1.2 Pistol shooting;

1.11.1.3 Shotgun shooting;

1.11.1.4 Running Target shooting.

1.11.2 Each Section Committee consists of a Chairman and seven (7) Members.

1.11.3 Each Section Committee must be responsible for the formulation of the shooting rules, and must consider all technical questions relating to organization, arms and regulations in their field, including rule interpretation.

1.11.4 Each Section Committee reports to the Executive Committee and the Administrative Council.

1.12.0 The Judges' Committee

1.12.1 Consists of a Chairman and seven (7) Members.

1.12.2 Functions of the Committee:

1.12.2.1 ensures uniform application of the shooting rules;

1.12.2.2 provides guidelines for international judges;

1.12.2.3 prepares and conducts courses for judges and jury members;

1.12.2.4 approves applications for judges licenses;

1.12.2.5 nominates to the Executive Committee Juries for Championships or Games.

1.12.3 Reports to the Executive Committee and the Administrative Council.

1.12.4 Meets at least once per year.

1.13.0 The Statutes and Eligibility Committee

1.13.1 Consists of a Chairman and seven (7) Members.

1.13.2 Functions of the Committee:

1.13.2.1 studies the Constitution and the General Regulations;

1.13.2.2 considers the changes or additions proposed by others;

1.13.2.3 studies rules concerning eligibility for Championships and Olympic Games;

1.13.2.4 considers individual eligibility matters.

1.13.3 Reports to the Executive Committee and the Administrative Council.



1.14.0 The Medical Committee

1.14.1 Consists of a Chairman and Members.

1.14.2 Functions of the Committee:

1.14.2.1 examines medical questions relating to shooting and submits guidelines and specified proposals;

1.14.2.2 supports the organization and conduct of the Anti-Doping Control according to rules approved by the Administrative Council;

1.14.2.3 promotes the exchange of experience by publications and bulletins and by organizing special events.

1.14.3 Reports to the Executive Committee and the Administrative Council.

1.15.0 The Athletes Committee

1.15.1 Consists of a Chairman and six (6) Members.

1.15.2 Functions of the Committee:

1.15.2.1 To gather information and opinions from athletes on their needs and problems with regard to the Olympic Games and major ISSF international championships.

1.15.2.2 To voice opinions and make recommendations on these topics and forward them to the relevant bodies of the ISSF.

1.15.2.3 To establish contact and coordinate activities with the Athletes Committees of other international federations.

1.15.2.4 To participate in working groups, to ensure the best possible conditions for the training, accommodation and living conditions for the athletes as well as for the conduct of the competitions at the major international championships.

1.15.2.5 To support the fight against drugs and doping.

1.15.2.6 To establish a direct link with the athletes within the ISSF.

1.16.0 Committees

1.16.1 Decisions in all ISSF Committees are taken by a majority of the votes cast.

1.16.1.1 The Chairman and the Members have one (1) vote each. Abstentions and blank or spoilt votes are declared invalid. Voting by proxy is not allowed. The vote is held by secret ballot if the Chairman so decides, or at the request of one attending member. In the event of a tie, the Chairman of the meeting also has the casting vote.

1.16.2 In all Committees of the ISSF, a minimum of one member should be female. If no female candidate is nominated, or if a female candidate is not elected, one (1) position on the committee must be declared vacant until the position can be filled in accordance with Article 1.7.2.7.



1.17.0 The Auditors

1.17.1 The Auditors must examine the accounts and financial transactions and give a written report to the General Assembly.

1.18.0 Finance

1.18.1 The financial year runs from January 1st to December 31st.

1.18.2 In each meeting of the Administrative Council the Secretary General reports on the financial status.

1.19.0 Continental Confederations

1.19.1 The ISSF recognizes the importance of Continental Confederations for the promotion and organization of shooting, and supports their formation and work.

1.19.2 The National Shooting Federations of a continent, which are ISSF members, may form a Continental Shooting Confederation or Federation.

1.19.3 The recognition of Continental Confederations and approval of their Statutes are executed by the Administrative Council. Their Constitution and Regulations must be in accordance with the Constitution and Regulations of the ISSF.

1.19.4 The purposes of Continental Confederations must cover:

1.19.4.1 promotion and further the development of shooting sport within the Continent, in accordance with the Rules and Constitution of ISSF;

1.19.4.2 promotion of training courses and competitions within the continent;

1.19.4.3 organization of Continental Championships on a regular basis;

1.19.4.4 representation in the ISSF Administrative Council (Article 1.7.1).

1.19.5 The Administrative Council may form a special Ad Hoc Committee, chaired by a Vice-President, to assist in the formation of new Continental Confederations organizing Continental Championships.

1.19.6 Continental Confederations must submit reports on their activities to each meeting of the Administrative Council and General Assembly.

1.20.0 Alteration of the Constitution

1.20.1 Proposals must be received by the Secretary General's office at least three (3) months before the General Assembly and distributed to the members and the Administrative Council, in accordance with Article 1.6.5.

1.20.2 A two thirds majority in the General Assembly, at which at least 25 % of the members are represented, must approve all changes.

1.20.3 Changes of the Constitution become effective immediately upon approval, except that previously established terms of office must be completed.



1.21.0 Languages

1.21.1 English is the permanent official language. The Constitution and all regulations, rules and legal or official communications must be published in the English language. The resolution of disputes must be conducted in the English language.

1.21.2 English, French, Spanish, German and Russian are recognized languages. Simultaneous translation should be provided at General Assemblies.

1.21.3 The Executive Committee may permit the use of other languages in Administrative Council meetings and General Assemblies.

1.21.4 In Continental and World Championships the language of the host country may be used in the program, in addition to English.

1.22.0 Dissolution of the Federation

1.22.1 A demand for dissolution of the Federation must be received six (6) months before the General Assembly and mailed to all members and the Administrative Council five (5) months in advance.

1.22.2 A three quarters majority in the General Assembly at which at least 25 % of the members are represented must approve the dissolution of the Federation.

1.23.0 Registration of the Federation according to Article 1.2.2.

1.23.1 The Federation according to the decision by the Administrative Council has its Headquarters in Munich, Germany and must be legally registered under the name: "International Shooting Sport Federation, registered society (ISSF)" (Internationaler Schiess-Sportverband, eingetragener Verein, ISSF), and must be entered into the register of the proper court.

1.23.2 The Federation observes, exclusively and without reservation, beneficial purposes according to the section "Tax aid and abet" of the Tax laws of Germany. It acts selflessly and observes primarily non-profit making purposes.

1.23.3 Funds of the Federation may only be used for constitutional purposes. Members receive no financial gain from the Federation. No person must be privileged by expenditures which are contrary to the purposes of the Federation or by disproportionately high compensations.

1.23.4 In case of dissolution of the Federation or suspension of the tax exception by the German Government, any remaining assets must be given to the National Olympic Committee with the injunction for exclusive use for beneficial purposes for the international shooting sport.

1.23.5 Alterations to the Constitution and dissolution of the Federation must be reported to the Finance Office of the place of registry.



This Constitution was approved by the Extraordinary General Assembly of the UIT on July 27th, 1980 in Moscow, and replaced the "Constitution of the UIT, Edition 1978". This edition includes amendments and corrections approved by the General Assemblies on July 15th, 1998 in Barcelona, ESP, on March 21st, 2000 in Sydney, AUS and on April 18th, 2004 in Athens, GRE.

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Constitution Annex 1

Guidelines to the “Constitution of the ISSF”

To Article 1.3.3

The ISSF accepts the sole governing body of all amateur shooting sport in each country. If several Federations govern different sections of the shooting sport, the ISSF recommends their unification into one central organization.

To Article 1.3.4.1

Applicants are required to submit a short history of their Federation with details of its foundation and organization, explaining its structure, the sections of shooting sport in which they participate; and giving information of the approximate number of members, affiliated clubs or organizations and the names of their officers.

To Article 1.3.10

A Federation representing all shooting activity in one country pays the full membership fee. Two Federations of the same country will each pay half of the full fee. The Administrative Council will decide the fee for new members at the time of their admission. Any member may apply for the reduction of the membership fee according to Article 1.3.10 of the Constitution. Applications must be submitted before December 31st of the current year. A financial statement showing the principal source of income and revenue from membership fees, together with information on the number of members and clubs of affiliated organizations, is to be submitted with the application.

To Article 1.3.15

Before the Administrative Council takes action the member concerned shall be given the opportunity to present their case. A member may be suspended if, in the opinion of the Administrative Council, the ISSF is better able to achieve any of its purposes by the suspension of the member.

To Article 1.4.2

The Honorary Members shall be invited to the General Assemblies and World Championships.

To Article 1.5.1

Decisions:

Unless any other arrangements are expressly made, decisions will become effective immediately after they are made.



to Article 1.5.3

A candidate nominated for election or re-election to any position in the ISSF, must be a current member of, and have the support of, his national Federation or be a current member and have the support of another Federation. Any Federation proposing a candidate for one of the ISSF Committees is obliged to assist him with the costs of travel, accommodations and meals in connection with his attendance at Committee meetings. All nominations must be received by the Secretary General two months before the election. If, at the time of the election, there are fewer candidates than vacancies for any position, additional nominations may be submitted at the General Assembly. Member Federations that nominate new candidates must submit a statement of qualifications for the position for each candidate. A candidate for any position in the ISSF is not required to hold a special position in his own Federation. Every person elected to a position in the ISSF serves solely in the interests of, and is responsible to the ISSF.

to Article 1.6.4

A Review Committee that is appointed by the Executive Committee prior to the General Assembly shall examine the proposals of the members. The Review Committee reports to the General Assembly.

to Article 1.6.5

Notice of a General Assembly together, with the agenda and the documents, shall be given by the President and the Secretary General by letter, sent at least two (2) months in advance.

to Article 1.6.6

Minutes shall be recorded of the business transacted in the General Assembly and shall be signed by the presiding officer.

to Article 1.7.2.4

Examination of the proposals to the General Assembly by the Administrative Council includes the right to make recommendations concerning these proposals.

to Article 1.7.2.7

Before the Administrative Council takes action the person/s concerned shall be given the opportunity to present their case.

to Article 1.9.5

The legal representation is executed by the President and the Secretary General each of whom has an individual right of representation.

to Article 1.10.2.2 and 1.10.2.3

The authority to co-ordinate includes the authority to review proposals.



2. Terms of Reference

2.1.0 Statement of Principle

2.1.1 Every person elected to a position in any ISSF body serves solely in the interest of, and is responsible to the Federation. In performing his responsibilities he must ensure that all provisions of the Constitution, General Regulations and other rules of the ISSF will therefore be given priority in all decisions.

2.1.2 All persons elected or appointed to the ISSF serve on an honorary basis and without salary.

2.1.3 By accepting election or appointment everyone agrees to devote the time necessary to accomplish the duties required by their position.

2.2.0 Description of Functions

2.2.1 President

Objectives

Successful leadership and direction of the ISSF ensuring a balanced promotion of all sections and activities of the amateur shooting sport and also observing the needs of tradition and development.

Principal Duties and Responsibilities

Convenes and presides over Assemblies and meetings according to the Constitution.

Supervises the execution of decisions; activities of ISSF bodies; ensures the proper observance of the Constitution, General Regulations and other rules.

Ensures that the ISSF obligations to Member Federations, Continental Confederations, Organizing Committees and International or National Sport Organizations are fulfilled.

Represents the ISSF in legal matters in conjunction with the Secretary General.

Acts on behalf of, or represents, the ISSF, as circumstances require.

Authority

Acts as Chairman of the General Assembly, the Administrative Council and the Executive Committee.

Acts in urgent cases on matters not provided for in the Constitution or General Regulations. Such actions, however, require subsequent approval by the Administrative Council or Executive Committee.



2.2.2 Vice-Presidents

Objectives

Support and assist the President in leading and directing the ISSF.

Principal Duties and Responsibilities

As delegated by the President, convene and preside at ISSF meetings in the President's absence or at his request.

Carry out duties assigned by the Administrative Council or Executive Committee or as requested by the President.

Perform special assignments or assist and supervise specific parts of ISSF activities on a permanent basis on request of the Executive Committee or the President.

Authority

Act on behalf of the President in his absence or on his request.

2.2.3 Secretary General

Objectives

Operates the Headquarters for efficient conduct of all ISSF business.

Principal Duties and Responsibilities

Represents the ISSF in legal matters together with the President.

Acts as ISSF Treasurer.

Represents the President at his request.

Performs duties defined in description of Headquarters operations.

Authority

Full authority over all ISSF employees. For further details see description of Headquarters operations.



2.2.4 Members of the Committees

Objectives

Assistance, support and advice to the Administrative Council and the Executive Committee in all matters assigned to them.

Principal Duties and Responsibilities

All Committees of the ISSF shall deal with all matters within their field of interest as an advisory body and shall be responsible for the technical and other activities assigned to them by the Constitution or the Administrative Council and the Executive Committee.

All members of the Committees act and vote as independent members and not as representatives of their National Federations.

Each Chairman must designate his substitute in the event of his absence, and a Recording Secretary for each meeting.

Authority

Each Chairman represents his Committee in the Administrative Council. The Committee Chairman may act on behalf of his Committee in urgent cases, and on request of the President, Secretary General, the Administrative Council, or the Executive Committee. He must inform his Committee members of any action taken.

2.3.0 Rules for Meetings

2.3.1 Frequency

The ISSF Committees meet as stated in the Constitution, on request of the President, Secretary General, the Administrative Council, or the Executive Committee, or on request by a Committee Chairman.

If possible meetings shall be scheduled in conjunction with World Championships or other important shooting sport events.

2.3.2 Notices

Notices for Committee meetings will be sent by the Secretary General. For this purpose the Chairman must submit the agenda, documents and any other information for the meeting early enough to permit mailing of the notices at least two (2) months in advance of the meeting date.

2.3.3 Recording Secretary

The Chairman must appoint a Recording Secretary for each meeting. The Recording Secretary will prepare minutes, which must be signed by the Chairman after agreement by the members who attended. The minutes must be submitted to the Secretary General within two (2) months of the meeting.



2.3.4 Order of Business

2.3.4.1 Appointment of Recording Secretary.

2.3.4.2 Roll-call of Members attending.

2.3.4.3 Reading and approval of the minutes of the previous meeting.

2.3.4.4 Review of Actions and Outstanding business from these minutes.

2.3.4.5 New business on the agenda.

2.3.4.6 Recommended place, date and time of the next meeting.

2.3.5 Quorum and Voting Procedure

A quorum in Committee meetings is 50 % of the members (including the Chairman), unless otherwise stated in the Constitution. Proxy voting is not permitted. Each member of the Committee (except the Chairman) has one vote. The Chairman votes only in case of a tie, when he shall cast the deciding vote. All decisions are taken by open ballot, except when a secret vote is requested by 50 % or more of the members (excluding the Chairman) present. A postal vote may be conducted in the interval between meetings. When a postal vote is required, the Chairman must send to each member (and a copy to the ISSF Headquarters) a clear statement of the question to be voted upon, with a request that each member must return his vote before a stated date. Within eight (8) days of closing the postal vote, the Chairman must send a report and the result of the vote to the ISSF Headquarters. A non-response will be taken to signify an affirmative vote.

2.4.0 Rules for Co-operation between Section Committees and the Technical Committee

Whenever a Section Committee deals with matters concerning the formulation of shooting regulations or rule interpretation (Art. 1.11.3 of the Constitution), the Chairman must submit a report and copy of the documents to the Chairman of the Technical Committee within 10 days after the meeting (Art. 1.10.2.1, 1.10.2.2 and 1.10.2.3 of the Constitution). If the Technical Committee considers that a re-examination of the proposal is necessary, the Chairman of the Technical Committee will inform the Chairman of the Section Committee concerned as soon as possible, however, not later than two (2) months after receipt of the proposals.



2.5.0 ISSF Headquarters

- 2.5.1** The ISSF Headquarters, under direction of the Secretary General, conducts the business of the ISSF. Correspondence, preparation of circular letters and reports, preparation and mailing of summons to meetings are, among others, the duties of the Headquarters.
- 2.5.2** All work, communications and decisions arising from the Constitution or action by the General Assembly, the Administrative Council and the Executive Committee is carried out as a matter of course by the Headquarters under supervision of the Executive Committee. The Secretary General is directly responsible to the President for operation of the Headquarters.
- 2.5.3** All affairs related to finances such as accounting and ISSF budget preparation are performed by the ISSF Headquarters. The President of the ISSF is kept currently informed as to the state of affairs and must give his approval on all important matters. A short financial report is presented at each meeting to the Administrative Council and the Executive Committee.
- 2.5.4** The President, Administrative Council Members and Executive Committee Members will all receive a copy of documents concerning any matter of special importance.
- 2.5.5** The Secretary General is the employer of all who work in the Headquarters of the ISSF. This will be in conformity with the labor laws in effect at the headquarters of the ISSF, with regard to all related matters. The Executive Committee and the Administrative Council will be informed of all current important personnel matters at their next meeting.
- 2.5.6** The Secretary General will work independently, within the limits of his authority. In his capacity as Secretary General, and as a member of the Executive Committee, he has the right and duty at all times to co-ordinate the work of the various ISSF bodies. He is responsible for covering the financial obligations of the ISSF while remaining within the budget. The direction of the transactions and entering into contracts with other organizations, sporting or otherwise, commercial firms, etc. are within the usual authority of the Secretary General; however the President and the ISSF bodies concerned must be made aware of all such transactions or contracts.

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3. ISSF General Regulations

Article 3.1.0 Purpose

- 3.1.1** The General Regulations of the International Shooting Sport Federation (ISSF) govern shooting sport competition in the Olympic Games, World Championships, World Cups, Continental Championships and Continental Games.
- 3.1.2** These Regulations should be used to govern other international shooting sport competitions, which are conducted according to ISSF Rules.

Article 3.2.0 ISSF Supervised Championships

- 3.2.1** The ISSF supervises shooting sport events in the Olympic Games, World Championships, World Cups, Continental Championships and Continental Games.
- 3.2.2** World Championships must be organized every fourth year, two (2) years after each Olympic Games. Continental Championships should be organized every two (2) years following the Olympic Games and the World Championships. World Championships for Shotgun Shooting may also be organized in the years following World Championships and Olympic Games.
- 3.2.3** World Championships must be organized by a Member Federation chosen by the ISSF General Assembly at least four (4) years in advance.
- 3.2.4** World Cups are organized by Member Federations that are chosen by the Executive Committee.
- 3.2.5** Continental Confederations choose the federations that organize the Continental Championships.
- 3.2.6** A Member Federation desiring to organize the World Championships must submit its proposal to the Secretary General at least one (1) months in advance of the General Assembly where the organizing federation will be chosen. The proposal should include:
- 3.2.6.1** an official statement from the appropriate government agency and/or National Olympic Committee, indicating the support to be given to the organization of the Championships;
- 3.2.6.2** a statement that all the requirements of the ISSF Constitution will be observed;
- 3.2.6.3** a statement that the organizing federation will invite all ISSF Member Federations;
- 3.2.6.4** a description of the existing or proposed shooting ranges and other necessary facilities that must meet ISSF requirements;
- 3.2.6.5** information regarding the proposed organization, cost of food and housing, transportation to and from ranges and the availability of travel concessions;



- 3.2.6.6** a statement listing the events the Federation proposes to include in the program.
- 3.2.6.** a statement listing the events the Federation proposes to include in the program.
- 3.2.7** If no application is received, or if the Federation selected to organize the World Championships withdraws, the Executive Committee must select another Federation to organize the World Championships. Or, if no single Federation can be found, select neighboring Federations that offer to organize the World Championships in separate groups of events.
- 3.2.8** Withdrawal is only possible with the approval of the Executive Committee. Unapproved withdrawal is subject to the assessment of a fine, or the suspension of membership or the suspension of participation at ISSF supervised competitions for a certain time to be decided by the Administrative Council.

Article 3.3.0 Shooting Sport Events

3.3.1 Events recognized by the ISSF are:

3.3.1.1 Men's events:

Name of event	
300 m Rifle 3 Positions Men	3 x 40 shots prone, standing, kneeling
300 m Rifle Prone Men	60 shots prone
300 m Standard Rifle Men	3 x 20 shots prone, standing, kneeling
50 m Rifle 3 Positions Men	3 x 40 shots prone, standing, kneeling
50 m Rifle Prone Men	60 shots prone
10 m Air Rifle Men	60 shots standing
50 m Pistol Men	60 shots
25 m Rapid Fire Pistol Men	60 shots
25 m Center Fire Pistol Men	30 + 30 shots
25 m Standard Pistol Men	3 x 20 shots
10 m Air Pistol Men	60 shots
Trap Men	125 targets
Automatic Trap Men	125 targets
Double Trap Men	150 targets
Skeet Men	125 targets
50 m Running Target Men	30 shots slow runs, 30 shots fast runs
50 m Running Target Mixed Men	40 shots mixed runs
10 m Running Target Men	30 shots slow runs, 30 shots fast runs
10 m Running Target Mixed Men	40 shots mixed runs



3.3.1.2 Women's events:

Name of event	
300 m Rifle 3 Positions Women	3 x 20 shots prone, standing, kneeling
300 m Rifle Prone Women	60 shots prone
50 m Rifle 3 Positions Women	3 x 20 shots prone, standing, kneeling
50 m Rifle Prone Women	60 shots prone
10 m Air Rifle Women	40 shots standing
25 m Pistol Women	30 + 30 shots
10 m Air Pistol Women	40 shots
Trap Women	75 targets
Automatic Trap Women	75 targets
Double Trap Women	120 targets
Skeet Women	75 targets
10 m Running Target Women	20 shots slow runs, 20 shots fast runs
10 m Running Target Mixed Women	40 shots mixed runs

3.3.1.3 Junior Men's events:

Name of event	
50 m Rifle, 3 Positions Junior Men	3 x 40 shots prone, standing, kneeling
50 m Rifle Prone Junior Men	60 shots prone
10 m Air Rifle Junior Men	60 shots standing
50 m Pistol Junior Men	60 shots
25 m Rapid Fire Pistol Junior Men	60 shots
25 m Pistol Junior Men	30 + 30 shots
25 m Standard Pistol Junior Men	3 x 20 shots
10 m Air Pistol Junior Men	60 shots
Trap Junior Men	125 targets
Automatic Trap Junior Men	125 targets
Double Trap Junior Men	150 targets
Skeet Junior Men	125 targets
50 m Running Target Junior Men	30 shots slow runs, 30 shots fast runs
50 m Running Target Mixed Junior Men	40 shots mixed runs
10 m Running Target Junior Men	30 shots slow runs, 30 shots fast runs
10 m Running Target Mixed Junior Men	40 shots mixed runs



3.3.1.4 Junior Women's events:

Name of event	
50 m Rifle 3 Positions Junior Women	3 x 20 shots prone, standing, kneeling
50 m Rifle Prone Junior Women	60 shots prone
10 m Air Rifle Junior Women	40 shots standing
25 m Pistol Junior Women	30 + 30 shots
10 m Air Pistol Junior Women	40 shots
Trap Junior Women	75 targets
Automatic Trap Junior Women	75 targets
Double Trap Junior Women	120 targets
Skeet Junior Women	75 targets
10 m Running Target Junior Women	20 shots slow runs, 20 shots fast runs
10 m Running Target Mixed Junior Women	40 shots mixed runs

3.3.1.5 Team events (for teams of three (3) members only) are recognized for all ISSF recognized events. Teams will be ranked in the result list only with a full team of three (3) participants. However, the scores of the other members will be listed but without rank and with the remark "DNS".

3.3.1.5.1 A team, of which a member has been disqualified, must not be ranked under any circumstances but will be shown in the result list with the remark "DSQ".

3.3.2 Olympic events (individual competition only) recognized by the IOC are:

3.3.2.1 Men's events:

Name of event	
50 m Rifle 3 Positions Men	3 x 40 shots prone, standing, kneeling
50 m Rifle Prone Men	60 shots prone
10 m Air Rifle Men	60 shots standing
50 m Pistol Men	60 shots
25 m Rapid Fire Pistol Men	60 shots
10 m Air Pistol Men	60 shots
Trap Men	125 targets
Double Trap Men	150 targets
Skeet Men	125 targets



3.3.2.2 Women's events:

Name of event	
50 m Rifle 3 Positions Women	3 x 20 shots prone, standing, kneeling
10 m Air Rifle Women	40 shots standing
25 m Pistol Women	30 + 30 shots
10 m Air Pistol Women	40 shots
Trap Women	75 targets
Skeet Women	75 targets

3.3.2.3 The full program is conducted as a "Qualification" round. "Finals" in the Olympic Events are conducted in accordance with Article 7.14 (Rifle), 8.14 (Pistol), 9.14 (Shotgun) and 10.14 (Running Target), established by the Administrative Council according to Article 1.7.2.5 of the ISSF Constitution.

3.3.3 World Championship events (individual and team competition) are:

3.3.3.1 Mandatory events for men:

Name of event	
50 m Rifle 3 Positions Men	3 x 40 shots prone, standing, kneeling
50 m Rifle Prone Men	60 shots prone
10 m Air Rifle Men	60 shots standing
50 m Pistol Men	60 shots
25 m Rapid Fire Pistol Men	60 shots
25 m Center Fire Pistol Men	30 + 30 shots
25 m Standard Pistol Men	3 x 20 shots
10 m Air Pistol Men	60 shots
Trap Men	125 targets
Double Trap Men	150 targets
Skeet Men	125 targets
50 m Running Target Men	30 + 30 shots
50 m Running Target Mixed Men	40 shots mixed runs
10 m Running Target Men	30 shots slow runs, 30 shots fast runs
10 m Running Target Mixed Men	40 shots mixed runs



3.3.3.2 Mandatory events for women:

Name of event	
50 m Rifle 3 Positions Women	3 x 20 shots prone, standing, kneeling
50 m Rifle Prone Women	60 shots prone
10 m Air Rifle Women	40 shots standing
25 m Pistol Women	30 + 30 shots
10 m Air Pistol Women	40 shots
Trap Women	75 targets
Double Trap Women	120 targets
Skeet Women	75 targets

3.3.3.3 The Organizing Committee may include any ISSF recognized event in the program (see Article 3.3.1).

3.3.3.4 If 300 m Rifle events cannot be included, the Executive Committee should choose a national federation to organize a separate 300 m World Championship in the same year as the World Championships.

3.3.4 In all ISSF supervised Championships a "Qualification" round and "Finals" are conducted in the Olympic events.

3.3.5 Events in the Continental Championships are decided by the Continental Confederations and must be events recognized by the ISSF.

3.3.6 Juniors are shooters who will be under the age of 21 on December 31st in the year of the competition. Juniors may participate in all ISSF Championships and Olympic Games as members of their national team.

3.3.6.1 The Organizing Committee, with the approval of the Executive Committee, may add junior events to the World Championships as official events.

3.3.6.2 Junior events should be included in Continental Championships by decision of the Continental Confederation.

3.3.6.3 Junior events for male and female juniors should be chosen from the recognized ISSF events, or be events designed to support the development of junior shooters.

3.3.7 If the number of individual entries in two (2) consecutive World Championships is less than 40 in men's events or 30 in women's events, the event will be removed from the list of mandatory events (Article 3.3.3). An optional event will be removed from the list of recognized events (Article 3.3.1), if the number of individual entries in two (2) consecutive World Championships is less than 30 in men's events or 20 in women's events.



- 3.3.8** New events can be added to the list of ISSF recognized events after the following conditions have been met:
- 3.3.8.1** a minimum of five (5) member federations in two (2) continents must certify that the event is practiced in that country;
 - 3.3.8.2** the appropriate ISSF Section Committee must develop rules for the event;
 - 3.3.8.3** approval by the Administrative Council;
 - 3.3.8.4** approval by the General Assembly.

Article 3.4.0 Administration and Control of Competitions

- 3.4.1** Each Member Federation organizing a Championship or World Cup must form an Organizing Committee that is responsible for the administration and conduct of the Championships on the basis of ISSF General Regulations and Rules. The Organizing Committee must appoint a competition director and sufficient qualified staff to carry out these responsibilities and must submit reports to the Executive Committee.
- 3.4.2** The ISSF supervises World Championships and Olympic Games through one (1) or two (2) Technical Delegates who are appointed in accordance with Article 1.8.2.6 and 1.10.2.4 of the Constitution. Technical Delegates should be chosen from the Members of the Administrative Council, or from the Section Committees, and must have an appropriate current ISSF “A” Judge's license. Technical Delegates cannot be appointed from the members of the federation of the organizing country. Technical Delegates are responsible for examining the preparations for organization and the ranges and other facilities, for advising the Organizing Committee before and during the Championships and for submitting reports to the Executive Committee. The appropriate forms, together with the up to date World Records, will be supplied by the ISSF.
- 3.4.3** In order that the Technical Delegates can carry out these responsibilities, they must be invited at the expense of the Organizing Committee to the site of the Championship at least once, 10 to 12 months before the Championship, and again, not less than five (5) days before the opening ceremony.
- 3.4.4** The ISSF supervises World Cups and Continental Championships through the appointment of one (1) or two (2) Technical Delegates who are responsible for examining the preparations for competition and advising the Organizing Committee. Technical Delegates should be chosen from the Members of the Administrative Council, or from the Section Committees, and must have an appropriate current ISSF “A” Judge's license. Technical Delegates cannot be appointed from the members of the federation of the organizing country. The Technical Delegates must be invited at the expense of the Organizing Committee to the Championships, a few days before the opening ceremony as agreed with the organizing committee.



- 3.4.5** Juries must be designated by the ISSF for all Championships in accordance with Article 1.8.2.6 and Article 1.12.2.5 of the Constitution. Juries are responsible for assisting and supervising the staff of the Organizing Committee in conducting the competition during the Championships. In general the match staff is responsible for the actual conduct of competitions while the Jury advises and supervises the staff.
- 3.4.6** The following Competition Juries will be designated:
- 3.4.6.1** Rifle;
 - 3.4.6.2** Pistol;
 - 3.4.6.3** Shotgun;
 - 3.4.6.4** Running Target;
 - 3.4.6.5** Classification (Scoring and Results);
 - 3.4.6.6** Equipment Control.
 - 3.4.6.7** Two (2) Juries may be combined providing the events are not run concurrently. One (1) person from each of the Rifle, Pistol and Running Target Jury must be designated by that Jury to serve on the Jury for Equipment Control.
- 3.4.7** Juries will be composed of a chairman and two (2) to six (6) members (a chairman and four (4) to eight (8) members for shotgun shooting). Officials or shooters who are members of a participating team must not be Jury members. One (1) member of each Jury should be from the national federation organizing the Championships. All Jury members must hold the applicable current ISSF Judge's license. The local transportation and living expenses (single rooms) for the designated jury members at World Championships and World Cups must be paid by the Organizing Committee. The travel expenses must be paid by the organizing committee in the amount fixed by the Administrative Council or Executive Committee.
- 3.4.8** A Jury of Appeal must be designated by the ISSF for all Championships in accordance with Article 1.8.2.6 of the Constitution. The Jury of Appeal is responsible for making final decisions on all appeals against decisions by Juries.
- 3.4.9** The Jury of Appeal must consist of three (3) to five (5) members, including a chairman. One (1) member should be from the national federation organizing the Championships.



Article 3.5.0 Ranges and other Facilities

3.5.1 The following minimum range installations are required for the World Championships and Olympic Games:

	World Championships	Olympic Games	Finals
300 m Targets	50	--	--
50 m Targets	80	60	10
25 m	10 groups	8 groups	3 groups
Trap	3	3	1
Double Trap	3	3	1
Skeet	3	3	1
50 m Running Target Ranges	2	--	--
10 m Running Target Ranges	4	--	--
Air Rifle and Pistol	80	60	10

Note: The ISSF recommends that for World Cups the number of targets specified for World Championships should be available.

3.5.1.1 Trap and Skeet ranges may be combined. Trap ranges must be convertible to Double Trap unless separate Double Trap ranges are provided.

3.5.1.2 The area used by shooters on rifle and pistol ranges must be protected from sun, wind and rain.

3.5.1.3 Air gun ranges for World Championships and Olympic Games must be installed indoors.

3.5.1.4 Electronic target systems, of makes and models approved by the ISSF, must be used for Pistol and Rifle Qualification and Finals of the Olympic Games and for Finals, as a minimum, in ISSF World Cups and World Championships. Ranges for competitions other than the Olympic Games may combine electronic targets and other systems using paper targets.

3.5.2 The following facilities must be provided on or near the shooting ranges:

3.5.2.1 shelters against sun, wind and rain for shooters and officials;

3.5.2.2 team rooms where the shooters can relax, change clothes and store guns, ammunition and equipment;

3.5.2.3 meeting rooms for use by ISSF officials, Committees and Juries;

3.5.2.4 rooms for offices, target scoring, production of results and storage of targets and related material, etc;

3.5.2.5 a Main Scoreboard for the posting of official results;



- 3.5.2.6** a suitable place for arms and equipment control;
- 3.5.2.7** a gunsmith's shop with suitable work benches and vices;
- 3.5.2.8** appropriate free facilities for firearms and equipment manufacturers to service their products (a fee may be charged for commercial displays);
- 3.5.2.9** a restaurant or facilities for food service and refreshments;
- 3.5.2.10** toilets and washrooms;
- 3.5.2.11** postal, telephone and electronic mail facilities;
- 3.5.2.12** an area for victory ceremonies;
- 3.5.2.13** facilities for press, radio and television representatives;
- 3.5.2.14** appropriate medical facilities and facilities for Doping Control (Article 3.7.12);
- 3.5.2.15** parking facilities.
- 3.5.3** The ISSF Technical Delegates are responsible for examining the ranges and other facilities to ensure that they meet ISSF standards (including Article 3.5.2) and are suitable for conducting Championships. The Technical Committee will provide checklists in accordance with the ISSF Regulations and Rules for use by the Technical Delegates in examining the ranges (see Annex "T").
- 3.5.4** Samples of all paper targets (five (5) of each type) and clay targets (twenty (20) qualification targets and twenty (20) powder filled Finals targets) which are to be used in competitions where World Records may be established must be submitted to the Secretary General for testing and verification of specifications at least six (6) months prior to the start of such competitions. Where Electronic Scoring Targets are used, they must be of a type approved by the ISSF.
- 3.5.5** Outdoor ranges to be used for World Championships and Olympic Games should be completed one (1) year in advance. If the range is not completed, the detailed plans, construction schedule and financial plan must be submitted to the Secretary General one (1) year in advance, and the range must be completed three (3) months in advance.

Article 3.6.0 Entry and Participation

- 3.6.1** Only ISSF Member Federations may participate in the World Championships, World Cups and Olympic Games. Federations participating in Continental Championships and Games must be members of the Continental Confederation.
- 3.6.2** An ISSF Member Federation that is not accepted as a member by its own Continental Confederation, or is not allowed to participate in its own Continental Championships, may be invited by another Continental Confederation to participate in its Continental Championships and Games with the right to awards and records.



- 3.6.3** Any competitor must be a national of the country they represent.
- 3.6.3.1** All disputes relating to the determination of the country which a competitor may represent shall be resolved by the ISSF Executive Committee.
- 3.6.3.2** A competitor who is a national of two or more countries at the same time may represent either one of them, as he may elect. However, after having represented one country, he may not represent another country unless he meets the conditions set forth in the following paragraphs below that apply to persons who have changed their nationality or acquired a new nationality.
- 3.6.3.3** A competitor who has represented one country in any competition recognized by the ISSF, and who has changed his nationality or acquired a new nationality, shall not participate to represent his new country until three years after such change or acquisition. This period may be reduced or even cancelled with the agreement of the National Federations concerned and the approval of the ISSF Executive Committee.
- 3.6.3.4** If an associated State, province or overseas department, a country or colony acquires independence, or if a country becomes incorporated within another country by reason of a change of border, or if a new NOC is recognized by the IOC, a competitor may continue to represent the country to which he belongs or has belonged. However, he may, if he prefers, choose to represent his new country or be entered in any competitions recognized by the ISSF by his new National Federation when recognized by the ISSF. This particular choice may be made only once.
- 3.6.3.5** Furthermore, in all cases in which a competitor would be eligible to participate, either by representing another country than his or by having the choice as to the country which such competitor intends to represent, the ISSF Executive Committee Board may take all decisions of a general or individual nature with regard to issues resulting from nationality, citizenship, domicile or residence of any competitor, including the duration of any waiting period.
- 3.6.4** The period following naturalization may be reduced or even cancelled with the agreement of the two (2) National Federations concerned and the final approval of the ISSF Executive Committee.
- 3.6.5** An official declaration of eligibility for each shooter will be required from the Member Federation. Team officials participating in Championships must abide by the ISSF Rules and Regulations.
- 3.6.6** All shooters must sign a "Shooter's Declaration" and have an ISSF ID Number (see Article 3.12.3.2) before participation in any ISSF supervised competitions or championships. Failure to deliver a signed declaration before any start will lead to disqualification and cancellation of the results obtained.



3.6.7 Maximum participation in the Olympic Games is established by the IOC (see Article 1.8.2.9 of the Constitution). Qualification standards are established by the ISSF Executive Committee that also has the authority to take the final decision on the distribution of the quota places and the Wild Cards in cooperation with the IOC Tripartite Commission.

3.6.8 In the World Championships each nation can enter a maximum of three (3) persons in individual events who may participate as one (1) team in team events.

3.6.8.1 The maximum national team size for World Championships events is as follows:

Men	
Rifle	9 (7 if 300 m is conducted separately or if 300 m not entered)
Pistol	9
Trap	3
Double Trap	3
Skeet	3
Running Target	5
Additionally, for any event	2
Total men	34 / 32
Women	
Rifle	7 (5 if 300 m is conducted separately or if 300 m not entered)
Pistol	4
Trap	3
Double Trap	3
Skeet	3
Running Target	3
Additionally, for any event	2
Total women	25 / 23

3.6.8.2 Officials

A maximum of 40 % of team size including Men, Women and Juniors, but not more than eight (8). In case of 1-4 participants a maximum of two (2) officials may be nominated.

3.6.8.3 A maximum of two (2) men and two (2) women may be nominated on the entry form and may be used in any appropriate event, except in separated World Championships when only one (1) per category may be nominated (see 3.6.8.1).



- 3.6.8.4** When Junior category events are scheduled in the World Championships, the number of participants allowed per event is the same as those for men (junior males) and women (junior females).
- 3.6.8.4.1** In World Championships, juniors may participate in the men's and the women's competitions, but in one (1) category only (either in the junior's or in the senior's events) at the same championships (place and dates).
- 3.6.8.4.2** If there is no junior category programmed for a particular event in a championship, juniors may participate in this event as a member of the national senior category team, even if they participate in the junior category in another event in the same championship.
- 3.6.9** If a separate 300 m World Championship is organized, the maximum team size per country is six (6) men and four (4) women shooters and four (4) officials.
- 3.6.10** The participating federation is responsible for the travel and living expenses of team members. The Organizing Committee must provide transportation from the local airport or railway station to the hotel and from the hotel to the range. The cost for transfer from the airport(s) to the hotel and back may be charged when approved by the Executive Committee of the ISSF.

Article 3.7.0 Competition Procedures

- 3.7.1** The ISSF General Regulations and the applicable current ISSF Competition Rules will govern the conduct of events in all Championships.
- 3.7.2** The preliminary program for the World Championships (World Cups see Article 3.12.3.5 Annex "C") and the Olympic Games must be prepared by the Organizing Committee and submitted to the Secretary General at least 15 months in advance for examination by the Technical Committee and approval by the Executive Committee. The Organizing Committee must distribute the approved preliminary program to all member federations at least 12 months in advance.
- 3.7.3** The final program for the World Championships (World Cups see Article 3.12.3.5 Annex "C") and Olympic Games must be prepared by the Organizing Committee and submitted to the Secretary General at least 12 months in advance for examination by the Technical Committee and approval by the Executive Committee.
- 3.7.4** The program for Continental Championships must be approved by the appropriate body of the Continental Confederation and submitted to the Secretary General at least four (4) months in advance.



- 3.7.5** Invitations to participate in World Championships (World Cups see Article 3.12.3.5 Annex "C") together with the final program must be sent by the Organizing Committee to all Member Federations at least eight (8) months in advance.
- 3.7.5.1** Copies of all invitations, programs and entry forms for all ISSF supervised Championships must be sent to the Secretary General.
- 3.7.5.2** One (1) copy of the official result lists of each event must be sent to the ISSF Secretariat via Fax and/or e-mail immediately after it has been verified, but not later than the end of the competition day.
- 3.7.5.3** Three (3) copies of the official result lists must be sent to the ISSF Secretariat no later than three (3) days after the completion of the events. A list showing the number of countries and the number of competitors participating in each discipline, by events, must be included with the results lists.
- 3.7.6** Entries in World Championships (World Cups see Article 3.12.3.5 Annex "C") must be made as follows:
- 3.7.6.1** each national federation entering the Championship must submit a preliminary entry to the Organizing Committee at least six (6) months in advance. The preliminary entry must list all individual and team events in which the national federation will participate;
- 3.7.6.2** each national federation entering the Championship must submit a final entry at least 30 days in advance. The final entry must list the names, ID Numbers of all shooters and the names and dates of birth of all officials as well as all the arms and ammunition declarations. A copy of the final entry must be sent to the Secretary General by the national federation;
- 3.7.6.3** the names of the shooters and first and second substitutes in each event must be registered with the Organizing Committee at least two (2) days before that event is scheduled to begin. No change in entries will be permitted except that the substitutes may replace those entered not later than the time shooting is scheduled to begin in that event;
- 3.7.6.4** the Organizing Committee reserves the right to reject any entries received after the deadlines established in this article.
- 3.7.7** Entry fees must be paid to the Organizing Committee upon request. A fee of US\$ 150.00 will be paid for each shooter entered in each event. This fee will be retained by the Organizing Committee; they must forward a fee of US\$ 5.00 for each shooter in each event to the ISSF within 30 days after the Championships. No further fees can be collected for shooters, but see also 3.7.7.1 to 3.7.7.3.3. A fee of US\$ 50.00 must be paid for each official.
- 3.7.7.1** A reasonable fee for shotgun training may be charged when approved by the Executive Committee of the ISSF.



- 3.7.7.2** Any federation reducing the number of shooters after the Final Entry Form has been received by the Organizing Committee is obligated to pay all applicable fees and costs according to the number of shooters and entries on the Final Entry Forms originally received.
- 3.7.7.3** If entries are received after the deadline, or delegations arrive without having submitted a final entry before the deadline, they should not be allowed to participate. A late entry may be accepted by the Organizing Committee under the following restrictions:
 - 3.7.7.3.1** the Final Program must not be changed;
 - 3.7.7.3.2** the late entries do not cause a problem with any other organizational matters;
 - 3.7.7.3.3** any entry accepted after the final entry deadline will incur a penalty of US \$ 50.00 for each shooter entered in each event which has to be paid to the organizing committee by the federation who makes the late entry. In case this late entry fee has not been paid to the organizing committee by the end of the competition, the invoice will be forwarded to the ISSF Headquarters by the organizing committee which results in a further penalty of US \$ 100.00 to offset ISSF's costs incurred. The ISSF Headquarters will send out the invoice for the late entry including the US \$ 100.00 penalty to the federations concerned. This invoice must be paid immediately but latest by 1st October of the year concerned. If the late entry fees are not paid by that date (1st October), the entry to the following years ISSF Championships will not be permitted for the federation concerned.
- 3.7.8** In Continental Championships a fee of US \$ 5.00 for each shooter entered in each event must be paid to the ISSF within thirty (30) days after the Championship.
- 3.7.8.1** In regional or other championships with MQS status a fee of US \$ 5.00 for each shooter entered in each event must be paid to the ISSF within thirty (30) days after the Championship.
- 3.7.9** Entries in the Olympic Games must be made using the procedures specified in the ISSF General Regulations except that schedules or special procedures established by the ISSF or IOC will prevail.
- 3.7.10** The schedule for the mandatory events of the World Championships including training days and the opening and closing ceremonies must not exceed 12 days. At the option of the Organizing Committee, the ranges may be opened for additional training days before official training begins. The duration of the World Championships may be extended to not more than 14 days with the approval of the Executive Committee.



- 3.7.11** The firing positions and times must be distributed by the drawing of lots so that, to the extent possible, all competitors fire under similar conditions and during the same period of time. If the number of competitors exceeds the number of firing positions in outdoor competitions at 25 m, 50 m and 300 m, the Organizing Committee must distribute the competitors and teams (nations) in two (2) or more relays in accordance with the applicable ISSF Rules.
- 3.7.12** Doping Control in the Olympic Games will be conducted according to the procedures established by the IOC. Doping Control in all ISSF supervised Championships and competitions will be conducted in all events and categories according to procedures established by the ISSF Anti-Doping Regulations.

Article 3.8.0 Protests and Appeals

- 3.8.1** The appropriate Jury must first decide all questions or disagreements regarding the interpretation of the ISSF Rules or actions taken by match officials.
- 3.8.2** In the event of a disagreement with a Jury decision, the question may be appealed to the Jury of Appeal.
- 3.8.3** Decisions by the Classification Jury on value or number of shots on a target are final and may not be appealed.
- 3.8.4** Other appeals must be submitted in writing by the team leader or his representative not later than one (1) hour after the Jury decision and be accompanied by a fee of US\$ 50.00. The fee will be returned if the appeal is upheld and will be retained by the Organizing Committee if the appeal is lost. In special circumstances, the time for submitting appeals may be extended up to 24 hours by decision of the Jury of Appeal. Such decision can postpone the victory ceremony for the event under appeal.

Article 3.9.0 Protocol

- 3.9.1** The World Championships must be inaugurated with an opening ceremony that is held on either the first day of competition or the day before. A closing ceremony must be held on the last day of competition. The Executive Committee must approve arrangements for the opening and closing ceremonies.
- 3.9.2** In World Championships the Organizing Committee must award:
- 3.9.2.1** World Championship medals in gold, silver and bronze colors to the first three (3) individual event winners. A minimum of 15 individuals in each of the Men's and Women's events or 10 individuals in Junior Men's and Women's events must participate before individual medals can be awarded.



- 3.9.2.2** Team Championship medals of similar design in gold, silver and bronze colors to each member of the first three (3) team event winners. A minimum of five (5) teams in each of the Men's and Women's events or three (3) teams in Junior Men's and Women's events must participate before team medals can be awarded.
- 3.9.2.3** Certificates or Diplomas to the top one third or to a maximum of 10 shooters in each individual event.
- 3.9.3** A commemorative medal, of a different design from the Championship medals to each shooter, team official, judge and delegate.
- 3.9.4** The design of all official awards and the official symbol must be submitted to the Secretary General for approval by the Executive Committee at least two (2) months in advance.
- 3.9.5** A victory ceremony must be held for each Championship event, following these conditions:
 - 3.9.5.1** the flags of the first three (3) individual or team winners must be raised while the anthem of the winner is played;
 - 3.9.5.2** the flags, anthems and emblems used by National Member Federations must be submitted to and approved by the Executive Committee of the ISSF;
 - 3.9.5.3** the Executive Committee must approve the program for the victory ceremony. The Organizing Committee with the approval of the ISSF President must establish the time of the victory ceremony (see also 6.8.7.4).

Article 3.10.0 World Records

- 3.10.1** World Records may be established in all recognized ISSF Men's, Women's, and Juniors' events in Olympic Games, World Championships, World Cups, Continental Championships and Continental Games that have been conducted according to the ISSF Rules and Regulations.
 - 3.10.1.1** Finals World Records may be established only in Olympic events for Men and Women (Article 3.3.2) and are comprised of the results of the Qualification Rounds (Article 3.3.2.1 and 3.3.2.2) added to the results of the Finals for each event, as specified in the Olympic Shooting Disciplines' Rules.
- 3.10.2** Junior World Records will be recognized only in Junior events (3.3.1.3 and 3.3.1.4) fired either as special Junior competitions in ISSF Championships or by Junior shooters competing in regular ISSF Championships. Junior World Records, male and female, for individual and team, will be recognized if a minimum of 10 shooters participate in the individual category and three (3) teams participate in the team category.
- 3.10.3** World Records will be recognized in individual events if a minimum of 15 shooters participate and in team events, if a minimum of five (5) teams participate.



- 3.10.4** The ISSF will issue a World Record diploma to shooters or team members who establish World Records.
- 3.10.5** If more than three (3) competitors per country are admitted to the World Cups, World Records can only be achieved by the shooters nominated for the main competitions (not those entered for MQS only).
- 3.10.6** The Technical Delegate(s) must submit reports for recognition of World Records.

Article 3.11.0 Media Relations

- 3.11.1** Press, radio and television services must be given all co-operation and assistance to ensure the free flow of public information and communication. Necessary facilities including telecommunications, telephone, typewriters, etc. must be available prior to and during the Championships.
- 3.11.2** Provisions for interviews, photography and other media requirements will be made by the Organizing Committee to ensure that media personnel have access to competitors and team leaders; provided that such arrangements do not inconvenience the individual(s) concerned. Media representatives may communicate with shooters through their respective team leaders.

Article 3.12.0 General

- 3.12.1** Alterations of the General Regulations may only be made by the General Assembly.
- 3.12.2** Upon approval, alterations become effective on January 1st, of the year following the current or the next Olympic Games.
- 3.12.3** The General Regulations may be extended by annexes for the following:
- 3.12.3.1** **Special Regulations for the Participation in the Shooting Sport Events of the Olympic Games: Annex "Q";**
 - 3.12.3.2** **Shooter Declaration and ISSF ID Number Application Form: Annex "D";**
 - 3.12.3.3** **General Procedures for Organizing Committees: Annex "G";**
 - 3.12.3.4** **Application Procedures for World Championships: Annex "W";**
 - 3.12.3.5** **Guidelines for Organization of ISSF World Cups: Annex "C";**
 - 3.12.3.6** **Procedures for Recognition of World Records: Annex "R";**
 - 3.12.3.7** **Rules for Filing and Deciding Protests: Annex "P";**
 - 3.12.3.8** **Checklist for Technical Delegates: Annex "T";**
 - 3.12.3.9** **Guidelines for Judges: Annex "J";**
 - 3.12.3.9.1** **Guidelines for Shotgun Referees: Annex "S";**
 - 3.12.3.10** **Guidelines for Public Affairs Activities: Annex "A";**
 - 3.12.3.11** **Guidelines for TV Broadcasting and Advertising: Annex "B";**



- 3.12.3.11.1** all rights concerning contractual and proprietary matters with the production and use of television, radio, film and photographic coverage of the World Championships, World Cups and of Inter-Continental competitions are the exclusive property of the International Shooting Sport Federation;
- 3.12.3.11.2** these rights may not be sold, transferred or negotiated without the written agreement of the President and Secretary General acting on the decision of the Executive Committee, which may delegate its authority to negotiate the sale or utilization of these rights, but which must retain the sole responsibility for the final decision and for the utilization of the income from the sale of the rights.
- 3.12.3.12** **Rules for the Athletes Committee: Annex “AC”;**
- 3.12.3.13** **Guidelines for Training Academy: Annex “TA”;**
- 3.12.4** The annexes to the General Regulations may not contravene the General Regulations and must be approved by the Executive Committee in accordance with Article 1.8.2.3 of the Constitution of the ISSF.

Article 3.13.0

- 3.13.1** These General Regulations were approved by the Ordinary General Assembly of the ISSF on October 30th, 1982 in Caracas, Venezuela, and replace the "General Regulations, edition 1977" and became effective on November 15th, 1982 (revised, amended and corrected by the General Assembly of ISSF on July 29th, 1988 in Madrid, ESP). This edition includes amendments and corrections approved by the General Assemblies of the ISSF on August 14th, 1990 in Moscow, URS and on April 27th, 1992 in Barcelona, ESP and on July 22nd, 1994 in Milan, ITA, on April 20th, 1996 in Atlanta, USA and on July 15th, 1998 in Barcelona, ESP, on 21st March 2000 in Sydney, AUS and April 18th, 2004 in Athens, GRE.

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Article 3.12.3.1, Annex "Q"

Special Regulations for the Participation in the Shooting Sport Events of the Olympic Games

Q.1.0 EVENTS

Q.1.1 On the program of the Olympic Games, the Shooting Sport is represented with fifteen (15) different events in three (3) Olympic Disciplines.

Q.1.2 Rifle Discipline:

Q.1.2.1 Events for Men

50 m Rifle Prone Men	60 shots prone
50 m Rifle 3 Positions Men	3 x 40 shots
10 m Air Rifle Men	60 shots standing

Q.1.2.2 Events for Women

50 m Rifle 3 Positions Women	3 x 20 shots
10 m Air Rifle Women	40 shots standing

Q.1.3 Pistol Discipline:

Q.1.3.1 Events for Men

50 m Pistol Men	60 shots
25 m Rapid Fire Pistol Men	60 shots
10 m Air Pistol Men	60 shots

Q.1.3.2 Events for Women

25 m Pistol Women	30 + 30 shots
10 m Air Pistol Women	40 shots

Q.1.4 Shotgun Discipline:

Q.1.4.1 Events for Men

Trap Men	125 targets
Double Trap Men	150 targets
Skeet Men	125 targets

Q.1.4.2 Events for Women

Trap Women	75 targets
Skeet Women	75 targets



Q.2.0 ATHLETE / NOC QUOTA

Q.2.1 Quotas for the Shooting Events:

Q.2.2 The IOC has approved a total quota of 390 athletes for participation in the Olympic Games. There is no strict separation of quota places for Women and Men because of the distribution of invitation places. The distribution is approximately 40% Women and 60% Men.

Q.2.3 1 quota in each of the two women shotgun events $= 1 \times 2 = 2$
2 quotas in all other events for men and women $= 2 \times 13 = 26$
The maximum number of quota places per NOC is $= 28$

Q.3.0 Minimum Qualification Scores (MQS)

Q.3.1 Only athletes who have attained the minimum qualification scores can be entered in one or more events on the Olympic shooting program. Minimum Qualification Scores can only be obtained in eliminations and in qualification events at ISSF World Championships, at the Continental Championships and in ISSF designated Qualification Competitions (e.g. ISSF World Cups Art. Q.12.1). MQS and quota places, Art. Q.5.2, are awarded during the four (4) years between the Olympic Games. The minimum qualification scores (MQS) have been established as follows:

Q.3.2 Rifle Discipline:

Q.3.2.1 Events for Men

50 m Rifle Prone Men	587
50 m Rifle 3 Positions Men	1135
10 m Air Rifle Men	570

Q.3.2.2 Events for Women

50 m Rifle 3 Positions Women	555
10 m Air Rifle Women	375

Q.3.3 Pistol Discipline:

Q.3.3.1 Events for Men

50 m Pistol Men	540
25 m Rapid Fire Pistol Men	573
10 m Air Pistol Men	563

Q.3.3.2 Events for Women

25 m Pistol Women	555
10 m Air Pistol Women	365



Q.3.4 Shotgun Discipline:

Q.3.4.1 Events for Men

Trap Men	112
Double Trap Men	118
Skeet Men	114

Q.3.4.2 Events for Women

Trap Women	58
Skeet Women	60

Q.4.0 QUALIFICATION SYSTEM

Q.4.1 Maximum participation per country (NOC) per event:

Q.4.1.1 In the Olympic events the maximum participation per country (NOC) per event is two (2) shooters except in the Trap and Skeet events for women in which the qualification per country is limited to one (1) athlete only.

Q.4.1.2 Each shooter, however, who has been entered in one event in a quota place by his NOC, can be entered as a double starter in other events if he has also obtained the minimum qualification scores in the other events. NOCs are not allowed to enter more than two (2) shooters in any event.

Q.4.1.3 For Trap and Skeet events for women each country is limited to one (1) athlete quota only but may enter up to two (2) athletes if the second athlete is a double starter.

Q.4.2 If an NOC enters one (1) athlete as a double starter in any event in which it has also obtained the possible number of quota place(s), the quota place must be returned to the ISSF/IOC to be granted as an additional quota place. On request of an NOC/ISSF Member Federation one (1) quota place in one event can be changed for one (1) quota place in any other event if available.

Q.4.3 Entered double starters on a quota place may be replaced by a substitute (alternate) with quota place in any other event and MQS only before the deadline for receipt of the Final Entry Forms by the Organizing Committee of the Games (21 days before the Opening Ceremony).

Q.4.4 If a substitution is required by an emergency, the ISSF General Regulations, Article 3.7.6.3 may be used, except that all substitutions must be made according to the IOC regulations valid for the Olympic Games. Such substitution automatically surrenders the accreditation of the replaced athlete.



Q.5.0 SYSTEM IN DETAIL

Q.5.1 The total number of 390 quotas will be distributed for each event of each discipline according to the qualification procedure:

Q.5.2 Qualification Procedure:

One quota place is one starting position for the Olympic Games. Each shooter who wins or obtains one of the following named places in the qualification events (as described in Q.3.0 above) obtains one starting position for his country in the Olympic Games.



QUOTA PLACES IN DETAILS 2005 to 2008

Qualification Discipline Event	Total	Men Rifle 50m3x40	Men Rifle 50mProne	Men Rifle AR60	Men Pistol 50mPistol	Men Pistol AP60	Men Pistol RFP	Men Shotgun Trap125	Men Shotgun DT150	Men Shotgun Skeet125	Women Rifle 50m3x20	Women Rifle AR40	Women Pistol AP40	Women Pistol 25mPistol	Women Shotgun Trap75	Women Shotgun Skeet75
ISSF World Champs 2006	54	4	4	5	4	5	2	3	2	3	4	5	5	4	2	2
Separate Shotgun WCH 2005	5							1	1	1					1	1
2007	5							1	1	1					1	1
ISSF World Cups (4 per year) 2005 winners only	44	4	4	4	4	4		4		4	4	4	4	4		
2006 winners only	60	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
2007 winners only	60	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Continental Champs 2007 Europe	41	3	3	3	3	3	2	4	1	5	3	3	3	3	1	1
America	28	2	2	2	2	2	1	3	1	3	2	2	2	2	1	1
Asia	28	2	2	2	2	2	1	3	1	3	2	2	2	2	1	1
Africa	15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Oceania	17	1	1	1	1	1	1	2	1	2	1	1	1	1	1	1
Host Nation	9	1				1	1	1		1		1		1	1	1
	366	26	25	26	25	27	17	31	17	32	25	27	26	26	18	18
	10	Tripartite Commission "Invitation Places" (See Q.8.1)														
	14	Special "Universality Places" for hardship cases (See Q.8.3)														
Total	390															

Men	226	Rifle	77	Pistol	69	Shotgun	80
Women	140	Rifle	52	Pistol	52	Shotgun	36
Total	366	plus 10 tripartite and 14 Universality places					



Q.6.0 The Quota places are granted to the ISSF Member Federations (NOC) and not to the athletes who obtained them.

Q.6.1 One shooter can obtain only one quota place for his country (NOC). If a quota place would be achieved by a shooter who has already won a quota place in any event, the quota place will be granted to the next ranking shooter. The same rule applies when the NOC of a shooter has already obtained the maximum number of quotas per event as mentioned in rule Q.4.2.1. Ties for quota places will be broken in accordance with Chapter 12.0 and/or 14.0 of the appropriate discipline rules in the Olympic Shooting Disciplines.

Q.6.2 Each NOC decides the number of entries to fill Quota places and selects the athletes in each event from the ones with minimum qualification scores. Only athletes with minimum qualification scores can occupy a quota place (starting position).

Q.7.0 HOST NATION QUALIFICATION

Q.7.1 For the Hosting Country (NOC) one quota place (starting position) is reserved in the following events:

50 m Rifle 3 Positions Men	3 x 40 shots
25 m Rapid Fire Pistol Men	60 shots
25 m Pistol Women	30+30 shots
10 m Air Pistol Men	60 shots
10 m Air Rifle Women	40 shots
Trap Men	125 targets
Skeet Men	125 targets
Trap Women	75 targets
Skeet Women	75 targets

Q.7.2 The remaining events may be entered as double starters. All events can only be filled by an athlete who has obtained the minimum qualification score in that event.

Q.8.0 TRIPARTITE COMMISSION INVITATION PLACES

Q.8.1 The “Tripartite Invitation Places” enable the Tripartite Commission to grant the right for participation to one shooter from a country (NOC) which has not obtained a quota place (starting position) for participation in the Olympic Games according to the new quota system, if it would be in the interest of the IOC/NOC/ISSF that at least one (1) shooter could represent this country in the shooting events of the Olympic Games. This decision is based on consideration of the overall size of the delegation of that country including entries in other sports.



- Q.8.2** Applications for "Invitation Places" from NOCs (ISSF Member Federations) will be received by a tripartite commission, composed of the IOC, NOCs and ISSF, for high level athletes who have minimum qualification scores, but who belong to NOCs with no or only few quota places and which are entering few competitors in other sports. The final decision regarding the technical level of the athletes for the allocation of these "Invitation Places" will rest with the ISSF.
- Q.8.3** The Special "Universality Places" for hardship cases are granted by the ISSF on request of the IOC, or a NOC, or a Member Federation of the ISSF to a country which has a shooter without a quota place, but who has obtained an outstanding result in one of the Olympic Shooting Events in an official qualification competition.
- Q.9.0** **QUALIFYING TIMELINE**
- Q.9.1** The MQS results can be achieved in specific qualification competitions such as World Championships, Continental Championships, World Cups and regional competitions which have the MQS status between the Olympic Games.
- Q.9.2** The quota places can be achieved by a shooter (one quota place only per shooter) in the Olympic shooting events at World Championships, Continental Championships and World Cups (further details see under Annex 1 Qualification Competitions, published at the end of this regulation).
- Q.9.3** If one of the ranked shooters has already obtained a quota place earlier, this quota place will be granted to the next ranking shooter. Each shooter, however, who has been entered in one event in a quota place by his NOC, can be entered as a double starter in other events if he has also obtained the Minimum Qualification Scores (MQS) in the other events. NOCs are not allowed to enter more shooters in any event than the numbers shown above.
- Q.10.0** **DATES / PROCESS OF CONFIRMATION OF PLACES**
- Q.10.1** The ISSF headquarters will establish a list of the qualification places for each event. In this list the maximum number of quota places per NOC will be entered.
- Q.10.2** This list of qualification places and a list with the names and scores of all athletes who have obtained a minimum qualification score will be submitted to the IOC, all NOCs, and all ISSF Member Federations five (5) months before the Olympic Games. All NOCs must inform the IOC and the ISSF four (4) months before the Olympic Games as to how many of their quota places in each event will be claimed.
- Q.11.0** **REALLOCATION OF UNUSED QUOTA POSITIONS**
- Q.11.1** All remaining quota places will be filled with lower qualifiers from other countries (NOCs).



- Q.11.2** Returned unused quota places will be reallocated by the Tripartite Commission and the ISSF. As much as possible they should be distributed to next lower qualifiers from other countries.
- Q.12.0** Qualification Competitions:
- Q.12.1** The ISSF Executive Committee will designate the location of those international competitions which will receive the status of ISSF World Cup and qualification events for each Olympic Games.
- Q.12.2** Locations and disciplines of the World Cup qualification events will be published before October 31st for the following year.
- Q.12.3** For all qualification events, the appropriate Discipline Rules for Final Competitions in the Olympic Shooting disciplines will apply.
- Q.12.4** The Organizing Committee must conduct doping controls according to the ISSF Anti-Doping Regulations.
- Q.12.5** An ISSF Technical Delegate must supervise each qualification event.
- Q.12.6** Jury members must hold the applicable current ISSF Judge's license.
- Q.12.7** Maximum entry per ISSF member federation is three (3) participants per event for the quota places and a maximum of two (2) additional participants for obtaining the minimum qualification scores.
- Q.13.0** These special regulations for the participation of athletes in the shooting sport events of the Olympic Games were approved by the ISSF Executive Committee on February 6th, 2002 upon agreement between the ISSF and the International Olympic Committee.

Annex 1	The Qualification Competitions to win a quota place are scheduled between the years 2005 and 2007 as following:		
	2005:	ISSF World Shotgun Championships Lonato, ITA	5 quotas
		ISSF World Cups	44 quotas
	2006:	49 th ISSF World Championships Zagreb, CRO	54 quotas
		ISSF World Cups	60 quotas
	2007:	ISSF World Shotgun Championships in Nicosia, CYP	5 quotas
		ISSF World Cups	60 quotas
		Continental Championships in Africa	15 quotas
		Continental Championships in America	28 quotas
		Continental Championships in Asia	28 quotas
		Continental Championships in Europe	41 quotas
		Continental Championships in Oceania	17 quotas

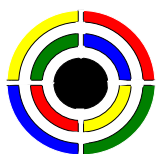
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Article 3.12.3.2, Annex "D"

Shooter Declaration and ISSF ID Number Application Form

- D.1.0** To participate in ISSF supervised competitions and Championships it is mandatory for the shooters to have an ISSF Identification Number (ISSF ID Number).
- D.2.0** The national federation of the shooter must make application for the issuance of the ISSF ID Number on the following form.
- D.3.0** A fee of US\$ 10.00 is charged for the issuance of each ID Number.
- D.4.0** The Federations must send their new applications (only applications written with type-writers, or e-mail applications, will be accepted) to the ISSF. Each federation will receive a list of all ID Numbers which must be checked, approved and returned to the ISSF within fourteen days. No response will be taken as approval.
- D.5.0** An application received at a championships or world cup increases the fee to US\$ 25.00.
- D.6.0** If a shooter changes their name or nationality the ISSF must be notified without delay, so that necessary changes can be made by the ISSF.



ISSF

ISSF Shooter Declaration

1. I hereby confirm that I am aware of the regulations and penalties in force for the official competitions of ISSF relating to the fight against doping. I agree to submit to the doping control tests, to accept the results of such tests and to abide by the respective regulations in their prevailing form at any given time.
2. I agree that any dispute arising between myself and ISSF which cannot be settled amicably and which remains once the procedures provided for in the ISSF Regulations have been exhausted, shall be settled finally by a tribunal composed in accordance with the Statute and Regulations of the Court of Arbitration for Sport, Lausanne, to the exclusion of any recourse to ordinary courts. The parties undertake to comply with the said Statute and Regulations and to accept in good faith the award rendered and in no way hinder its execution.

Date:		Place:		Signature shooter:	
In case of minor age, name of legal representative:			Signature of legal representative:		

Application Form for the Issuance of an ISSF ID Number

The ISSF Member Federation of

--

herewith applies for the issuance of an ISSF ID Number which is necessary for the participation in ISSF supervised competitions and championships for the following shooter:

Family Name(s):						
First Name(s):						
Maiden Name(s):						
Nationality:						
Gender:	Male			Female		
Date of Birth:	Day		Month		Year	
Event(s):	Rifle <input type="checkbox"/>	Pistol <input type="checkbox"/>	RT <input type="checkbox"/>	Trap <input type="checkbox"/>	DT <input type="checkbox"/>	Skeet <input type="checkbox"/>
Signature of shooter:						



Francais:	
1.	Je reconnais avoir pris connaissance de la réglementation et des sanctions en vigueur dans les compétitions officielles de l'ISSF en ce qui concerne la lutte contre le dopage. Je donne mon accord pour me soumettre aux tests de contrôle de dopage, accepter les résultats de ces tests, me soumettre au règlement concerné sous la forme en vigueur à tout moment donné.
2.	J'accepte que tout litige survenant entre moi-même et l'ISSF, lequel ne pourrait être réglé à l'amiable et subsisterait après toutes les procédures prévues par les règlements de l'ISSF, soit tranché définitivement par un tribunal constitué conformément au Statut et au Règlement du Tribunal Arbitral du Sport, Lausanne, à l'exclusion de tout recours à des tribunaux ordinaires. Les parties s'engagent à se conformer aux dits Statut et Règlement et à se soumettre de bonne foi à la sentence qui sera rendue et à ne pas entraver son exécution.
German:	
1.	Ich erkläre hiermit, dass mir die Bestimmungen und Strafen bekannt sind, die für offizielle Wettkämpfe der ISSF zur Bekämpfung des Dopings in Kraft sind. Ich erkläre mein Einverständnis, mich den Dopingkontrolluntersuchungen zu unterziehen, die Ergebnisse solcher Untersuchungen anzunehmen und die entsprechenden Vorschriften in ihrer jeweils gültigen Form zu jeder Zeit einzuhalten.
2.	Ich erkläre mein Einverständnis, dass jeder Streit, der zwischen mir und der ISSF entsteht und nicht freundschaftlich erledigt werden kann, und der nach Ausschöpfung der Verfahrensvorschriften, die in den ISSF Regeln vorgesehen sind, offen bleibt, endgültig durch ein Schiedsgericht entschieden werden soll, welches in Übereinstimmung mit den Statuten und Regeln des Schiedsgerichts für Sport in Lausanne (CAS) zusammengestellt wird unter Ausschluss der Anrufung ordentlicher Gerichte. Die Parteien verpflichten sich, die erwähnten Statuten und Regeln zu beachten und die Entscheidung im guten Glauben anzunehmen und ihre Durchsetzung in keiner Weise zu behindern.
Espanol:	
1.	Confirmo haber tomado conocimiento de la reglamentación y de las sanciones en vigor en las competiciones oficiales de la ISSF respecto a la lucha contra el doping. Estoy de acuerdo en someterme a las pruebas de control de doping, aceptar sus resultados y respetar el Reglamento tal como esté en vigor en cualquier momento dado.
2.	Estoy de acuerdo en que todo litigio entre mí mismo(a) y la ISSF que no pueda resolverse de forma amistosa, aún después de los procedimientos previstos por la ISSF, se decida definitivamente por un tribunal constituido de acuerdo con los Estatutos y el Reglamento del Tribunal de Arbitraje del Deporte, Lausana sin posibilidad de recurso a los tribunales ordinarios. Las partes en litigio se comprometen a respetar tales Estatutos y Reglamento, aceptar de buena fe la sentencia pronunciada y no dificultar su ejecución.

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Article 3.12.3.3, Annex "G"

General Procedures for Organizing Committees

	Preparation of Application (All references are to General Regulations unless otherwise specified.)	References
G.1	Review ISSF General Regulations, Technical and Discipline Rules, and Championships application procedures, identify requirements.	3.2.0
G.2	Establish a general timetable. Ensure that dates are realistic and give sufficient time for completion of important items. Allow adequate time for responses from member federations.	--
G.3	Estimate accommodation and transportation requirements, and make provisional arrangements.	--
G.4	Prepare an outline of units within an organizing committee, including number of people required, e.g., facilities, competition, general administration, supplies, transportation, accommodation, catering, reception and accreditation, medical and anti-doping, emergency service support, results, protocol, public relations, media and communications.	3.4.1 6.1.5
G.5	Estimate the financial requirements of each unit, and prepare a preliminary budget.	--
G.6	Submit proposal and preliminary budget to appropriate government agency or National Olympic Committee and/or other appropriate body, and obtain written commitments of support, including finance, if required.	3.2.6.1
G.7	Submit application to ISSF complete with supporting documentation.	3.2.6; 3.12.3.4 Annex "W"
G.8	Prepare information packages for ISSF General Assembly.	3.2.6



Preparation and conduct of Major Championships (After the organizing member federation has been selected)		
G.9	Review and refine the items listed at G.1 – G.5 above.	--
G.10	Request the official appointment of ISSF Technical Delegate(s) and propose time of initial visit, taking into account the amount of construction work envisaged.	3.4.2 & 3.4.3
G.11	Submit plans for renovation or construction of ranges to ISSF for review and approval.	3.5.1; 6.3.5
G.12	Verify acceptability of target brands and obtain quotations.	3.5.4; 6.3.1
G.13	After approval, order equipment required.	--
G.14	Complete formation of Organizing Committee. Appoint a Competition Director.	3.4.1
G.15	Prepare terms of reference and position descriptions, identify and clarify areas of responsibility.	3.4.1
G.16	Identify potential individuals for staff and officials positions.	3.4.1
G.17	Prepare plan for engaging and training staff.	3.4.1
G.18	Prepare plan for engaging and training officials.	3.4.1
G.19	Draft detailed preliminary program, design entry forms, and submit to ISSF for approval.	3.7.2; 3.7.6
G.20	Prepare details of results procedures, arrange for result production equipment and operators, design public score boards.	6.9.4; 6.7.0; 6.9.0
G.21	Arrange medical services and facilities, including doping control testing (in consultation with Chairman of ISSF Medical Committee).	5.1.4.3 ISSF Anti-Doping Regulations
G.22	Design award medals and certificates, submit to ISSF for approval.	3.9.4
G.23	Estimate requirements and prepare procedures for reception and storage of participants' firearms, ammunition and equipment. Liaise with the customs authorities to ensure ease of entry to the country.	
G.24	Prepare detailed procedures for reception, transportation, accreditation and accommodation of teams, officials, Juries and press representatives.	3.4.7; 3.6.10
G.25	Draft programs for opening, closing and victory ceremonies, and submit them to ISSF for approval.	3.9.1



G.26	Send preliminary programs, preliminary entry forms, and accommodation request forms to ISSF member federations.	3.7.2
G.27	Prepare final program and submit to ISSF Secretary General.	3.7.3
G.28	Prepare facilities and information procedures for the work of the media.	3.5.2.13; 3.11.1; 3.11.2; 6.9.0
G.29	Prepare plans and make arrangements for cultural activities.	--
G.30	Arrange final pre-competition inspection visit by ISSF Technical Delegate(s), ensure presence of the Organizing Committee and staff members.	3.4.3 6.3.5
G.31	Review recommendations of Technical Delegate(s); take required actions.	3.4.2 6.3.5
G.32	Send invitation and final program to ISSF member federations.	3.7.3; 3.7.5
G.33	Submit plans for opening, closing and victory ceremonies to ISSF Executive Committee.	3.9.1; 3.9.5.3
G.34	Make arrangements for reception, accommodation and transportation of ISSF President, Secretary General, Technical Delegates, Jury members and Guests of Honor.	3.4.3; 3.4.4; 3.4.7;
G.35	If appropriate submit non-electronic target samples to ISSF for approval.	3.5.4; 6.3.1
G.36	Conduct test events (not mandatory).	--
G.37	Receive final entries and accommodation request; confirm requirements with hotels, reception and transportation services.	3.6.10; 3.7.6; 3.7.7.
G.38	Prepare training schedules for competitors.	6.5.7; 3.7.10
G.39	Verify range allocations with entries.	6.7.0
G.40	Verify with Technical Delegate(s) the systems to be used in scoring and the arrangements for the drawing of lots.	6.5.0; 6.7.0; 3.7.11
G.41	Plan and prepare accommodation and information procedures for spectators, and the promotion of maximum spectator attendance.	--
G.42	Ensure that arrangements have been made to send the complete result lists for each day to the ISSF Headquarters immediately by electronic mail. Also to ensure that arrangements have been made to send three copies of the official result and competitor lists to the ISSF Secretariat within 3 days after the competition ends.	3.7.5.2; 3.7.5.3

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Article 3.12.3.4, Annex "W"

Application Procedures For World Championships

Federation Name		
Submit proposal to the Secretary General of the ISSF		
Proposed Dates:		General Assembly Dates:
Date of last major competition in our Country		
Organized in (city or town)		
WCH to be organized in (city or town)		
Support from the Governmental Sport Agency	Annex	
Support from the National Olympic Committee	Annex	
Statement of Respect for the ISSF Statutes	Annex	
Statement of Invitation to all ISSF Member Federation	Annex	
Events Program with possible dates	Annex	
Information regarding the proposed organization	Annex	
Shooting range description	Annex	
Shooting range ready for competition		
Time for shooting range remodeling		
Time for shooting range construction		
Ranges	Number of positions / ranges	Space for Spectators / number
300 m Rifle		
50 m Rifle/Pistol		
25 m Pistol		
10 m Air guns (indoors)		
Trap / Automatic Trap / Double Trap		
Skeet		
50 m Running Target		
10 m Running Target (indoors)		
Special range for Finals		



Are all events organized at one venue?	yes ÿ / no ÿ
If not please copy the table below!	

Facilities for:	No.	m²	Facilities for:	No.	m²
ISSF President			ISSF Secretariat		
ISSF Secretary General			Jury of Appeal Room		
Tech. Delegates Rooms			Jury Rooms		
Team Rooms			Meeting Rooms		
Scoring Rooms			Medical Rooms		
Main Score and Bulletin Boards			Doping Control Rooms		
Equipment Control			Awarding Facilities		
Storage Rooms			Gunsmith's Shop		
Commercial Displays			Restaurant		
Public Relations			Toilets		
Postal, Telephone, Fax, e-mail			Parking Facilities		

Number of ISSF Licensed Judges in our Federation	Class A	Class B
Rifle		
Pistol		
Shotgun		
Running Target		
Paper Target Control		
Electronic Scoring Target Control		



Follow-up Check List for the Secretary General

Name of the Championship:

Memorandum of Agreement (Date):

Championship Withdrawal:

Reasons:

Executive Committee Resolution:

Shooting Range visits by the Technical Delegates

10 or 12 months before	Progress	%
------------------------	----------	---

Reports to the Executive Committee:

Reports to the Administrative Council:

Term Extension to complete the Shooting Range

Shooting Range Visit	Progress	%
----------------------	----------	---



Preliminary Program	Tech. Com.		Ex. Com.	
Final Program	Tech. Com.		Ex. Com.	
Invitation	Program			
Registration (6 months)	Number of Countries		Number of Competitors	
Registration (30 days)	Number of Countries		Number of Competitors	
Registration (Final)	Number of Countries		Number of Competitors	
Ceremonies	Approved			
Awards	Approved			
Targets	Approved			

Jury Appointments:	
Appeal	
Rifle	
Pistol	
Shotgun	
Running Targets	
Paper Target Control	
Electronic Scoring Target Control	
Equipment Control	

Delegates' Final Report:	
Federation's Final Report:	
Settlement of Entry Fees:	

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Article 3.12.3.5, Annex "C"

Guidelines for Organization of ISSF World Cups

C.1.0	General
C.1.1	ISSF World Cups are ISSF supervised Championships
C.1.2	Open to all ISSF Member Federations
C.1.3	Application
C.1.3.1	Letter of Intent
C.1.4	Acceptance and Fulfillment of Requirements
C.2.0	Responsibility and Structure of the Organizing Committee
C.2.1	Responsibility
C.2.2	Structure
C.2.3	Organization Flow Chart
C.2.4	Organizer Checklist
C.2.5	Timetable for Championship Preparation Period
C.3.0	General Management
C.3.1	Structure and Main Functions
C.3.2	Accreditation
C.3.2.1	Objective
C.3.2.2	Identification
C.3.2.3	Categories and Zones Access Codes
C.3.2.4	Accreditation Office
C.3.3	Training of Officials
C.4.0	Chief Range Officers
C.4.1	General
C.4.1.1	Responsibilities and Duties
C.4.1.2	Functional Sections
C.4.1.3	Staff
C.4.2	Competition Director
C.4.2.1	Responsibilities and Duties
C.4.3	Competition Office
C.4.3.1	Responsibilities and Duties
C.4.3.2	Competition Secretary
C.4.3.3	Competition Office Staff
C.4.4	Chief of Range
C.4.5	Competition Officials and Range Staff
C.4.6	Classification Office
C.4.6.1	Chief Classification Officer
C.4.7	Responsibilities and Duties
C.4.8	Chief Equipment Control Officer
C.4.9	Communication Systems
C.5.0	Schedules and Programs of events
C.5.1	General



C.5.2	Planning
C.5.3	Competition Schedule
C.5.3.1	Training and Practice
C.5.3.2	Events
C.5.3.3	Example of Competition Schedule
C.5.3.4	Preliminary and Finals Program
C.5.3.5	Changes to the Program
C.5.4	Social and Cultural Program
C.5.5	Ceremonies
C.5.5.1	Opening and Closing Ceremonies
C.5.5.1.1	Team Presentation
C.5.5.2	Medal Award Ceremonies
C.5.5.3	Flags and Anthems
C.6.0	Meetings
C.6.1	Technical Meeting
C.6.1.1	General
C.6.1.2	Time
C.6.1.3	Equipment
C.6.2	Organizational Meeting
C.7.0	Finals
C.7.1	Special Equipment required for Shotgun Events Finals
C.7.2	Special Requirements for the Electronic Target Scoring Systems at 10 m and 50 m Finals Ranges
C.7.3	Special Requirements at 25 m Finals Ranges
C.7.4	Official ISSF Result Provider for Rifle and Pistol Events
C.7.5	Access Control
C.7.6	Public Announcer
C.7.7	Scoreboard Operation
C.7.8	Additional Placing
C.8.0	Documentation
C.8.1	Format
C.8.2	Championship Related Reports
C.8.3	Competition Related Reports
C.8.4	Invitations and Bulletins
C.8.5	Exchange of Documentation
C.9.0	Specifications of Championships Activities
C.9.1	Participation
C.9.1.1	General
C.9.1.2	ISSF ID Number
C.9.1.3	Entry process
C.9.1.3.1	Preliminary Entry
C.9.1.4	Final entries
C.9.1.4.1	Timetable for Pre-Championships Activities
C.9.1.4.2	Final Entry Registration
C.9.1.4.3	Deadlines
C.9.1.5	Additional Final Forms
C.9.1.6	Late Entries



C.9.1.6.1	Denial of Participation
C.9.1.7	Changes and Corrections
C.9.2	Fees
C.9.2.1	Entry Fees
C.9.2.2	Additional Fees
C.9.2.3	Late Entry Fees
C.9.2.4	Expenses for Travel and Transportation
C.9.3	ISSF Technical Delegate(s)
C.9.3.1	General
C.9.3.2	Functions
C.9.3.3	Responsibility
C.9.4	Control of Competitions
C.9.4.1	Judges and Jury members
C.9.4.2	Number of Juries
C.9.4.3	Specifications for Juries
C.9.4.4	Nominations
C.9.5	Result Service
C.9.5.1	Timeline
C.9.5.2	Formats
C.9.5.3	Tools
C.9.5.4	On Location
C.9.5.5	Result Book
C.9.5.5.1	Format
C.9.5.5.2	Distribution
C.9.6	World Records
C.9.7	Media Relations
C.9.7.1	Media Coordinator
C.9.7.1.1	Responsibilities and Duties
C.9.7.2	Media Office
C.9.8	ISSF TV
C.9.9	Industry
C.9.9.1	General
C.9.9.2	OC Contact Person
C.9.9.2.1	Responsibilities and Duties
C.9.9.3	Stands
C.9.10	Anti-Doping Control
C.9.10.1	General
C.9.10.2	Anti-Doping Control Supervisor
C.9.10.3	Number of Tests
C.9.10.4	Laboratories
C.9.10.5	Procedure
C.9.10.6	Original Anti-Doping Control Forms to ISSF
C.9.10.7	Official Result of Laboratory to ISSF
C.9.11	First Aid



C.1.0 General

These Guidelines have been developed as a reference document to assist organizers in the preparation and conduct of ISSF World Cups.

C.1.1 ISSF World Cups are ISSF Supervised Championships

All ISSF World Cups are important qualification competitions for the Olympic Games and must therefore be prepared carefully and be conducted with a strict observance of all ISSF Rules and Regulations.

C.1.2 Open to all ISSF Member Federations

All ISSF World Cups must be open for participants from all ISSF Member Federations.

C.1.3 Application

C.1.3.1 Letter of Intent

A letter of Intent must be sent to the ISSF Secretary General for any World Cup; this must be received by December of two (2) years before the World Cup (i.e. World Cup in year 2007 – application must be received by December 2005). The application must include:

location, dates and events; details of shooting range(s); number of firing points 10 m, 25 m and 50 m, separate Finals range; which target systems will be used (electronic or paper target) in qualification; proposed preliminary program; accommodation (categories and distances to range and airport); location and distance of nearest international airport; legal regulations and procedure for firearms and ammunition import/export and storage and any other relevant information.

C.1.4 Acceptance and Fulfillment of Requirements

After the Organizing Committee has been accepted as such for hosting an ISSF World Cup, the Organizing Committee will receive an “ORGANIZER INFORMATION SHEET” along with a description of the requirements concerning the entry process and the result service. By signing the ORGANIZER INFORMATION SHEET, the Organizing Committee agrees to provide all relevant information and fulfill the applicable requirements.

C.2.0 Responsibility and Structure of the Organizing Committee

C.2.1 Responsibility

In accordance with the ISSF General Regulations, the Organizing Committee is responsible for all preparations and the conduct of the ISSF World Cup.



C.2.2 Structure

In order to carry out its tasks, the Organizing Committee (OC) is divided into two main components by nature of its function.

The two parts and main functions of an OC are as follows:

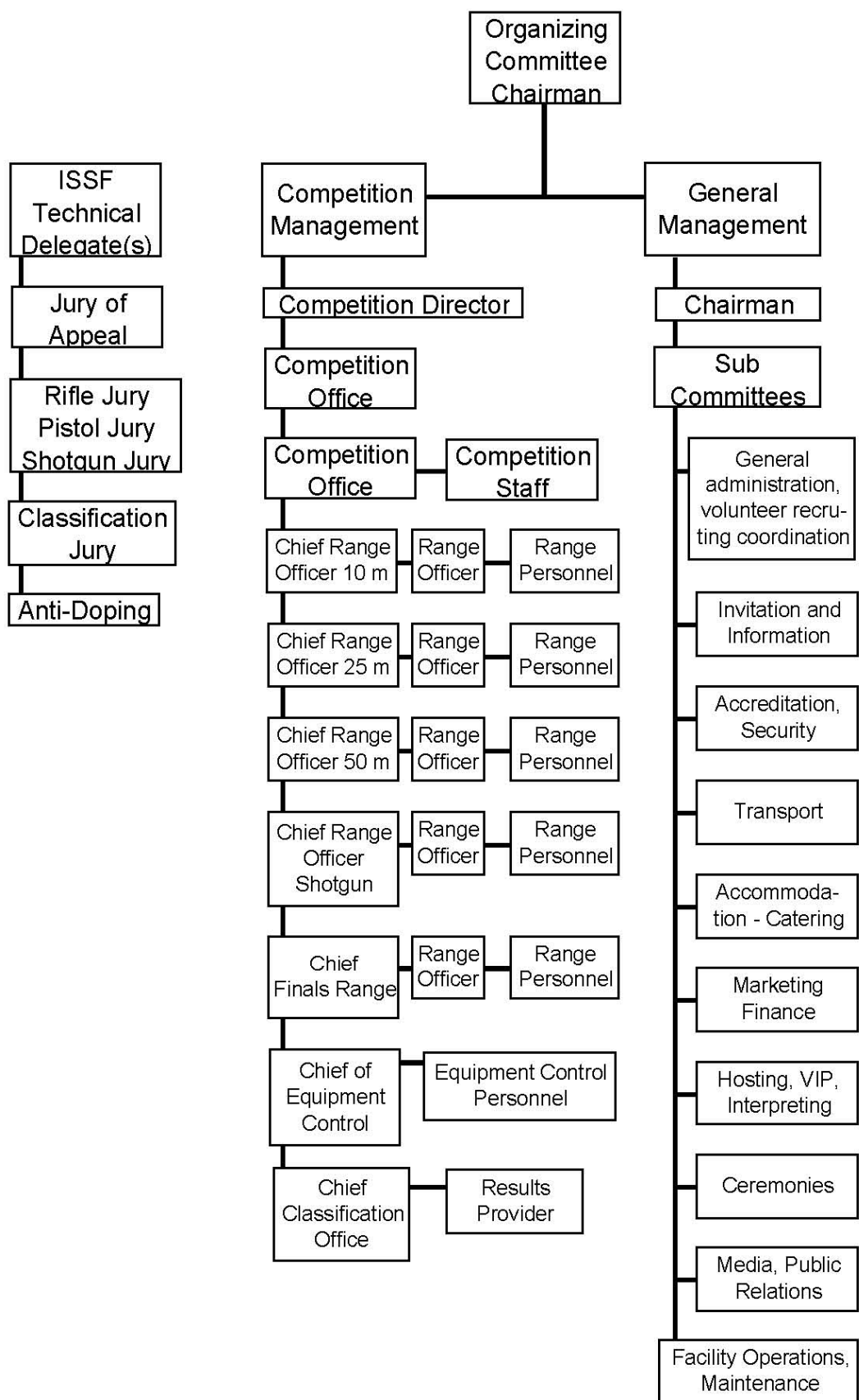
1. General Management - all general related functions
2. Competition Management – all competition related functions

Both parts of an OC are of paramount importance for the successful organization of a World Cup. Although both parts of an OC are discussed in these guidelines, the detailed structure and duties are described only for the Competition Management.

C.2.3 Organization Flow Chart

The following Flow Chart of an Organizing Committee is designed for an ISSF World Cup.

The appropriate numbers of staff members for all major functions must be appointed as required by the specific event – ISSF World Cup for all Olympic events or just for certain disciplines.





C.2.4 Organizer's Checklists for a World Cup

C.2.4.1 General

This checklist is provided for assistance of Organizers in preparing for and conducting an ISSF World Cup.

This checklist must be used in conjunction with ISSF Regulations and Rules.

C.2.4.2 Pre-Preparation

C.2.4.2.1 Application to Host a World Cup

The first step is to form a provisional organizing committee that will be responsible for any feasibility studies and for preparing and presenting the application.

This committee should include key persons competent to assess all the main aspects, e.g. sport-technical, financial and administrative, such items as security, accommodation, transport, media, etc.

The formal application, with all required supporting documents, must be presented by the "deadline" to the ISSF Executive Committee. Other material (such as a dossier containing photographs) may be submitted later.

C.2.4.2.2 Establishment of an Organizing Committee

General and Competition Management

C. 2.4.2.2.1 prepare Event Schedule and Program:

- dates of event – arrival, training competition days, departure;
- competition days with timing of Finals;
- Technical Meeting in the afternoon on the day before the first competition day;
- unofficial training; official training and pre-event training
- ceremonies – opening, closing, awards;
- social and cultural activities;
- press conference;
- facility and equipment check;

C. 2.4.2.2.2 send required bulletins and invitations with necessary information about keeping deadlines;

C. 2.4.2.2.3 conduct publicity / advertising campaigns to attract the interest of sponsors;

C. 2.4.2.2.4 conduct aggressive fund raising and sponsorship drive;

C. 2.4.2.2.5 form the Competition Management preliminary structure - ensure all chiefs are appointed;



- C. 2.4.2.2.6 International Jury Members from the ISSF obtain the names of the designated;
- C. 2.4.2.2.7 prepare the ISSF TD inspection;
- C. 2.4.2.2.8 make corrections and changes to plans;
- C. 2.4.2.2.9 control preliminary registration
- C.2.4.3 Recruit volunteers.
- C.2.4.4 Conduct testing of the ranges and coordination of the working flow.
- C.2.4.5 Accommodation and Catering Planning
- C.2.4.6 Arrival, custom clearance requirements.
- C.2.4.7 Reception of Teams and guests.
- C.2.4.7.1 Registration Method – entry fee collection.
- C.2.4.7.2 Accommodation, transport and competition information must be available.
- C.2.4.7.3 Interpreter available.
- C.2.4.8 Transportation during Event:
 - C.2.4.8.1 schedule - pick-up and drop-off areas;
 - C.2.4.8.2 costs;
 - C.2.4.8.3 transport of officials;
 - C.2.4.8.4 parking for private vehicles.
- C.2.4.9 **General Preparation for Competitions**
 - C.2.4.9.1 Unofficial, Official and Pre-Event-Training Schedule.
 - C.2.4.9.2 Facility preparation.
 - C.2.4.9.3 Entries verification – BIB number issues.
 - C.2.4.9.4 Draw and Start Lists.
 - C.2.4.9.5 Technical Meeting preparation.
 - C.2.4.9.6 Equipment Control.
 - C.2.4.9.7 Anti-Doping Control.
 - C.2.4.10 Facility check.
 - C.2.4.11 Final Range check.
 - C.2.4.12 Media requirements set up.
 - C.2.4.13 Competition check.
 - C.2.4.13.1 Classification – result service.
 - C.2.4.13.2 Competition Jury.
 - C.2.4.13.3 Protests.
 - C.2.4.13.4 Anti-Doping Control.



C.2.4.14 Awards.

C.2.4.14.1 Media coverage - where, when, who.

C.2.4.15 Publication.

C.2.4.16 Miscellaneous.

C.2.5	Timetable for Championships Preparation Period	Deadlines
C.2.5.1	The preliminary program for the World Cup must be prepared by the Organizing Committee and submitted to the Secretary General for examination by the ISSF TD and approval by the ISSF Secretary General.	6 months before the official day of arrival
C.2.5.2	The official Invitation to participate in a World Cup along with the first information bulletin, including a preliminary program, the preliminary entry forms and all deadlines, must be sent to all ISSF member federations.	5 months before the official day of arrival
C.2.5.3	The final program for the World Cup must be prepared by the Organizing Committee and submitted to the Secretary General at least 3 months in advance for examination by the ISSF TD and approval by the Secretary General.	3 months before the official day of arrival
C.2.5.4	The OC must send information regarding contact persons on General contacts, Media contacts, Result Service contacts and Service Providing Industry contacts to the ISSF Headquarters.	3 months before the official day of arrival
C.2.5.5	The ISSF approved final program must be sent by the OC to all the ISSF member federations that have returned preliminary entry forms.	60 days before the official day of arrival

C.3.0 **General Management**

C.3.1 **Structure and Main Functions**

C.3.1.1 The General Management is designed to provide all services and functions for the World Cup which is not directly connected to the competitions.

C.3.1.2 It is headed by a Chairman and may be divided into sub-committees for various functions.



C.3.1.3 The General Management performs the following primary functions in organizing the World Cup:

- general administration;
- invitations and information bulletins;
- accommodation for teams, officials, ISSF, guests, etc.;
- catering services for teams, officials, ISSF, guests, etc.;
- spectator services;
- sport industry services;
- local transport – teams and officials (daily, on arrival and departure);
- medical matters – teams and officials;
- security and accreditation;
- finances;
- marketing;
- public relations;
- media relations;
- ceremonies – opening, closing and prize awards;
- hosting and interpreting;
- VIP matters;
- social and cultural activities;
- facility operations, maintenance and technical services;
- volunteer recruiting, coordination and administration.

C.3.1.4 The OC must inform ISSF Headquarters, at latest three months before the day of arrival, about the OC contact person related to the general information for exchange of communication with ISSF in all general organizational matters concerning the World Cup.

C.3.2 Accreditation

C.3.2.1 Objective

In order to ensure security of sensitive areas, such as manual and electronic scoring targets, and to prevent obstruction and interference with competitors and competition activities, it is necessary to have an accreditation system for ISSF World Cups.

C.3.2.2 Identification

All persons involved in the ISSF World Cup must have accreditation which must clearly identify the accreditation holder with photograph (passport size), family name and first name, nation and function during the event.



C.3.2.3 Categories and zone access codes

All persons will be identified through two main status which allow individual access related to the category and to the relevant operational areas:

C.3.2.3.1 An Accreditation Chart is required to show the categories of accreditation, such as ISSF, Team Athletes, Team Officials, Media, Service, OC members, VIPs or Guest, Staff etc;

C.3.2.3.2 Zone Access Codes determine the designated areas within the venue such as: fields of play, classification and results area, press areas, OC working areas, ISSF family area, residential area, etc.

C.3.2.4 Accreditation Office

The Accreditation Office should be located conveniently. The office must have sufficient space to handle the anticipated number of people and must have a good traffic flow. The office must have sufficient staff to deal with peak-time arrivals.

C.3.3 Training of Officials

The best assurance for conducting a good event is well trained leaders, officials and communicators. Appropriate training courses should be arranged well in advance.

C.4.0 Competition Management

C.4.1 General

C.4.1.1 Responsibilities and Duties

The Competition Management is responsible for the technical preparations and conduct of the competitions, including the competition facility. It is headed by the Competition Director who must have a competition staff and a competition office under a Competition Secretary.

C.4.1.2 Functional Sections

The Competition Management consists of the following major functional sections:

10 m ranges, 25 m ranges, 50 m ranges, Shotgun ranges, Finals ranges, Classification and Results Service (Electronic Scoring, Manual Scoring) and an Equipment Control Section.

C.4.1.3 Staff

The following members of the Competition Management should have an appropriate valid ISSF Judges license in order to function in the following capacities for World Cup events: Competition Director, Chief Range Officers, Chief Classification Officer and Chief of Equipment Control.



C.4.2 Competition Director

C.4.2.1 Responsibilities and Duties

C.4.2.1.1 The Competition Director is in charge of Competition Management and is responsible for ensuring that the competition facilities are prepared and the competition is conducted according to the ISSF Rules in an orderly manner and in keeping with the directives issued by the ISSF TD and the advice of the Competition Juries.

C.4.2.1.2 He shall direct the activities of all competition officials through the chiefs of the functional sections and will supervise their work.

C.4.2.1.3 In addition he will chair the Technical Meeting.

C.4.2.1.4 He is responsible for ensuring that all teams and officials are informed and kept up to date about all aspects of the competitions.

C.4.2.1.5 He reports to the ISSF Technical Delegate(s) (TD(s)).

C.4.2.1.6 The Competition Director will appoint a contact person of OC Competition Management for each World Cup, who must be notified by the name to the ISSF Headquarters three months before the official day of arrival.

C.4.2.1.6.1 This contact person is responsible for the exchange of information between the OC and the ISSF Headquarters. He will operate the up-to-date exchange of data for the ISSF Results and Information System (ISSF-RIS), before, during and after the World Cup.

C.4.3 Competition Office

C.4.3.1 Responsibilities and Duties

The Competition Office will be headed by the Competition Secretary, who is responsible for all administrative matters in Competition Management, including:

- manning and operation of the Competition Office (and sub-office, if required);
- administrative support to the Competition Management;
- producing initial bulletins and invitations;
- control of registrations and entries with the ISSF TD(s);
- preparing for and assisting in the conduct of the Technical Meeting and draws;
- taking of minutes at all meetings, including Technical Meeting;
- receiving protests forms and protest fees and passing them to the Juries / TD for advice;
- providing information to teams and the Jury Members;
- providing mailboxes for teams and the Jury Members;
- providing administrative support for teams;
- producing competition results as required;
- producing Official Result lists and book.



C.4.3.2 Competition Secretary

C.4.3.2.1 The Competition Secretary reports to the Competition Director and is in charge of the Competition Office.

C.4.3.2.2 The Competition Secretary for an ISSF World Cup must be able to speak and understand English.

C.4.3.3 Competition Office Staff

C.4.3.3.1 The staff of the Competition Office report to the Competition Secretary and carry out their duties as directed.

C.4.3.3.2 Since they interact frequently with various team members, they should have additional language capabilities (English, French, German, Spanish and Russian). They must also behave in a friendly and polite manner towards everyone visiting the Competition Office.

C.4.4 Chief Range Officer

The Chief Range Officers (10 m, 25 m, 50 m and Shotgun) report to the Competition Director and are in charge of the range areas (Qualification and Finals). They ensure that the ranges and the equipment thereon are ready and available for the competition to proceed, such as:

- safety of the range
- manning and operating the range;
- target system (paper targets or electronic scoring target and shotgun).

C.4.5 Competition Officials and Range Staff

Chief Range Officers, Range Officers and other Range Personnel as required in the Special Rules of disciplines must be appointed. On each Range Section Technical Officers must be present at all times to solve range equipment and technical problems.

C.4.6 Chief Classification Officer

C.4.6.1 The Chief Classification Officer directs the work of the Classification staff. He supervises the performance of the scoring and results personnel.

C.4.6.2 He will liaise with the electronic scoring company, SIUS AG, which has been contracted by the ISSF to perform electronic data service for the rifle and pistol Events at ISSF World Cups.

C.4.6.3 In addition he will liaise with the scoring company for shotgun events.

C.4.6.4 At the end of the Qualification Stages and Finals, he will have the competition data passed on to the Classification Jury for the verification of Results.

C.4.6.5 Official Results will be transmitted to Competition Office for printing and distribution to all required sections.



C.4.7 Classification Office

C.4.7.1 Responsibilities and Duties

The Classification staff are responsible for all matters related to score keeping and records of the competition, including:

- compiling of records sent by all ranges;
- collecting Incident and Malfunction Scoring Computation Forms;
- production of Intermediate and Provisional Results;
- maintaining the Main Scoreboards;
- recording of violations of the ISSF Rules;
- providing information to the public announcer;
- providing information for General Information boards;
- supporting the Competition Office;
- production of Official Results after verification by Classification Jury.

C.4.8 Communication Systems

C.4.8.1 The OC must establish an effective and efficient communication system for control and conduct of the competition.

C.4.8.2 The number and the duties of Communicators have not been addressed under personnel in the various functional sections, but each section will require some Communicators. In particular, the communication link between each range and the classification office (results service) necessitates Communicators.

C.4.8.3 Runners are commonly used instead of radio or telephone to relay competition data, but telephone links should be available between the Control Rooms on each Range and the Classification Office. In any case, the OC must conduct an in-depth analysis to determine the number of Communicators required, based on the event, system used, equipment available and number of people available.

C.5 Schedules and Programs of Events

C.5.1 General

C.5.1.1 Programs of events must be in accordance with the ISSF General Regulations and Rules.

C.5.1.2 The program of events is one of the most important documents for the efficient management of a shooting sport championship.

C.5.1.3 Pictorial diagrams should be provided to all functional section officials.



C.5.2 Planning

First things to consider are:

the number of participating athletes by Event;

the existing technical conditions, or those in construction at the venue;

the general and technical conditions required by the written and electronic media and the conditions set by the host broadcaster to ensure world-wide television coverage;

the Organizing Committee of the host country and the local conditions and traditions;

the interest, location and status of the spectators;

C.5.3 Competition Schedule

In a well-balanced competition schedule, the following groups should be systematically planned. Day by day and by time:

Training (Unofficial, Official and Pre-Event)

Rifle events and Finals;

Pistol events and Finals;

Shotgun events and Finals;

Ceremonies (Medals, Awards, Opening, Closing).

C.5.3.1 Training

C.5.3.1.1 The following training periods must be taken into account when planning the competition schedule. There must be a published program for each training session.

C.5.3.1.1.1 Unofficial Training

Please refer to Technical Rules 6.5.7

C.5.3.1.1.2 Official Training

One Official training day (minimum) must be provided before the competition. This must be scheduled to give equal opportunities to all individuals.

C.5.3.1.1.3 Pre-Event Training

Scheduled Pre-Event training must be included to allow each shooter entered in an event to have a short period (minimum one (1) hour) of training on the day before that event. (Note: it is not obligatory to assign the same targets as for the Qualification Event).



C.5.3.2 Events

C.5.3.2.1 Elimination, Qualification, Finals

C.5.3.2.1.1 Depending on the number of entries and the number of shooting ranges, the duration of each series, round and stage may vary and need to be considered.

C.5.3.2.1.2 Rifle events (Elimination relays needed for 50 m if more entries than targets).

C.5.3.2.1.3 Pistol events (Elimination relays needed for 50 m if more entries than targets) and stages 25 m.

C.5.3.2.1.4 Shotgun events (squad, rounds).

C.5.3.2.1.5 It must be ensured that any athlete may participate in all events of his/her discipline.

C.5.3.2.2 Finals

C.5.3.2.2.1 Times

C.5.3.2.2.1.1 The Finals should be planned to start a minimum of one hour after the applicable qualification round is finished, but should not be scheduled later than 1600 hours local time.

C.5.3.2.2.1.2 Both the Reporting Time and the Start Time must be included in the official shooting program.

C.5.3.2.2.2 Additional Considerations

Timings must allow athletes to be in the Preparation Area at least 20 minutes before the scheduled starting time and must take account of the likely time that Official Results will be available allowing for Protest Time (and the resolution of any Protests)

In calculating the time to be allowed for these events, the possibility of shoot-offs at the end of the Qualification rounds to gain places in the Finals must be taken into account.

In addition, in 25 m pistol Qualification rounds, there may be up to three additional series per stage to complete malfunctions.

C.5.3.2.2.3 Other Main Aspects

Dramatic entrances of the athletes into the Finals ranges should be arranged.

Procedures for start Preparation Time and presentation of the finalists by public announcer.

Duration of the Finals.

Results announcement.

Award Ceremony.



C.5.3.2.3 Rifle and Pistol Events:

To guarantee the most economic use of electronic scoring target equipment for Finals competitions within the time frame allotted for an ISSF World Cups, it may be necessary to conduct the competitions in three blocks. For example:

- Block 1: 10 m events;
- Block 2: 50 m events;
- Block 3: 25 m events.

C.5.3.2.4 Shotgun events should be scheduled as follows:

Double Trap followed by Trap and Skeet competitions.

C.5.3.3 Example of Competition Schedule

Refer to APPENDIX 1,

C.5.3.4 Preliminary and Final Program

As for the procedure of the preliminary and final program refer to C.2.5,

C.5.3.5 Changes to the Program

Any changes to the program require the approval of the ISSF and then must be sent by fax or e-mail to all participating nations. Changes are not permitted after the deadline date for final entry forms, except in case of Elimination Events if no longer required.

C.5.4 Social and Cultural Program

C.5.4.1 Most program details for an ISSF World Cup are stipulated by the ISSF Rules. However, social and cultural functions provide an opportunity for the participants of these events to relax and enjoy themselves and to meet other participants and members of the OC in a non-competition environment. Moreover, they allow the organizers to exercise their imagination and present special cultural aspects of their community, region or nation. Social and cultural events are left to the discretion of the organizers, but the following should be noted:

C.5.4.2 the organizer of the World Cup is requested to organize and offer a closing banquet to all official participants;

C.5.4.3 all parts of the program of a social or cultural function must be sensitive to the international character of the event and must protect the dignity of all participants;

C.5.4.4 functions must terminate at a reasonable hour to ensure that athletes and officials are able to rest before the next day of activities.



C.5.5 Ceremonies

C.5.5.1 Opening and Closing Ceremony

The World Cups may be inaugurated with an opening ceremony that is held on either the first day of competition or the day before. A closing ceremony may be held on the last day of competition. The Secretary General should approve arrangements for the opening and closing ceremonies, if conducted.

C.5.5.1.1 Team Presentation

Teams that are present must have representation on the Opening and Closing Ceremony.

C.5.5.2 Medal Award Ceremonies

C.5.5.2.1 Time, Presentation and Approval

An award ceremony should be held for each Championship event immediately after the Finals or shortly after to give sufficient time for the athletes to change into suitable clothing i.e. the Official National Uniform or Official National Tracksuit (not shooting clothing). The following conditions must be heeded:

the national flags of the first three (3) individuals must be raised while the national anthem of the winner is played;

the ISSF Technical Delegate(s) must approve the program for the award ceremony;

the Organizing Committee, with the approval of the ISSF Technical Delegate(s), must determine the time of the award ceremony. It is highly desirable that as many athletes and team officials as possible should attend the awarding ceremonies, so they need to follow quickly after the Finals.

C.5.5.2.2 At World Cups, the Organizing Committee must award:

World Cup medals in gold, silver and bronze colors to the first three in the events. A minimum of 15 individuals in each of the Men's and Women's events must participate before individual medals can be awarded. The ISSF will supply a complete set of medals (Gold, Silver, and Bronze) for the World Cup Events.

C.5.5.3 Flags and anthems

Each participating nation must bring two (2) official national flags (minimum size: 1.0 m x 1.5 m and maximum size: 2.0 m x 2.5 m) and one (1) national anthem on a standard cassette tape or CD which is the official short version of about 40 - 50 seconds.



C.6 Meetings

C.6.1 Technical Meeting

C.6.1.1 General

C.6.1.1.1 At the Technical Meeting all registered delegations will be provided with essential information concerning the championships. To do so, the Technical Meeting must be well planned and prepared.

C.6.1.1.2 The following information must be given to all teams, officials, etc.:

- the date, time and location of the meeting must be stated in the information bulletin;
- signs must be posted leading to the meeting room so it may be found;
- as far as possible, the agenda, any technical information, start lists and next day's schedule and any other important information should be displayed visually.

C.6.1.1.3 The Technical Meeting is headed by the Competition Director accompanied by the ISSF Technical Delegate(s), the Chief Range Officers and other key persons of the OC.

C.6.1.1.4 All team leaders are expected to attend. It is suggested that a roll call will be helpful.

C.6.1.2 Time

The Technical Meeting should be scheduled not before 1400 hours of the day before the first competition day.

C.6.1.3 Equipment

The Technical Meeting must be held in a suitable, large room with sufficient space, good lighting and visibility and good acoustics. The appropriate visual and sound aids must be used. It is highly recommended that an overhead projector or beamer (day-light projector) for clear presentation is available.

The meeting must be conducted in English but interpretation may be provided.



C.6.2 Organizational Meeting

In order to relay pertinent information in due time to the Competition Management, the Competition Director must conduct a minimum of one meeting per day for his key personnel. It is recommended to hold the meetings before the first competition begins. The agenda items for the meetings will include status reports from all the OC sections and a review of the upcoming activities. If possible, the following persons or representatives should attend the meetings:

- Competition Director (chairman);
- ISSF TD(s);
- ISSF Representatives;
- Chairman of the OC;
- Competition Secretary;
- Chief Range Officers;
- Chief Classification Officer – scoring system;
- Chief of Equipment Control
- Any other necessary persons.

C.7 Finals

C.7.1 Special Equipment required for the Shotgun Finals Events

C.7.1.1 Special scoreboards must be provided that show the start number, name, nation and qualification score of each finalist and a means of indicating targets missed in the final. This may be electronic or manual.

C.7.1.2 An appropriate number of special targets filled with colored powder for the Finals in the Trap, Double Trap and Skeet events must be available

C.7.1.3 Chief of Referees and three competition Referees.

C.7.2 Special Requirements for the Electronic Target Scoring Systems at 10 m and 50 m Finals Ranges

C.7.2.1 10 firing points with all range equipment (eight (8) for the finalists, two (2) in reserve).

C.7.2.2 One or more large clock(s) placed so all shooters can see the time.

C.7.3 Special Requirements for the 25 m Finals Ranges

C.7.3.1 For 25 m Rapid Fire Pistol Events:

C.7.3.1.1 two (2), three (3) or six (6) target groups;

C.7.3.1.2 one signal or central control for the simultaneous start and stop of all target groups. All firing positions must be operated simultaneously.

C.7.3.2 For 25 m Pistol Women Events:

C.7.3.2.1 10 firing points (2 x 4 for finalists plus 2 in reserve).



C.7.4 Official ISSF Result Provider for Rifle and Pistol events

For all Rifle and Pistol Finals events, only the ISSF approved electronic systems from the firm, SIUS AG, must be used.

C.7.4.1 ISSF has made an agreement with the firm, SIUS AG, to supply the organizers with 10 complete sets of electronic scoring systems for the 50 m rifle, 50 m pistol, 10 m air rifle, 10 m air pistol events; 10 units (2 x 5) for 25 m rapid fire pistol and women's pistol events, free of rental charge.

C.7.4.2 The Organizing Committee, however, is obliged to reimburse costs for the transportation of the targets and material from Zurich, Switzerland to the OC location and back to Zurich, Switzerland.

Travel expenses must be covered by the OC (economy class air ticket) for two SIUS AG Technical Officers (if electronic targets are already installed, a minimum of one Technical Officer) to the OC location and back.

Also free hotel accommodation, free local transportation and free food service must be provided to the SIUS AG Technical Officers by the OC.

C.7.4.3 The Organizing Committee must provide computers capable of using Windows 98 or higher software.

C.7.4.4 To ensure the best possible conduct of final competitions, it is important that the SIUS AG Electronic Scoring Targets have been serviced by SIUS AG technicians within the last calendar year. The latest this can be done is three (3) days before Official Training. A copy of the service report must be forwarded to the ISSF.

C.7.4.5 Additional personnel must be provided by the OC to assist the electronic equipment technicians of SIUS AG with the installation and removal of electronic scoring equipment.

C.7.4.6 The firm, SIUS AG, is not responsible for the qualification stage unless special arrangements are made directly with that company and the OC. Copies of this correspondence must be sent by the OC to the ISSF Headquarters for their information.

C.7.5 Access Control

C.7.5.1 Staff

The Access Control Staff during Training, Qualification and Finals competitions serve a very important function. The Access Control Officer works with his team of Access Control Guards to ensure that security is effectively implemented for controlled access to restricted areas.

C.7.5.2 Requirements and Duties

In carrying out their duties, they must be diligent in checking accreditations and must know the accreditation system thoroughly. In dealing with people, they must display confidence and determination but in a friendly and courteous manner.



C.7.5.3 Access during Finals

The access control during the Final Competitions is most important and affects directly the success of conducting the Finals. Only the Finals competitors with their coaches, official Jury members on duty, personnel of the result service and a limited number of media representatives must have access to the "field of play".

C.7.6 Public Announcer

C.7.6.1 The Public Announcer normally works with the electronic scoring section. It is his responsibility to provide interesting comments throughout the competition for spectators, teams and officials via the public address system. He must be able to understand the competition data provided via a computer monitor and must be able to make quick calculations and comparisons related to the intermediate results.

C.7.6.2 The Public Announcer may be asked by the Competition Director or the Competition Jury to make important announcements to the teams and spectators. If he is not a shooting expert, he should be provided with someone to feed him with appropriate statements.

C.7.7 Scoreboard Operation

C.7.7.1 In Rifle and Pistol events, the Scoreboard Operation is a part of the electronic scoring system of SIUS AG. The electronic scoreboard displays current competition data, such as the introduction of finalists, current standings, the last shot(s), the current final series, etc., and its information comes directly from the electronic scoring system. One assistant should be provided by the OC for the Scoreboard operation.

C.7.7.2 In Shotgun events, the OC must provide its own Scoreboard Operation system or can be supported on request with the ISSF Real Time Results Display.

C.7.8 Special Places

C.7.8.1 Each Finals area must have designated places with seats for the Finals Athletes and their team leaders or coaches.

C.7.8.2 Designated places with seats must be provided for Jury Members on duty, Classification and the TD(s).

C.7.8.3 A maximum of three Pool-Photographers must have access to the field of play.

C.7.8.4 In the spectator's area seats must be reserved for a pre-agreed number of ISSF representatives, ISSF Judges, VIP's, Athletes, Media representatives and Service providing Industry companies.



C.8 Documentation

C.8.1 Format

The following paper formats may be used for documentation at ISSF World Cups:

A 4 (210 x 297 mm) or letter (8.5 x 11 in.)

The following documents and forms are requested for use in organizing an ISSF World Cup:

C.8.2 Championship related Reports:

- Invitations and Bulletins;
- Competition Schedule;
- Preliminary Entry Form by Number;
- Final Entry Form – Participants and Officials;
- Final Hotel Reservation Form;
- Final Arrival and Departure Form;
- Final Press Accreditation Form;
- Arms and Ammunition Declaration;
- Transportation Schedule;



C.8.3 Event related Reports:

- Entry List by Nation;
- Entry List by Number;
- Entry List by Event;
- Entry List by Bib Number;
- Request for Event Change;
- Request for Name Change;
- Equipment Control Form;
- Unofficial Training Schedule;
- Official Training Start Lists;
- Pre-Event Training;
- Start List / Squad List;
- Squad Order;
- Score Sheets for Shotgun;
- Intermediate Result Lists;
- Result Lists (Qualification);
- Final Start Lists;
- Final Results Lists;
- Incident Reports;
- Score Malfunction Computation Forms;
- Classification Posted Time Forms;
- Application for Protest and Appeal;
- Application for Recognition of World Records;
- Medal Standing;
- Results Certification Letter;
- Competition Management;
- New and Equaled Records;

C.8.4 Invitations and Bulletins

- C.8.4.1** Invitations and Bulletins must be sent by the Organizing Committee of an ISSF World Cup to all ISSF Member Federations, ISSF TD and ISSF Headquarters according to the rules.
- C.8.4.2** They must include the information listed in this annex and should include trademarks such as the logos of the Organizing Committee and the sponsors.
- C.8.4.3** The ISSF Logo must be displayed on the front page of the invitations and bulletins.



C.8.4.4 The official Invitation and Information Bulletin for the ISSF World Cup must contain the following information:

- name, location and dates of the event;
- facts and weather data of the host community;
- event schedule with all event activities including training,
- time and place of technical meeting;
- technical specifications of the competition facilities;
- list of key organizing persons and TD (s);
- travel connection information;
- customs, arms and ammunition import/export regulations;
- accommodation and meal information with costs;
- arrival and departure transport information;
- on site transportation arrangements (hotel/range),
- rental vehicle availability and costs;
- registration and entry forms;
- all deadlines;
- Organizing Committee contact information – address, telephone, fax and Email;
- any other necessary information.

C.8.5 Exchange of Documentation

Starting at the Entry Process, throughout the World Cup documentation related to the competitions will be exchanged and transmitted at different times by different institutions and persons.

C8.5.1 Before the Championships

C.8.5.1.1 ISSF to OC

The ISSF handles the Entry Process and provides the following documentation in the following deadline to the Organizing Committee.

C.8.5.1.1.1 Two (2) days after Entry Deadline

Entry List by Number

Entry List by Nation

Entry List by Event;



C.8.5.1.1.2 Two (2) days before the official day of arrival

Entry List by Number

Entry List by Nation

Entry List by Name

Entry List by Event

Entry List by BIB Number

C.8.5.1.1.3 Evening before official arrival day

Records

Biography

C.8.5.1.2 OC to related groups

C.8.5.1.2.1 Before the Championships

C.8.5.1.2.1.1 Evening before official training day

Shooting Training Schedule

Shooting Competition Schedule

Pictorial Competition Schedule

Records

Entry List by Number

Entry List by Nation

Entry List by Event

Entry List by BIB Number

Competition Officials

Official Training Start List (Rifle, Pistol and all Shotgun Events)

C.8.5.1.2.2 Official Training Day

C.8.5.1.2.2.1 Start Lists

The following listings and timings are given as an indication of the ideal and should be used as a guide.

C.8.5.1.2.2.2 Ten (10) minutes after the draw is approved

Start Lists of all relevant events conducted during the ISSF World Cup.

C.8.5.1.2.3 The Qualification Competition

C.8.5.1.2.3.1 In the evening before an event

Daily Preview – for all events which are on the program for the next day; Start List for next days' competition. All Start Lists must be ready before 1800 hours on the day before the event.



- C.8.5.1.2.3.2 Five (5) minutes after results for each round are completed**
Intermediate Results (Trap, Skeet and Double Trap Men; Trap and Skeet Women)
- C.8.5.1.2.3.3 Five (5) minutes after stage/day results are approved**
Results (25 m Rapid Fire Pistol Men);
Results (Trap / Skeet Men)
- C.8.5.1.2.3.4 Thirty (30) minutes after first competition day for 'Two-Stage/Day Events'**
Start List (25 m Rapid Fire Pistol Men, Stage 2)
Start List (Trap/Skeet Men, Day 2)
- C.8.5.1.2.3.5 Five (5) minutes after Qualification phase results are approved**
Results (Precision events with 60/40 elimination/qualification shots)
Results (25 m Rapid Fire Pistol Men)
Results (25 m Pistol Women)
Results (50 m Rifle 3 Positions Men and Women)
Results (Trap / Skeet Men)
Results (Trap/Skeet Women, Double Trap Men)
- C.8.5.1.2.3.6 No later than five (5) minutes after the qualification phase results are approved**
Finals Start List (All Precision Events)
Finals Start List (All Shotgun Events)
- C.8.5.1.2.3.7 Fifteen (15) minutes after each jury decision affecting results or schedule**
Official Communication (an official release of information concerning the ISSF World Cup including decisions, Competition Management decisions etc.)
- C.8.5.1.2.4 The Finals Competition**
- C.8.5.1.2.4.1 Thirty (30) minutes before the Finals**
Biography for all finalists
- C.8.5.1.2.4.2 Ten (10) minutes after the final results are approved**
Final Results
Medalists
Medal Standings;



C.8.5.1.2.4.3 Fifteen (15) minutes after the results of the last Finals of the competition are approved

Records Broken /Equalled

C.8.5.1.2.4.4 Fifteen (15) minutes after each jury decision affecting results

Official Communication (an official release of information concerning the ISSF World Cup including decisions, Competition Management decisions etc.)

C.8.5.1.2.4.5 Thirty (30) minutes after final results are released

Event Review

C.8.5.1.2.5 The End of the Competition Day

C.8.5.1.2.5.1 Thirty (30) minutes after the end of all events on that competition day

Flash Quotes (text of short (flash) interview with at least one competitor who has won gold, silver or bronze medal or for such cases as major surprises or disappointments).

Press Conference Highlights (text of significant questions and answers from the press conference).

Daily Review.

C.8.5.1.2.6 The Last Competition Day

C.8.5.1.2.6.1 Sixty (60) minutes after the competition (after the last Finals on the last day of competition)

Records Broken /Equalled

Shooting Review

C.8.5.1.2.6.2 Preparation of official result book. For details refer to C.9.5.5

C.9 Specifications of Championship activities

C.9.1 Participation

C.9.1.1 General

World Cups consist of individual Olympic events for men and women (no teams). The organizer must invite the following number of participants:

three (3) shooters per event;

and up to two (2) additional shooters per event may be invited to shoot for MQS but only if the range capacity allows additional participants.

These two (2) additional shooters must not be ranked in the official result list. They must be listed separately according to their results, but without any ranking, and their scores cannot be recognized as World Records.



C.9.1.2 ISSF ID Number

All shooters must have an ISSF ID Number. This ID Number includes the Shooters Declaration (see General Regulations) before participating in any ISSF supervised competitions or championships.

The ISSF will check simultaneously with the entries if each shooter holds an ISSF ID number. Shooters without ISSF ID number will not be allowed to participate. Under exceptional circumstances it may be possible to issue ISSF ID Numbers at the World Cup location.

C.9.1.3 Entry Process

C.9.1.3.1 Preliminary Entries

Each national federation entering the World Cup must submit a preliminary entry to the Organizing Committee at least four (4) months before the official day of arrival.

C.9.1.4 Final Entries

C.9.1.4.1 Timetable for Pre-Championship Activities

C. 9.1.4.1.1

The deadline for final entries must be stated clearly in the invitation.	30 days before the official day of arrival
The Member Federations make their final entries directly to the ISSF Headquarters through online registration or fax.	

C. 9.1.4.1.2

ISSF Headquarters send entry file to the OC and send "Entry List by Status for Verification" to participating nations.	28 days before the official day of arrival
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C. 9.1.4.1.3

Participating nations return "Entry List by Status for Verification" to the ISSF Headquarters.	3 days before the official day of arrival
NOTE: No new athletes will be allowed to participate.	

C. 9.1.4.1.4

ISSF Headquarters sends last version of the entry file to the OC to make the training schedules of the training days.	2 days before the official day of arrival
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C. 9.1.4.1.5

The deadline for registration and payment of all entries is always stated as: 12:00 local time of the day of official training day and must be observed strictly by the Participants and the Organizing Committees.	12:00 on the day before the first competition day
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C. 9.1.4.1.6

Drawing of lots and last STATUS changes by the result provider.	12:00 to 16:00 on the day before the first competition day
NOTE: Only change of Status (Quota to MQS) can be done by the result provider directly at the championships. Please refer to C.9.1.7.1	

**C. 9.1.4.1.7**

Technical Meeting	14:00 or later on the day before the first com- petition day
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C.9.1.4.2 Final entry registration**C.9.1.4.2.1**

Final Entries must be forwarded directly to the ISSF by fax or e-mail before midnight (Munich time) of the 30th day before the official arrival day to guarantee the option for participation.

The Final Entries to the ISSF will be possible via the ISSF online registration.

C.9.1.4.2.2

Each national federation entering the World Cup must submit a final entry at least 30 days before the official arrival day to the ISSF Headquarters.

The final entry must list the names and ID Numbers of all shooters together with whether they are entered as regular shooter or as MQS shooter only.

Also the final entry must list the names and dates of birth of all officials with their function during the World Cup.

C.9.1.4.3 Deadlines**C.9.1.4.3.1**

Participating federations and Organizing Committees must observe strictly the final entry deadline.

C.9.1.4.3.2

After the deadline for late entry is expired no entry can be accepted at all.

C.9.1.4.3.3

Any federation reducing the number of shooters after the Final Entry Form has been received by the Organizing Committee is obligated to pay all applicable fees and costs for the number of shooters and entries listed on the original Final Entry Forms.

C.9.1.5 Additional Final Forms**C.9.1.5.1**

Each national federation entering the World Cup must submit a final arms and ammunition declaration to the Organizing Committee at least 30 days before the official arrival day.

C.9.1.5.2

The deadline for final hotel reservations must correspond to the final entry deadline, and the Organizing Committees may request a 50% deposit in advance.

C.9.1.6 Late Entries**C.9.1.6.1**

Late entries received after the deadline for final entry should not be allowed to participate unless received by the Organizing Committee three (3) days before the official arrival day and the following can be complied with:



- C.9.1.6.1.1** the final Program may not be changed;
- C.9.1.6.1.2** the late entries do not cause a problem with any other organizational matters.
- C.9.1.6.2 Denial of Participation**
- If delegations arrive without having submitted a final entry or a late entry before the set deadlines, they must not be permitted to participate.
- C.9.1.7 Changes and Corrections**
- C.9.1.7.1** The exchange of a shooter between one competing for a quota place and a MQS shooter is not permitted. A MQS shooter may replace a withdrawn quota place shooter. The withdrawn quota place shooter may not shoot for MQS.
- C.9.2 Entry Fees**
- C.9.2.1** Entry fees must be paid to the Organizing Committee upon request.
- C.9.2.2** A fee of \$150.00 US dollars will be paid for each shooter entered in each event.
- C.9.2.3** A fee of \$ 50.00 US dollars must be paid for each official.
- C.9.2.4** Note: The Organizing Committee may accept other currency at their discretion.
- C.9.2.5** No further fees can be collected for shooters whose federation completed their entries by the final entry deadline.
- C.9.2.6** The Organizing Committee must forward a fee of \$ 5.00 US dollars for each shooter in each event to the ISSF within 30 days after the Championships along with a list of the participants per event for each nation.
- C.9.2.2 Additional Fees**
- A reasonable fee for shotgun training may be charged if approved by the Executive Committee of the ISSF. This approval must be shown in the invitation.
- C.9.2.3 Late Entry Fee**
- Any entry accepted after the final entry deadline will incur a penalty of \$ 50.00 US dollars for each shooter entered in each event which has to be paid to the organizing committee by the federation who makes the late entry.
- For additional information please refer to ISSF General Regulations 3.7.7.3.3 following.
- C.9.2.4 Expenses for Travel and Transportation**
- C.9.2.4.1** The participating federation is responsible for the travel and living expenses of team members.



C.9.2.4.2 The Organizing Committee must provide transportation from the local airport or railway station to the hotel and from the hotel to the range.

The cost for transportation from the airport(s) to the hotel and back may be charged if approved by the Executive Committee of the ISSF.

C.9.3 ISSF Technical Delegate

C.9.3.1 Each World Cup is supervised by one (1) or two (2) Technical Delegate(s) nominated by the Technical Committee and designated by the Executive Committee. They must have an appropriate current ISSF "A" Judges License.

C.9.3.1.1 The organizer must cover expenses for travel, hotel accommodation, local transportation and local expenses.

C.9.3.1.2 A separate room with desk, chairs, internet/telephone connections, fax, computer and the availability of a printer must be provided at the range.

C.9.3.1.3 For complete detailed information refer to "Checklist for Technical Delegates" Article 3.12.3.8, Annex "T"

C.9.3.2 Functions

C.9.3.2.1 To represent the ISSF in a technical capacity

C.9.3.2.2 To act as a consultant and advisor to the organizer and ensure that the best possible championships are held.

C.9.3.3 Responsibility

C.9.3.3.1 To ensure that the championships and their competitions are conducted in accordance with the ISSF Rules and Regulations.

C.9.3.3.2 To examine preparations for the organization.

C.9.3.3.3 To examine the ranges and other facilities.

C.9.4 Control of Competitions

C.9.4.1 Judges and Jury Members

C.9.4.1.1 At ISSF Championships, juries must be formed in accordance with the ISSF General Regulations to advise, assist and supervise the competition officials appointed by the Organizing Committee.

C.9.4.1.2 All International Judges and Jury Members must be holders of an appropriate valid ISSF judge's license (A or B).

A separate meeting room must be available for the juries on the range.

C.9.4.2 Number of Juries

For each World Cup, juries shall be established as follows:

C.9.4.2.1 Jury of Appeal

C.9.4.2.2 Jury for all conducted disciplines

C.9.4.2.3 Classification Jury



C.9.4.3 Specifications for Juries

Two or more juries may be combined, provided that the events do not take place concurrently.

Sufficiently trained personnel must be included to carry out Equipment Control.

C.9.4.4 Nominations

Member Federations are requested to nominate candidates to serve as Jury Members at World Cups. These nominations of licensed judges should reach the ISSF Headquarters by 30th September of the previous year with indication of preference, using forms supplied by the ISSF Headquarters. Separately, hosting federations should also nominate their own judges for duty at their World Cup.

C.9.4.4.1 The ISSF is confident that many Member Federations will take this opportunity to nominate their international license holders to serve as Judges or Jury members during the ISSF World Cups in order to acquire necessary international experience and practice.

C.9.4.4.2 A certificate recognizing the services rendered will be issued to the Judge and to the ISSF Member Federation. These services will be taken into account when applications for upgrading or renewing judges' licenses are considered.

C.9.4.4.3 By sending Judges to World Cups, ISSF Member Federations can ensure a higher level of officiating in their national championships or competitions.

C.9.4.4.4 For each of the juries, the ISSF Executive Committee will designate the Chairman and the members from the candidates nominated by other ISSF Member Federations and the country that organizes the World Cup.

C.9.4.4.5 For the international jury members designated by the ISSF, the Organizing Committee must cover the air travel and/or train expenses from their home and back in the amount set by the Administrative Council or Executive Committee and must also cover their hotel accommodation (single room) as well as food and local transportation.

C.9.4.4.6 Member Federations may also request the Organizing Committee to accept nominated judges to gain experience at the Member Federation's expense with the approval of the ISSF.

C.9.4.4.6 The Organizing Committee may also request additional Jury Members to those formally designated and with the approval of the ISSF.

C.9.5 Result Service

The result service is a standardized procedure for each ISSF World Cup Organizer.



C.9.5.1 Timeline

The result transmission and distribution to the ISSF and internet must be handled as fast as possible.

C.9.5.2 Formats

Each OC must adopt the ISSF electronic format in order to fulfill the standardized procedure. For detailed description refer to “Organizer Guide- requirements”

C.9.5.3 Tools

The Organizing Committee must upload the results to the official ISSF result service server which will be provided by the ISSF to the Organizers for the correct production of official final result outputs. For detailed description refer to “OC Guide for Organizers”.

C.9.5.4 On Location

The Organizing Committee is responsible for delivering the results –, on time, complete and in a sufficient quantity and quality – to all designated locations and recipients (Teams, TD, Juries, Media, service providing industry and ISSF).

The Chief of Classification is responsible for posting the Preliminary Results on the main bulletin board along with the Time of Posting and the End of Protest Time.

The OC may be responsible for the presentation of results at other locations and the relay of information to spectators and the media by all available means (scoreboards, data projectors, screens etc).

C.9.5.5 Result Book

After the last event is completed the Organizer must prepare the official result book.



C.9.5.5.1 Format

The result bulletin must contain all championship relevant information:

- Cover page
- Contents
- Result Certification Page

(Using the following statement:

“This certifies that the ISSF World Cup held from...to...at...were conducted in accordance with ISSF Rules and Regulations and the Results produced in the competitions are true and correct”

Followed by signatures of the following officials: Technical Delegate(s), Chairman of Jury of Appeal, Chairman of Rifle Jury, Chairman of Pistol Jury, Chairman of Shotgun Jury, Chairman of Classification Jury)

- Competition Officials
- Entry List by Nation
- Entry List by BIB number
- Competition Schedule
- Medalists
- Medal Standings
- New or Equaled Records
- Final Results:

In the standard ISSF order of events (Men's rifle 50 m and 10 m, Men's pistol 50 m, 25 m and 10 m and Men's shotgun in Trap, Double Trap, Skeet; Women's rifle 50 m and 10 m, Women's pistol 25 m and 10 m and Women's shotgun in Trap and Skeet).

C.9.5.5.2 Distribution

C.9.5.5.2.1 A complete set of the official result book must be provided to each participating delegation and to the Technical Delegate(s) and the members of the Juries as well as to the media representatives and service providing industry.

C.9.5.5.2.2 The Organizing Committee must forward three (3) complete sets of the official result book to the ISSF Headquarters by mail immediately after the World Cup.

C.9.6 World Records

C.9.6.1 Results establishing or equaling world records will be officially recognized according to the ISSF General Regulations.

C.9.6.2 Records will be recognized only if a minimum of 15 shooters participate in the individual event (see General Regulations).



- C.9.6.3** Scores, which establish or equal World Records or Junior World Records, will be recognized if they have been obtained by one of the three shooters per country competing for quota places. (MQS only shooters cannot equal or establish a World Record)
- C.9.6.4** All newly established or equaled World Records must be registered and certified using the form in the ISSF General Regulations, Annex "R".
- The Technical Delegate(s) must submit reports for recognition of World Records
- C.9.7 Media Relations**
- For complete detailed information refer to "ISSF Media Guidelines".
- C.9.7.1 Media Coordinator**
- A press/media coordinator must be designated for each World Cup, and the ISSF Headquarters must be notified of the name three months before the official day of arrival, see ORGANIZER INFORMATION SHEET.
- C.9.7.1.1 Responsibilities and Duties**
- C.9.7.1.1.1** The Media Coordinator responsible for issuing invitations and accreditation identification to ISSF approved media persons.
- C.9.7.1.1.2** The Media Coordinator is responsible for providing up-to-date information, results, etc. to the accredited media.
- C.9.7.1.1.3** The Media Coordinator is responsible for providing to ISSF NEWS on a daily basis the up-to-date photos of medal winners in action and on the awards ceremony. Additionally he must serve ISSF NEWS with short reviews of the daily finals.
- C.9.7.2 Media Office**
- The media office must have:
- C. 9.7.2.1** Sufficient number of work spaces to accommodate every officially accredited media representative.
- C. 9.7.2.2** Two (2) or three (3) PCs with online connection.
- C. 9.7.2.3** Sufficient electrical outlets for personal laptop computers.
- C. 9.7.2.4** Telephone connections:
- A minimum of two (2) telephones capable of long distance service (connectable with computer fax modems).
- A minimum of one (1) dependable fax line capable of long distance service.
- C. 9.7.2.5** An individual pigeonhole (mailbox) for information start lists, results, bulletins, etc.
- C. 9.7.2.6** A photocopy machine easily available in or near the media office.



C.9.8 ISSF TV

C.9.8.1 Under continual development. The Organizing Committee of the World Cups will receive the latest information as it develops and any costs and conditions involved.

C.9.9 Industry

C.9.9.1 All invitations and information bulletins must also be sent by the OC to all service providing companies. A list of service companies can be obtained from the ISSF Headquarters.

The service companies must be served by the OC in the same way that the OC serves participating federations during the World Cup competition days.

C.9.9.2 OC Contact Person

An OC contact person must be designated for each World Cup, and the ISSF Headquarters must be notified of the name three months before the official day of arrival, see ORGANIZER INFORMATION SHEET.

C.9.9.2.1 Responsibilities and Duties

This contact person is responsible to provide best possible support to the service providing industry for their participation before, during and after the World Cup.

C.9.9.3 Stands

Stands for Service Industry must be provided free of charge. However, stands for sales attract a charge.

C.9.10 Anti-Doping Control

C.9.10.1 Anti-Doping Controls must be conducted according to the ISSF Anti-Doping Regulations at the costs of the Organizing Committee. For detailed information refer to 5.0 "ISSF Anti-Doping Regulations".

C.9.10.2 Anti-Doping Control Supervisor

One representative to supervise the Anti-Doping controls must be invited at the expense of the organizing committee. In order to designate one person, the Organizing Committee is asked to send a proposal to the ISSF Headquarters.

C.9.10.3 Number of Tests

A maximum of four (4) tests per event (gold, silver, bronze medal winners plus one random) must be conducted.

The number of tests must be approved by the ISSF Headquarters.



C.9.10.4 Laboratories

Only IOC accredited laboratories (list is available at ISSF Headquarters) may be chosen for the analysis.

The organizer must obtain written approval (fax is acceptable) from the Secretary General for the selection of the laboratory, at the latest, one (1) week prior to the start of the World Cup.

C.9.10.5 Procedure

The Organizing Committee must ensure that Anti-Doping control procedures are reviewed at the Technical Meeting and that team leaders are reminded of their responsibility to present shooters for Anti-Doping control when required.

C.9.10.6 Original Anti-Doping Control Forms to ISSF

The Originals of the completed Anti-Doping Control Forms must be given to the Technical Delegate(s) in a sealed envelope. He is responsible for sending these forms by registered express mail to the ISSF Headquarters.

C.9.10.7 Official Result of Laboratory to ISSF

The official result of the laboratory will be sent unopened and without delay directly to the ISSF Headquarters.

C.9.11 First Aid

Doctors must be available at the competition venue from the arrival day and during the competition period. They are expected to treat any athlete with a medical problem or an injury.

It is of vital importance that medical personnel have some sort of clearly visible identification, such as an arm band or colored over-vest, when they carry out their work.

For the treatment of athletes and officials at the venue, there must be a first aid post which contains first aid equipment and supplies, stretchers and treatment tables. This area should be staffed by a Doctor, paramedics and nurses.

Communication with ambulance services for emergency evacuation must be established.

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Proposed Time Table ISSF World Cup Rifle - Pistol

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
	Notice: PET = Pre-Event Training		Official Scheduled Training all Ranges				PET AR40	PET AR40	Techn. Meeting		
							PET 50 m Pistol	PET 50 m Pistol	PET 50 m Rifle prone	PET 50 m Rifle prone	
Day 1	Elim. Prone		Elim. Prone			Elim. 50 m Pistol		Elim. 50 m Pistol			
	AR 40		AR 40			FINAL Air Rifle	PET AP40	PET AP40			
Day 2	50 m Pistol Qual.		Prone Qual.				FINAL 50 m Pist.	FINAL Prone			
	AP 40		AP 40			FINAL Air Pist.					
	PET 50 m Rifle 3 x 20		PET 50 m Rifle 3 x 20				Unofficial Training 25 m Rapid Fire Pistol				
	PET AP60		PET AP60								
Day 3	Elim. 50 m Rifle 3 x 20		Elim. 50 m Rifle 3 x 20				FINAL Air Pist.				
	AP 60		AP 60								
	PET 25 m Pistol						Unofficial Training 25 m Rapid Fire Pistol				
	PET AR60		Train. AR60								
Day 4	50 m Rifle 3 x 20 Qual.					FINAL 3 x 20					
	AR 60		AR 60			FINAL Air Rifle					
	25 m Pistol - (precision)										
	PET 50 m Rifle 3 x 40		PET 50 m Rifle 3 x 40				PET 25 m Rapid Fire Pistol				
Day 5	Elimination 50 m Rifle 3 x 40					Elimination 50 m Rifle 3 x 40					
	25 m Pistol - Rapid Fire Stage					25 m Rapid Fire Pistol 1st stage				FINAL 25 m Pist.	
Day 6	50 m Rifle 3 x 40 Qual.					FINAL 3 x 40	FINAL Rap.Fire				
	25 m Rapid Fire Pistol 2nd stage										

Proposal_ISSF_World_Cup_Timetable_02.xls ** Tabelle1



Proposed Time Table ISSF World Cup Shotgun

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
Arrival											
Day 1		Pre-Event-Training Trap Men/Women							Techn. Meeting Trap		
Day 2		75 Targets Trap Women									FINAL Trap Women
		75 Targets Trap Men									
Day 3		50 Targets Trap Men								Final Trap Men	
Day 4		Pre-Event-Training Double Trap Men							Techn. Meeting Double Trap		
Day 5		150 Targets Double Trap Men									Final Double Trap Men
Day 6		Pre-Event-Training Skeet Men/Women							Techn. Meeting Skeet		
Day 7		75 Targets Skeet Women									FINAL Skeet Women
		75 Targets Skeet Men									
Day 8		50 Targets Skeet Men								Final Skeet Men	



Article 3.12.3.6, Annex "R"

Procedures for Recognition of World Records

-	All World Records must be approved by the Technical Committee in accordance the Constitution of the ISSF and established in accordance with the ISSF General Regulations and Technical Rules.					
-	The following reporting form must be used to submit World Records for consideration by the Technical Committee.					
APPLICATION FOR RECOGNITION OF WORLD RECORDS						
Official recognition of the following World Record is requested. This certifies that the record was established at an ISSF Championship under conditions specified by the ISSF – International Shooting Sport Federation.						
Name of ISSF Championship						
Location of Championship						
Event						
	QUALIFICATION WORLD RECORD		Y			
	FINALS WORLD RECORD		Y			
	NEW RECORD:		Y	EQUALS RECORD:		Y
	MEN:		Y	WOMEN:		Y
	JUNIOR MALE:		Y	JUNIOR FEMALE:		Y
Score:	Total:		Qualification:		Final:	
	Family Name	Given Name		Date of Birth		
			Day	month	year	
Individual Shooter or						
team member						
team member						
Nation:						
Record was established:	Day:	Month:		Year:		



ISSF TECHNICAL DELEGATE(S)			
Name:		Signature:	
Name:		Signature:	
CHAIRMAN OF COMPETITION JURY			
Name:		Signature:	
CHAIRMAN OF CLASSIFICATION JURY			
Name:		Signature:	

1.	COMPETITIONS WHERE WORLD RECORDS CAN BE ESTABLISHED (ISSF General Regulation)				
	Complied with:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
2.	PARTICIPATION REQUIREMENTS:				
	Men, Women (ISSF General Regulations)	Individual (15 except WCF)	Actual nr	Team (5)	Actual nr.
	Juniors, male - female (ISSF General Regulations)	Individual (10)		Team (3)	
3.	SUPERVISION BY THE ISSF: (ISSF General Regulations)				
	Complied with:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
4.	RANGE SPECIFICATIONS: (Technical Rules)				
	Complied with:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
5.	TARGET USED: (Technical Rules)				
	Complied with:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
6.	GAUGES USED: (Technical Rules)				
	Complied with:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
7.	EQUIPMENT CHECK: (appropriate Discipline Rules)				
	Inspected:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
8.	SCORING PROCEDURES: (Technical Rules)				
	Complied with:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		
9.	DOPING CONTROL:(ISSF General Regulations 3.7.12)				
	examination conducted:		YES <input type="checkbox"/> / NO <input type="checkbox"/>		

Any "No" Response must be fully explained in writing!

APPROVED BY THE TECHNICAL COMMITTEE	
YES <input type="checkbox"/>	/ NO <input type="checkbox"/>
Date	Signature

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Article 3.12.3.7, Annex "P"

Rules for Filing and Deciding Protests

- All protests and appeals are to be decided in accordance with the ISSF General Regulations.
- The Rules for filing protests or appeals are specified in the appropriate Discipline and Technical Rules and apply to all shooting events in all ISSF Championships. The Rules provide for verbal protests that can be submitted and decided on the ranges immediately, for written protests to be decided by the appropriate Jury and for appeals of Jury decisions to be decided by the Jury of Appeal. The Rules also provide for protests of scoring results to be decided by the Classification Jury with decisions on scoring protests not subject to appeal. These Rules also provide for time limits and fees for filing protests.
- In the case of protests involving conflicts between the Constitution of the ISSF, ISSF General Regulations or Technical Rules, the Constitution of the ISSF shall take precedence over the ISSF General Regulations or Technical Rules and the ISSF General Regulations shall take precedence over the Technical Rules. In conflicts involving the IOC Rules, the IOC Rules shall prevail.
- The Organizing Committee must assure that the locations and procedures for filing protests and appeals are announced before the competition begins.
- Protests and appeals must be submitted on forms approved by the ISSF. The proper format for protests and appeals is given below:



Protest Information (to be completed by shooter or official)		
Championship:		
Protest to		Jury
Date	and time	of action or decision being protested.
Action or decision being protested (describe in writing):		
Reason for protest (also list ISSF Regulations or Rules concerned):		
Protest submitted by		
	Name	Nation
Signature		
Protest information (to be completed by Organizing Committee)		
Protest received:		
	Date	Time
		Amount Fee Paid
Signature of official receiving protest		



Request for decision by Jury of Appeal

(to be completed by team leader or representative):
If there is continued disagreement with the Jury decision,
the matter may be submitted to the Jury of Appeal.

Reason for appeal:

Appeal Information

Appeal submitted by

Name

Nation

Signature

Appeal information (to be completed by Organizing Committee)

Appeal received

Date _____

Time

Amount Fee Paid

Signature





Article 3.12.3.8, Annex "T"

Guidelines for Technical Delegates

I

- T.1.0** The ISSF appoints Technical Delegates to supervise ISSF shooting events.
- T.2.0** **Technical Delegate's General Responsibilities**
- T.2.1** Advise and assist organizing committees before and during championships regarding their plans, preparations, operational procedures, ranges and all other aspects and activities associated with the championships or World Cup.
- T.2.2** Examine and confirm the acceptability of organizing committee plans and preparations for the championship including the acceptability of the ranges and other facilities.
- T.2.3** Confirm that the championship is organized in accordance with ISSF Rules and Regulations.
- T.2.4** Work closely and if necessary advise the ISSF Juries and national competition officials during the championships to assure that the championship is conducted according to ISSF Rules and Regulations.
- T.2.5** If a Doping Control Supervisor is not assigned to supervise the Anti-Doping Regulations at the championships, ensure that the IOC and ISSF Anti-Doping Regulations are implemented according to 5.1.4.
- T.2.6** Submit reports to the ISSF Secretary General.
- T.3.0** **Technical Delegate's Activities and Duties before the Championships**
- T.3.1** Establish communication with the Organizing Committee. Most communications should be done by e-mail or fax. Send copies of all relevant communications to the ISSF Headquarters.
- T.3.1.1** Ensure that the Organizing Committee's competition and training schedules and preliminary and final programs are suitable. Ensure that the competition schedule and program are submitted to the ISSF Secretary General for formal approval.
- T.3.1.2** Establish date(s) for visit(s) to the championship site(s) to help the Organizing Committee; this is particularly important when the Organizing Committee have limited experience of organizing ISSF championships. Visit the hotels and other accommodation to ensure its suitability.



- T.3.1.3** Examine range plans (for new construction) or modification of the existing ranges. Advise the Organizing Committee regarding any changes required to meet current ISSF Rules and Regulations. If there are any doubts regarding new range constructions, contact the ISSF. Make recommendations to the Organizing Committee regarding any changes needed to improve the quality of the competitions.
- T.3.1.4** Examine organizational plans, including those for the training and preparation of its staff and national competition officials.
- T.3.1.5** Examine plans for the media including suitable facilities, telephones, fax, electrical and internet connections etc.
- T.3.1.6** Examine and confirm the suitability of the targets and target systems to be used on the ranges for qualification and Final round competitions.
- T.3.1.7** Examine or confirm the accuracy of the equipment to be used for equipment control and for the production of competition results.
- T.3.1.8** Examine the accommodation, feeding, and transportation plans for competitors, officials, juries (and referees for shotgun events).
- T.3.1.9** Check the availability of forms to be used for entries, equipment control, competition operations (including incident and protest forms, etc) and results production.
- T.3.1.10** As appropriate prepare reports regarding Organizing Committee preparations, site inspections. etc. Send the report to the ISSF Secretary General (who will decide any subsequent distribution).
- T.3.1.11** Obtain the following information from the ISSF Secretariat:
 - T.3.1.11.1** List of ISSF judges who will serve as Jury members (for shotgun events a list of referees) and ensure that they have the appropriate licenses.
 - T.3.1.11.2** The current list of World Records, and Continental Records if appropriate;
 - T.3.1.11.3** The current list of ISSF ID numbers;
 - T.3.1.11.4** The current list of Olympic quota places earned, if appropriate;
 - T.3.1.11.5** The current list of ISSF rule changes and interpretations;
 - T.3.1.11.6** The current list of Suspended and Banned Shooters.
 - T.3.1.11.7** The current list of Suspended ISSF Member Federations,
- T.3.2** **During the Training Period Before the Championship**
 - T.3.2.1** Work closely with the Organizing Committee's Competition Director on all matters regarding the organization and conduct of the championship.
 - T.3.2.2** Check procedures for handling entries to assure that entries are correct and confirmed. Ensure that all competitors entered have an ISSF ID number. It is recommended that at accreditation those without a valid ISSF ID number are not accepted until this is paid for.



- T.3.2.3** Review the transportation schedule for athletes, officials and jury members etc.
- T.3.2.4** Make a final check of the ranges according to the technical inspection checklists (included in this Annex). Advise any necessary corrections to the Organizing Committee. If Electronic Scoring Targets are used, targets must be checked for functioning and accuracy (this may be delegated by the TD to the appropriate jury),
- T.3.2.5** Confirm the suitability of the Organizing Committee's Start Lists, liaising with the Classification and Competition Jury Chairman, with particular reference to relay start times, firing point and squad draws.
- T.3.2.6** Reconfirm that the detailed training and competition schedules are correct. Ensure that any scheduled changes are announced at the Technical Meeting and distributed to all participating delegations.
- T.3.2.7** Work with the Competition Director to prepare the Technical Meeting.
- T.3.2.8** Review the media operations plan and preparations for media activities.
- T.3.2.9** Review and, if possible rehearse, the conduct of Finals and victory ceremonies.
- T.3.3** **During the Championship**
- T.3.3.1** Work closely with the Competition Director and Organizing Committee staff on a continuous basis to advise and resolve any issues or questions that arise concerning the conduct of the championship.
- T.3.3.2** Liaise with organizing committee staff to ensure the correct conduct of the Finals and victory ceremonies.
- T.3.3.3** Ensure that suitable protocol arrangements are made to host sports dignitaries including IOC, IF, NOC and other national federation officials.
- T.3.3.4** If, exceptionally, an Anti-Doping Control officer is not assigned to supervise the championships, liaise with medical officials regarding the conduct of doping control tests, and the arrangements to send test results to the ISSF Secretary General.
- T.3.3.5** Confirm that each day results are sent to the ISSF Secretary General via fax or email in the format required by the ISSF (this information is available from the ISSF).
- T.3.4** **After the Championship**
- T.3.4.1** Immediately after the championship, send the following to the ISSF Secretary General by courier or overnight express mail.
- T.3.4.1.1** Three (3) complete, final results lists;
- T.3.4.1.2** Originals of the Doping Control Forms in a sealed envelope.



- T.3.4.2** As soon as possible after the championship, prepare a final report on the conduct of the Championship. The report must be sent to the ISSF Secretary General, who will decide any subsequent distribution. The report must include:
- T.3.4.2.1** a summary of the competitions that took place during the championship;
 - T.3.4.2.2** a list of all issues or problems that were encountered together with any recommendations for ISSF rule interpretations, clarifications or changes;
 - T.3.4.2.3** a report on all protests and decisions;
 - T.3.4.2.4** Reports from Jury Chairmen;
 - T.3.4.2.5** a copy of all inspection reports;
 - T.3.4.2.6** completed Reports on any World Records that were established or equaled;
 - T.3.4.2.7** recommendations for ISSF distinctions to recognize members of the Organizing Committee or other individuals who provided outstanding service to the shooting sport and ISSF through the championship.



			II
International Shooting Sport Federation – ISSF - Inspection Report:			
for completion on the initial visit by the Technical Delegate for each competition			
T.4.0	Competition		
T.4.1	Type of Competition:		
T.4.2	Location of Competition:		
T.4.3	Date:		
T.5.0	Organizer		
T.6.0	Details of ranges		
	Details of ranges to be given if this is the first time an ISSF supervised event is to be conducted. If significant changes to the ranges have been made since the last ISSF supervised competition, please give details.		
T.6.1	Restrooms for shooters?	yes / no	
T.6.2	Offices for ISSF, Jury Rooms, Classification Office, secretariat/information?	yes / no	
T.6.3	Is the sanitation adequate?	yes / no	
T.6.4	Loudspeaker system?	yes / no	
T.6.5	Media room with internet connection?	yes / no	
T.6.6	Copy machines?	yes / no	
T.6.7	Computer system?	yes / no	
T.6.8	Room for exhibitors?	yes / no	
T.6.9	Desk for general information, documentation, results?	yes / no	
T.6.10	Have plans been made for arrangements on each range to conduct Finals, e.g. seating, Press, Public Address system"	yes / no	
T.6.11	Separate Finals Range?	yes / no	
T.7.0	Breakdowns at the shooting range		
T.7.1	What provisions are made for breakdowns at the range?		



T.7.2	Is there an emergency electricity supply?	yes / no
T.7.3	Walkie-talkies or telephone?	yes / no
T.7.4	Is technical staff on stand-by so that breakdowns can be repaired immediately (electricians, fitters, mechanics)?	yes / no
T.8	Any other information and comments	
Place:		Date:
<div style="text-align: center;">Technical Delegate(s)</div>		



IIla									
Inspection Report: 300 m Range									
T.9.1	Shooting Direction:				To:				
T.9.2	Shooting distance (measured):							M	
T.9.3	Target system?								
	How many?		Make?						
T.9.3.1	Is width and height of the target frames according to the ISSF Rules?							yes / no	
T.9.3.2	Are the targets free of vibration even in strong wind?							yes / no	
T.9.3.3	If there is a marking pit, is there a signal system between the firing point and the pit?							yes / no	
T.9.4	Target line:								
T.9.4.1	Height of target center above the level of the firing point:							cm	
T.9.5	Firing Point:								
T.9.5.1	The firing point is:				x				cm
T.9.5.2	The firing point consists of tables or platforms:							yes / no	
	If so: for the prone position only?							yes / no	
	prone and kneeling?						yes / no		
	The tables or platforms are				x				cm
T.9.5.3	The space behind the shooters is enough according to the Rules							yes / no	
T.9.5.4	Is there a clock(s) which is visible to all shooters during competition:							yes / no	
T.9.6	Wind Flags:								
T.9.6.1	Are there wind flags in front of the firing line according to the Rules?							yes / no	
T.9.7	Any other details of the 300 m range and equipment:								
T.9.9	Any other information and comments								
Place:					Date:				
Technical Delegate(s)									



					IIIb
Inspection Report:			50 m Rifle/Pistol Range		
T.10.1	Shooting Direction:	To:			
T.10.2	Shooting distance (measured):				m
T.10.3	Target system?				
	How Many?		Make?		
T.10.3.1	Different Target System for Finals?				yes / no
	If yes, make:				
T.10.3.2	Is width and height of the target frames according to ISSF Rules?				yes / no
T.10.3.3	Are the targets free of vibration even in strong wind?				yes / no
T.10.3.4	If there is a marking pit, is there a signal system between the firing point station and the pit?				yes / no
T.10.4	Target line:				
T.10.4.1	Height of target center above the level of the firing point:				cm
T.10.5	Firing point:				
T.10.5.1	The firing point is:		x		m
T.10.5.2	The firing point consists of tables or platforms:				yes / no
	If so: for the prone position only?				yes / no
	For prone and kneeling?				yes / no
	The tables or platforms are:		x		cm
T.10.5.3	The space behind the shooters is enough according to the Rules?				yes / no
T.10.5.4	Is there a clock(s) in the shooting line which the shooters can see during competition?				yes / no
T.10.6	Are there wind breaks?				yes / no
	If yes, how long:				meters
T.10.6.1	Are there wind flags in front of the firing line according to the Rules?				yes / no
T.10.6.2	Number of usable firing points?				
T.10.7	Any other details of the 50 m range and equipment:				
T.10.8	Any other details of the range and equipment:				
Place:		Date:			
Technical Delegate(s)					



IIIc				
Inspection Report: 25 m Range				
T.11.1	Shooting Direction:		To:	
T.11.2	Shooting distance (measured):			m
T.11.3	Target system?			
	How many?		Make?	
T.11.3.1	Is width and height of the target frames according to ISSF Rules?			yes / no
T.11.3.2	Do target groups comply with ISSF Rules?			yes / no
T.11.3.3	Different Target System for Finals?			yes / no
	If yes, make:			
T.11.4	Target Line:			
T.11.4.1	Height of the target centers above the level of the firing point?			cm
T.11.5	Firing point:			
T.11.5.1	Does the firing point comply with ISSF rules?			yes / no
T.11.5.2	Does the firing point equipment comply with ISSF rules?			yes / no
T.11.5.3	Are transparent screens according to the Rules available?			yes / no
T.11.6	Are backing targets of the correct size installed at the correct distance?			yes / no
T.11.7	Any other information on the 25 m range and equipment:			
T.11.8	Any comments:			
Place:		Date:		
Technical Delegate(s)				



III d				
Inspection Report: 10 m Range				
T.12.1	Shooting distance (measured):			m
T.12.2	Permanent installation:			yes / no
T.12.3	Target system?			
	How many?		Make?	
T.12.3.1	Is width and height of the target frames according to ISSF Rules?			yes / no
T.12.3.2	Are the targets free of vibration?			yes / no
T.12.3.3	Is the floor free of movement?			yes / no
	If yes, what steps have been taken or can be taken to minimize this?			
T.12.3.4	Different Target System for Finals?			yes / no
	If yes, make:			
T.12.4	Target line:			
T.12.4.1	Height of target center above the level of the firing point			cm
T.12.5	Firing point:			
T.12.5.1	How much space (width) does the shooter have?			cm
T.12.5.2	Is there a clock(s) in the shooting line which the shooters can see during competition?			yes / no
T.12.6	Light conditions			
T.12.6.1	Is the background of the target non-reflecting in a medium neutral color?			yes / no
T.12.6.2	With how many lux are the targets illuminated?			lux
T.12.6.3	Is the range evenly illuminated?			yes / no
T.12.6.3.1	How many lux?			lux
T.12.7	Any other details of the 10 m range and equipment:			
T.12.8	Any comment:			
Place:			Date:	
Technical Delegate(s)				



Ille									
Inspection Report: 10 m Running Target Range									
T.13.1	Targets system?								
	How many?		Make?						
T.13.1.1	Different Target System for Finals?							yes / no	
	If yes, make:								
T.13.2	Are the shooting distances according to the TR?							yes / no	
	If not, on which range?								
T.13.3	Are the width of the openings according to the TR?							Yes / no	
	If not, on which range?								
T.13.4	Are the heights of the target center according to the TR?							yes / no	
	If not, on which range?								
T.13.5	Is the background of the targets non-reflecting in a medium neutral color?							yes / no	
	If not, on which range?								
T.13.6	Are the target illuminations according to the TR?							yes / no	
	If not, on which range?								
T.13.7	Is the shooting range evenly illuminated?							yes / no	
T.13.7.1	With how many lux?							lux	
T.13.8	How large are the firing points?				x		cm		
T.13.8.1	How large are the dry-firing points?				x		cm		
T.13.9	Is the floor free of movement?							yes / no	
	If yes, what steps have been taken or can be taken to minimize this?								
T.13.10	Any other details of the 10 m Running Target range or equipment:								
T.13.11	Any comments:								
Place:					Date:				
Technical Delegate(s)									



III f										
Inspection Report: Trap / Automatic Trap / Double Trap Ranges										
T.14.1	Which type of range is involved:									
	Trap (15 machines)									
	Automatic Trap				combined				separate	
	Double Trap				combined				separate	
T.14.2	Shooting direction:		range 1: To:				range 4: To:			
			range 2: To:				range 5: To:			
			range 3: To:				range 6: To:			
T.14.3	The construction of the ranges comply with ISSF Rules?							yes / no		
T.14.4	The ranges are combined with skeet?							yes / no		
T.14.5	The trap machines comply with ISSF Rules?							yes / no		
	Make?									
T.14.6	Phonopull or similar system is installed?							yes / no		
T.14.7	Delay system installed for Double Trap?							yes / no		
T.14.8	Any other details of the ranges and equipment:									
T.14.9	Any comments:									
Place:					Date:					
Technical Delegate(s)										



IIIg					
Inspection Report: Skeet Ranges					
T.15.1	Shooting direction:	range 1: To:		range 4: To:	
		range 2: To:		range 5: To:	
		range 3: To:		range 6: To:	
T.15.2	The construction of the ranges complies with ISSF Rules?				yes / no
T.15.3	The ranges are combined with Trap?				yes / no
T.15.4	The trap machines comply with ISSF Rules?				yes / no
	Make?				
T.15.5	The ranges are fitted with a timer?				yes / no
T.15.6	Phonopull or similar system is installed?				yes / no
T.15.7	The "doubles" can be released by pressing one button?				yes / no
T.15.8	Are the distances between the axis of the ranges according to TR?				yes / no
	If not between which ranges?				
T.15.9	Any other details of the ranges and equipment:				
T.15.10	Any comments:				
Place:		Date:			
Technical Delegate(s)					



IIIh									
Inspection Report: 50 m Running Target Range									
T.16.1	Target system?								
	How many?		Make?						
T.16.2	Are the shooting distances according to the TR?							yes / no	
	If not, on which range?								
T.16.3	Are the width of the openings according to the TR?							Yes / no	
	If not, on which range?								
T.16.4	Are the heights of the target center according to the TR?							yes / no	
	If not, on which range?								
T.16.5	Does the range comply with ISSF-Rules?							yes / no	
T.16.6	Is the range equipped with electric/electronic continuous speed timer:							yes / no	
T.16.7	Firing point:								
T.16.7.1	The firing point is completely:								
	in open air with roof or umbrella /shade?								
	protected on 3 sides?								
T.16.7.2	How large is the firing point?					x		cm	
T.16.7.3	How large is the dry-firing point?					x		cm	
T.16.7.4	What communication system is there between the firing point and the pit?								
	Specify								
T.16.8	Any other details of the range and equipment:								
T.16.9	Any comments?								
Place:					Date:				
Technical Delegate(s)									



										III
Inspection Report: Separate Final Range										
T.17.1	Shooting Direction:			To:						
T.17.2	Shooting distance (measured):									
	50 m		m;	25 m		m;	10 m		m	
T.17.3	Target system?									
	How many?			Make?						
	(Specify if different for different distances)									
	50 m		25 m		10 m					
T.17.4	Is width and height of the target frames according to ISSF Rules?							yes / no		
T.17.5	Are the targets free of vibration even in strong wind?							yes / no		
T.17.6	Height of the target centers above the level of the firing point?									
	50 m		cm;	25 m		cm;	10 m		cm	
T.17.7	Is the floor free of movement?							yes / no		
	If yes, what steps have been taken or can be taken to minimize this?									
T.17.7.1	The firing point is:				x		cm			
T.17.7.2	The space behind the shooters is enough according to TR?							yes / no		
T.17.7.3	Is there a clock(s) which the shooters can see during competition?							yes / no		
T.17.8	Wind flags:									
T.17.8.1	Are there wind flags in front of the firing line according to TR?							yes / no		
T.17.9	Is the range indoors?							yes / no		
	If no, how much is open to the air?							m		
T.17.9.1	Light conditions:									
T.17.9.2	With how many lux are the targets illuminated?									
	50 m		lux;	25 m		lux;	10 m		lux	
T.17.9.3	Is the range evenly illuminated?							yes / no		
	50 m		lux;	25 m		lux;	10 m		lux	
T.17.10	Number of seats for spectators?									
T.17.11	Any other details of the range and equipment:									
T.17.12	Any comments?									
Place:				Date:						
<p align="center">Technical Delegate(s)</p>										



IVa

Target Check List (for paper targets)

Questions 1-6:

1. Is the surface non reflecting?
2. Is the face of the target correct (black bullseye-)?
3. Is the dimension of the rings within the allowed deviation?
4. Is the ring-thickness correct?
5. Is the size of the target-cards and the dimension of the scoring zone numbers correct?
6. Number of samples controlled?

Targets:	Questions 1. - 6.						
	1.	2.	3.	4.	5.	6.	Make?
10 m Air Rifle	yes no	yes no	yes no	yes no	yes no		
10 m Air Pistol	yes no	yes no	yes no	yes no	yes no		
10 m Running T.	yes no	yes no	yes no	yes no	yes no		
50 m Running T.	yes no	yes no	yes no	yes no	yes no		
50 m Rifle	yes no	yes no	yes no	yes no	yes no		
300 m Rifle	yes no	yes no	yes no	yes no	yes no		
25/50 m Precision	yes no	yes no	yes no	yes no	yes no		
25 m RFP	yes no	yes no	yes no	yes no	yes no		

7. What instruments have been used for control?

If one of the questions 1 - 4 is answered with "NO", please specify the exact mistake!

Place: _____ Date: _____

Technical Delegate(s)



IVb

Target Check List (for Electronic Scoring Targets)

Questions 1-3:

1. Is the surface non reflecting?

2. Is the face of the target correct (black aiming mark-mask size)?

3. Where all EST checked before the start of the competitions?

Targets:	Questions 1. - 3.			
	1.	2.	3.	Make?
10 m Air Rifle	yes no	yes no	yes no	
10 m Air Pistol	yes no	yes no	yes no	
10 m Running T.	yes no	yes no	yes no	
50 m Running T.	yes no	yes no	yes no	
50 m Rifle	yes no	yes no	yes no	
300 m Rifle	yes no	yes no	yes no	
25/50 m Precision	yes no	yes no	yes no	
25 m RFP	yes no	yes no	yes no	

Place:		Date:	
--------	--	-------	--

Technical Delegate(s)



IVc

Clay Target Check List

Competition:		Trap:	Automatic Trap:	Double Trap:	Skeet:
				Normal competition targets	Powder filled targets
1.	Base Diameter (110 +/- 1mm)			mm	mm
2.	Rotating Ring Diameter (95-98mm)			mm	mm
3.	Total Height (25-26mm)			mm	mm
4.	Base Height (11 +/- 1mm)			mm	mm
5.	Rotating Ring Height (7 +/- 1mm)			mm	mm
6.	Dome Height (8 +/- 1mm)			mm	mm
7.	Base + Ring Height (18 +/- 1mm)			mm	mm
8.	The color is:				
	Black				
	White				
	Yellow				
	Orange				
9.	The targets are painted: full dome				
10.	The targets are painted: top dome only				
11.	Samples of targets taken				
12.	The weight of the samples is (105 +/-5gram):				
	Sample 1			gram	gram
	Sample 2			gram	gram
	Sample 3			gram	gram
	Sample 4			gram	gram
	Sample 5			gram	gram
	Sample 6			gram	gram
	Sample 7			gram	gram
	Sample 8			gram	gram
	Sample 9			gram	gram
	Sample 10			gram	gram
	Total:			gram	gram
	÷ 10			gram	gram
	Average weight-tolerance per target:			gram	gram
13.	Breakability; acceptable:			yes / no	yes / no
14.	The targets are manufactured by				
	Normal targets:				
	Powder filled targets:				
Place:				Date:	
Technical Delegate(s)					

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Article 3.12.3.9, Annex "J"

Guidelines for Judges

Chapter:

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SPECIAL NOTE: In the context of this Annex, the word "Judge" refers to an accredited ISSF Judges' license holder. The word "Jury" refers to those licensed judges who are appointed to Jury duties at specified Championships.



Part 1.0 General

- J.1.1** For the achievement of its purposes the International Shooting Sport Federation licenses judges to supervise shooting competitions and to ensure the fair and equal treatment of all competitors (see ISSF Constitution). Judges must be experienced and fully conversant with the current versions of the ISSF Rules (Parts 1 to 6 plus the relevant Technical Rules for the Shooting discipline concerned in order to advise, supervise, and assist if necessary.
- J.1.2** The ISSF issues judges' licenses as confirmation of qualification.
- J.1.3** Judges' licenses are divided into two (2) categories.
- J.1.3.1** Category "A" authorizes the holder to act as an official jury member at all shooting competitions, for which the license is valid with respect to the disciplines included, including the Olympic Games and World Championships. Judges of this category are also permitted to conduct official ISSF Judges' Courses when duly authorized.
- J.1.3.2** Category "B" authorizes the holder to act as an official jury member in all shooting competitions, for which the license is valid with respect to the disciplines included, except the Olympic Games and the World Championships.
- J.1.4** The ISSF issues judges' licenses for the following disciplines:
- J.1.4.1** Rifle shooting (1)
- J.1.4.2** Pistol shooting (2)
- J.1.4.3** Shotgun shooting (3)
- J.1.4.4** Running Target shooting (4)
- J.1.4.5** Target Control (5)
- J.1.4.6** Electronic Scoring Target Control (6)
- J.1.4.7** The ISSF can issue judges' licenses for one or more discipline(s), but only following successful completion of official ISSF courses in each of the disciplines. Normally, No. 5 (Target Control) is combined with the shooting disciplines No 1 (Rifle), No 2 (Pistol) and No 4 (Running Target). However, No 6 (Electronic Scoring Target Control) is only issued after successful completion of an official ISSF course on that specific subject. (See Part 9.0)
- J.1.5** The ISSF Headquarters and the Chairman of the Judges' Committee maintain a list of all the license holders. Every year the names of the new license holders will be published in the ISSF News.



- J.1.6** License holders may only act as jury members for the Olympic Games and the World Championships if they have been designated by the Executive Committee of the ISSF. For World Cups jury members will be nominated by the Secretary General of the ISSF and the Chairman of the ISSF Judges' Committee, and designated by the Executive Committee. For Continental and Regional Games and Championships they must be designated by the Continental or Regional Confederations.

Part 2.0 Acquisition of a License

- J.2.1** The applicant must have the necessary experience and maturity as judge.
- J.2.2** ISSF judges' licenses are not granted to active shooters who still participate in competitions where world records may be established. If the holder of a Judges' license wishes to participate as a shooter, he must return the license to the ISSF Headquarters for cancellation. He may apply for a new license.
- J.2.3** For the acquisition of an ISSF judge's license, preparatory instruction and training is necessary. The applicants should possess a national judge's license of the highest level issued by their National Federation, or must have equivalent experience as a national judge and as a range official.
- J.2.4** Applicants must also have achieved the pass-standard in the General Aspects and the Shooting Discipline parts of an official ISSF judges' course within the last four years.
- J.2.5** An applicant's National Federation must sign the completed official ISSF judges' application form (see form at end of Guidelines) to confirm the contents and support the application. The National Federation must then send it to the ISSF Headquarters.
- J.2.6** Applications should be submitted as soon as possible, but no later than 31 December each year for licenses to be issued in the following year.
- J.2.7** Each application must be accompanied by two (2) recent passport photographs 3 cm x 2 cm of the applicant.
- J.2.8** The ISSF Judges' Committee will evaluate and approve, where appropriate or postpone applications during its annual meeting which will usually be held towards the end of January each year (see ISSF Constitution).
- J.2.9** After approval, the ISSF Headquarters will issue the licenses. To be valid they must be signed by the ISSF Secretary General and the Chairman of the ISSF Judges Committee.
- J.2.10** These licenses are sent to the National Federations for delivery to the license holders.
- J.2.11** A fee of Swiss Francs (CHF) 30.00 must be paid for a new license.



- J.2.12** Approval of initial applications will result in the issue of a "B" category license. Category "A" licenses are only issued following further experience and upgrading.

Part 3.0 Validity and Extension of the License

- J.3.1** All ISSF judges' licenses are issued for a period of four (4) years.
- J.3.2** After expiration of this period, the license can be renewed.
- J.3.3** The National Federation must submit all requests for renewal to the ISSF Headquarters accompanied by a completed Renewal Form (see form at end of Guidelines).
- J.3.4** The application must be accompanied by two (2) recent passport photographs 3 cm x 2 cm of the applicant.
- J.3.5** Evidence of recent activity as a Jury Member is required, and the applicant must be conversant with the current edition of the ISSF Rules.
- J.3.6** The current license should not be returned when applying for a renewal, though it will cease to be valid after the expiry date. Applications for renewal should be submitted at least three months before expiry.
- J.3.7** The Chairman of the Judges' Committee in co-operation with the ISSF Headquarters will deal with all renewals. Renewed licenses will be returned to the National Federation.
- J.3.8** A fee of Swiss Francs (CHF) 20.00 will be charged for each renewal.

Part 4.0 Expiration of a License

- J.4.1** When an ISSF judge's license expires after four years, license holders will be taken off the ISSF list if not renewed by application within two years. In such a case any future license must be applied for in accordance with Part 2 (Acquisition of a License), including attendance at course(s). Licenses renewed late within the two years will only be valid for four years from the previous expiry date.
- J.4.2** The license holder's National Federation, at any time, has the right to apply for cancellation of an ISSF judge's license. The license holder may be taken off the list, in such a case the license should be returned to the ISSF.
- J.4.3** A judge's license may be cancelled if a holder does not fulfil his duties as a judge or harms the interest or reputation of the ISSF. The holder will be taken off the ISSF list and the license must be returned to the ISSF. All ISSF judges' licenses remain the property of the International Shooting Sport Federation.



Part 5.0 Judges' Courses

J.5.1 Only courses that have been approved and recognized by the ISSF will be considered as official training courses for judges. Applications for recognition must be submitted to the ISSF Headquarters as soon as possible, but at least three months before the date of the intended course. The application must include:

J.5.1.1 Where the course will be held;

J.5.1.2 The dates of the course;

J.5.1.3 The name(s) of the shooting disciplines that will be covered;

J.5.1.4 The name(s) of the ISSF "A" license holder(s) proposed to conduct the course (and they must possess a valid "A" license for the discipline(s) concerned). The name of the course coordinator and, if different, of the person who is to conduct the instruction on Parts 1 to 5 of the Rules ;

J.5.1.5 Which expenses will be met by the National Organizer;

J.5.1.6 In which language(s) the course will be conducted;

J.5.1.7 From which National Federation(s) the participants will come;

J.5.2 The basis for ISSF judges' courses is the ISSF Training Guidelines. A copy of this document will be issued by the ISSF to the course coordinator of every approved course. The objective is to ensure that applicants for ISSF "B" licenses have a proper understanding of the Rules, and their application, in respect of the disciplines for which they seek to be licensed; also to ensure applicants have a proper understanding of the Constitution, General Regulations, Terms of Reference, Eligibility and Anti-Doping Regulations, etc applicable to all disciplines. Separately, applicants for licenses must possess practical experience gained from officials' duties within their National Federation. Normally, applicants for ISSF judges' courses should already possess the highest National license as a range official; where nations do not have a national license system the applicants must possess equivalent practical experience.

J.5.2.1 Every part of the course should be opened with the explanation of the purpose and the content of the course, followed by the duties of a judge.

J.5.2.2 During the course the ISSF General Regulations and Constitution of the ISSF, etc, (Parts 1 to 5) must be covered and a test conducted.

J.5.2.3 The "Rifle" discipline must also include 50 m and 10 m Pistol shooting.

J.5.2.4 If a separate course is held for 25 m Pistol shooting, 10 m and 50 m Pistol shooting must also be included.

J.5.2.5 Shotgun, Running Target and Electronic Scoring Target (see Part 10.0) disciplines are treated separately.



- J.5.3** The name of the instructor(s) must be submitted to the ISSF and confirmed. The Organizer can propose instructors to the ISSF for approval, or can request that suitable instructors be provided. The instructors must be highly qualified, and be holders of a valid ISSF "A" license.
- J.5.3.1** When there is only one (1) instructor, the different disciplines must be dealt with in succession. This must be done according to a training schedule so that the participants can become familiar with the content of a course and can make arrangements for participating in the different sections.
- J.5.3.2** If there are instructors for the various disciplines the opening of the course, and lectures on the Constitution and the General Regulations, should be given to everyone together. The participants can then separate for the individual disciplines.
- J.5.3.3** The Organizer must pay the costs for travelling, accommodation, meals and local transportation for the instructor(s).
- J.5.4** Courses should last a minimum of two days and this should be extended if several disciplines are to be treated in succession.
- J.5.5** The Organizer is responsible for providing a training room with adequate facilities for efficient instruction, and for the comfort of those attending.
- J.5.6** A maximum of 30 participants should be admitted to each discipline per instructor. To make the course cost effective it is recommended that at least 12 participants should attend.
- J.5.6.1** The participants should possess a good background of practical experience as officials before attending a course. Participants with little experience must obtain practical experience under the guidance of an experienced judge in a series of national competitions before applying for an ISSF judge's license.
- J.5.6.2** The Organizer should publish details of the course as early as possible. The announcement should include all details about dates, times, accommodation, meals, local transportation, costs and any further important information.
- J.5.6.3** Every participant must be given a registration form to be filled in with his name, address and date of birth. The participant must further indicate his experience and any special knowledge he has acquired during competitions in which he acted as an official, and the qualifications obtained in his National Federation.
- J.5.6.4** In no case should an open invitation be sent out, nor should inexperienced people be allowed to participate.



- J.5.7** Participants who complete the course satisfactorily, including knowledge of Parts 1 to 5 will be issued with an ISSF Diploma. ISSF certificates of attendance will not be issued, but Organizers are encouraged to provide host Federation certificates of attendance for those not achieving the Diploma standard.
- J.5.8** The ISSF Diploma does not guarantee the issue of an ISSF license; it only certifies the satisfactory completion of the official course.
- J.5.9** At the end of the course the instructor must write and submit a short report with a list of those attending. It should also indicate the names of those completing the course to the standard required for an ISSF license (i.e. those having received a Diploma), stating for which disciplines the Diploma is valid. Where possible the report should indicate whether the individuals already possess sufficient practical experience, or whether further practical experience appears appropriate before an ISSF license is granted. The report must be sent as soon as possible to the ISSF Headquarters for the attention of the ISSF Secretary General and the Chairman of the ISSF Judges' Committee.
- J.5.10** Official recognition of judges' courses will be decided by the Secretary General of the ISSF and the Chairman of the ISSF Judges' Committee.
- J.5.11** National Shooting Federations are encouraged to run courses for National judges' licenses, but these cannot be recognized as official ISSF courses. Courses run by National Shooting Federations for already qualified national judges can be approved, but applications must be made under the terms and conditions of J.5.1 above.
- J.5.12** National Federations not having available suitably qualified ISSF "A" license holders to conduct official ISSF Courses under the terms of J.5.1 above are encouraged to request assistance from the Secretary General of the ISSF or the Chairman of the ISSF Judges' Committee.
- J.5.13** National Federations not having suitably qualified ISSF license holders to conduct courses for National judges' licenses are also encouraged to request assistance from the Secretary General of the ISSF or the Chairman of the ISSF Judges' Committee.
- J.5.14** For **Electronic Scoring Target Courses** (see Part 9.0)



Part 6.0 Upgrading

J.6.1 The basis for upgrading of a "B" judge's license to an "A" judge's license is the experience acquired as judge over a number of years:

J.6.1.1 A minimum period of four (4) years recent experience is required as an active "B" license holder;

And

J.6.1.2 The applicant must have officiated in at least five (5) international competitions which have a minimum of five (5) participating nations. On at least two occasions the applicant must have been a Jury Member, and exceptionally, on special request, the other three occasions must have been as a Chief Range Officer, Chief Referee, Chief of Classification or Chief of Equipment Control. An upgrading based only on the required period of time, but on inadequate further experience at championships, will not be granted.

J.6.2 National Federations must submit the application on the official form (see forms at the end of the Guidelines) with two (2) recent passport photos 3 cm x 2 cm of the applicant.

J.6.3 The Judges' Committee of the ISSF will decide on the upgrading applications at its annual meeting. Accordingly, applications for upgrading should be made to the ISSF Headquarters no later than 31 December annually.

J.6.4 When an upgrading is approved, the ISSF Headquarters will issue a new ISSF license and this will be sent to the National Federation in the same way as for other license issues.

J.6.5 A fee of Swiss Francs (CHF) 20.00 is charged for an upgrading.

J.6.6 Additional disciplines will only be added to an existing license ("A" or "B") after the recent satisfactory completion of an official ISSF course for that discipline. Applications will be dealt with in the same way as applications for new licenses (as opposed to renewals) by the ISSF Judges' Committee at its annual meeting. Those approved will receive new licenses. Where an "A" license is already held, the additional discipline will be added at that level.

Part 7.0 Special Arrangements for the Issuance of Judge's Licenses

J.7.1 In exceptional cases an ISSF judges' license can be issued or upgraded when it is necessary to ensure there are sufficient qualified personnel at events where world records may be established. For example when a change of venue is necessary, or when any change of a previously assigned judge is necessary.

J.7.2 The National Federation must submit an application in accordance with paragraphs J.2.5. and J.6.2.



- J.7.3** The applications will be considered and decided by the Secretary General of the ISSF together with the Chairman of the ISSF Judges' Committee. The issuance procedure is as described in rule J.2.9. and J.2.10.
- J.7.4** Licenses issued in this way will be included in the list of license holders. At the next meeting of the ISSF Judges' Committee the Chairman must inform the Committee of any licenses granted in this way.
- J.7.5** Licenses issued in this way must only be given to well qualified individuals. The usual standards must be met; only the administrative process is changed.
- Part 8.0 Assignment of Judges**
- J.8.1** The nomination and designation of the Jury Members is made according to the Constitution of the ISSF.
- J.8.1.1** The Secretary General and the Chairman of the Judges Committee of the ISSF will nominate to the Executive Committee the required number of Jury Members and substitutes for World Championships, Olympic Games and for World Cups in accordance with the Guidelines for World Cups. The Executive Committee will designate the Juries.
- J.8.1.2** The Continental and Regional Confederations recognized by the ISSF should nominate and designate the Jury Members for their Championships and Games.
- J.8.1.3** The Organizing Committee, or the Organizing Federation, is responsible for the designation of Jury Members for other international championships and national championships held under the ISSF Rules.
- J.8.2** All Jury Members must hold the applicable current ISSF judges' license for all competitions where world records may be established. At all other championships held under the ISSF Rules, the Jury Members should hold valid ISSF judges' licenses.
- J.8.3** In championships where world records may be established, Team Leaders, Officials and shooters must not be members of a Jury. If possible one Member, but not usually the Chairman, must be from the National Federation organizing the championships. These host nation judges must be approved by the ISSF.
- J.8.4** In all other championships, team officials should not be members of a Jury.
- J.8.5** It is desirable that senior officials participating in the organizing of major competitions should possess an appropriate ISSF license. Particular tasks and duties for which ISSF Licenses should be held are: Chief Range Officer, Chief of Classification, Chief Referee, Chief of Equipment Control.



J.8.6 Range Officers, Classification Officers, Referees and Equipment Control Officers should also be encouraged to undertake official training with a view to obtaining ISSF licenses.

J.8.7 Officials undertaking the tasks listed in J.8.5 and J.8.6 must not be members of any Juries at the same championships.

Part 9.0 Electronic Scoring Target Courses

J.9.1 Background

J.9.1.1 Special courses for Electronic Scoring Target (EST) Control licenses were approved by the Executive Committee in 1998. These courses provide education about the underlying principles involved, and the procedure for dealing with score-protests and with scoring problems that may be encountered.

J.9.1.2 These courses are designed for holders of ISSF judges' licenses in the shooting disciplines of Rifle, Pistol and Running Target as the scoring and ranking rules for these disciplines must be known already as well as the ISSF Statutes, Rules and Regulations (Parts 1 to 5) plus the relevant Technical Rules for the shooting disciplines concerned.

J.9.1.3 Judges' EST Control licenses are of one category – depending upon the category ("A" or "B") of the shooting discipline license held.

J.9.1.4 A course fee fixed by the Executive Committee is payable by each student registering for an Official ISSF course for the first time. This covers the preparation of detailed notes issued to students, and the cost of issuing a handbook, plus future updating as EST equipment is improved, and the license when issued.

J.9.1.5 Students may attend courses on more than one occasion; to update their knowledge and to improve their result to gain an EST license, if they do not already have one; no further fee is payable.

J.9.2 As for all official ISSF Courses [J.5.10], official recognition of judges' courses for Electronic Scoring Target Control will be decided by the Secretary General of the ISSF and the Chairman of the ISSF Judges' Committee.

J.9.2.1 Instructors for these courses are chosen from those having achieved a high standard on a previous course and having considerable practical experience.

J.9.2.2 Assistant Instructors, with similar qualifications, also may be designated depending upon the number of students attending.

J.9.2.3 An ISSF Test Paper is provided, together with all supporting test material to conduct a Final Test.

J.9.2.4 The completed Test Papers are returned to the ISSF for formal marking to ensure a uniform standard is set world-wide as the basis for the recommendations for EST Licenses.



J.9.2.5 Students are given an indication of their result after the official marking. On the recommended course program, the answers are discussed with the class, so that students gain a good idea of where they may have been wrong.

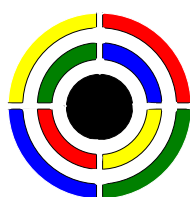
J.9.3 Electronic Scoring Target Control Licenses (Category 6)

J.9.3.1 The results are provided to the ISSF Judges' Committee annually and the issue of licenses is made after a decision by that committee. No specific application is required, and no separate fee is payable.

Part 10.0 Application Forms for Licenses

J.10.1 To simplify the administration of license issue, the following forms should now be used when applying for a new "B" license, upgrading, or renewal.

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ISSF

International Shooting Sport Federation
Internationaler Schiess-Sportverband e.V.
Fédération Internationale de Tir Sportif
Federación Internacional de Tiro Deportivo

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 Fax: +49-89-54435544 • internet: <http://www.issf-shooting.org>

Application for Judge's "B" License

The Federation of		Endorses the application of:
	Name of national federation	

Family Name(s)	Given Name(s)
----------------	---------------

Date of Birth:	Day	Month	Year
----------------	-----	-------	------

To be licensed as an ISSF "B" Judge in the following disciplines:			
Rifle	Pistol	Shotgun	Running Target
YES / NO	YES / NO	YES / NO	YES / NO
Paper Target Control		Electronic Target Control	
YES / NO		Only if passed official course YES / NO	

The Applicant has attended official ISSF Judges' Course(s) as follows:			
Discipline	Course Dates	Location	Instructor

This is to certify that the information given is correct, that the applicant has experience as a national judge, and that the photographs are of the applicant.

Signed for the Federation:		Please Enclose two recent photos Size 3 x 2 cm
Name typed or printed:		



(Page two of the application for a Judges "B" License)
Disability

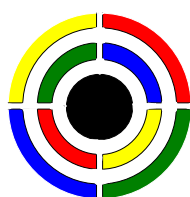
Do you have any physical impairment that would not permit you to perform all the duties required as a judge for the disciplines for which you are requesting a license?	Yes No
If Yes, please provide a separate letter describing your disability.	

Language Capability				
Provide an assessment of your language capability in the ISSF languages:				
Language	Speak		Understand	
	Well	Basic	Well	Basic
English				
French				
German				
Spanish				
Russian				

Applicant's Declaration			
I affirm that all information contained in my application Is true and correct.			
Date:		Signature of Applicant:	
Fee enclosed: Swiss Francs (CHF) 30.00		Two Photographs enclosed	

International Shooting Sport Federation Official Use:

Date Acknowledged and Checked			
Recommended		Not recommended	
Class license		Postponed until	
By	For the Judges Committee		Date
Rifle	Pistol	Shotgun	Running Target
YES / NO	YES / NO	YES / NO	YES / NO
Paper Target Control		Electronic Target Control	
YES / NO		YES / NO	
Date of issue	Invoice Number	Dispatched (mailed, given by hand)	



ISSF

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Internationaler Schiess-Sportverband e.V.
Fédération Internationale de Tir Sportif
Federación Internacional de Tiro Deportivo

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 Fax: +49-89-54435544 • internet: <http://www.issf-shooting.org>

Application for Judge's "A" License

The Federation of		endorses the application of:
	Name of national federation	

Family Name(s)	Given Name(s)
----------------	---------------

Date of Birth:	Day	Month	Year
Current "B" License Number:			

to be licensed as an ISSF "A" Judge in the following disciplines:			
Rifle	Pistol	Shotgun	Running Target
YES / NO	YES / NO	YES / NO	YES / NO
Paper Target Control		Electronic Target Control	
YES / NO		YES / NO	

The Applicant has been an official ISSF Judge on the following FIVE occasions:					
	Jury Duties (Rifle etc.)	Event (Competition)	Dates	Location (City/Country)	No of nations participating
1					
2					
3					
4					
5					

This is to certify that the information given is correct, that the applicant is conversant with the current ISSF Rules, and the two photographs are of the applicant.

Signed for the Federation:		Please Enclose two recent photos Size 3 x 2 cm
Name typed or printed:		



(Page two of the application for a Judges "A" License)

Disability

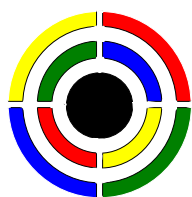
Do you have any physical impairment that would not permit you to perform all the duties required as a judge for the disciplines for which you are requesting a license?	Yes No
If Yes, please provide a separate letter describing your disability.	

Language Capability				
Provide an assessment of your language capability in the ISSF languages:				
Language	Speak		Understand	
	Well	Basic	Well	Basic
English				
French				
German				
Spanish				
Russian				

Applicant's Declaration			
I affirm that all information contained in my application Is true and correct.			
Date:		Signature of Applicant:	
Fee enclosed: Swiss Francs (CHF) 20.00		Two Photographs enclosed	

International Shooting Sport Federation Official Use:

Date Acknowledged and Checked			
Recommended		Not recommended	
Class license		Postponed until	
By	For the Judges Committee		Date
Rifle	Pistol	Shotgun	Running Target
YES / NO	YES / NO	YES / NO	YES / NO
Paper Target Control		Electronic Target Control	
YES / NO		YES / NO	
Date of issue	Invoice Number	Dispatched (mailed, given by hand)	

**ISSF**

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Fax: +49-89-54435544 • internet: <http://www.issf-shooting.org>

Application for Judge's License Renewal

The Federation of	Name of national federation	endorses the application of:				
<table style="width:100%; border: none;"> <tr> <td style="width:50%; text-align: center; padding: 5px;">Family Name(s)</td> <td style="width:50%; text-align: center; padding: 5px;">Given Name(s)</td> </tr> </table>			Family Name(s)	Given Name(s)		
Family Name(s)	Given Name(s)					
<table style="width:100%; border: none;"> <tr> <td style="width:25%; text-align: center; padding: 5px;">Date of Birth:</td> <td style="width:10%; text-align: center; padding: 5px;">Day</td> <td style="width:10%; text-align: center; padding: 5px;">Month</td> <td style="width:55%; text-align: center; padding: 5px;">Year</td> </tr> </table>			Date of Birth:	Day	Month	Year
Date of Birth:	Day	Month	Year			
to have the license renewed:						
License Number:	Class:	A B				
Disciplines:						
Rifle	Pistol	Shotgun				
YES / NO	YES / NO	YES / NO				
Paper Target Control		Electronic Target Control				
YES / NO		YES / NO				
The Applicant's official ISSF Judge's experience has been (list up to five latest duties):						
	Jury Duties (Rifle etc.)	Event (Competition)				
		Dates				
		Location (City/Country)				
1						
2						
3						
4						
5						
This is to certify that the information given is correct, that the applicant is conversant with the current ISSF Rules, and the two photographs are of the applicant.						
Signed for the Federation:		Please Enclose two recent photos Size 3 x 2 cm				
Name typed or printed:						
Fee enclosed: Swiss Francs (CHF) 20.00		Two Photographs enclosed				



Article 3.12.3.9.1, Annex "S"

Guidelines for Shotgun Referees Licenses

Chapter:

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SPECIAL NOTE: In the context of this Annex, the word "Referee" refers to an accredited ISSF Shotgun Referee license holder.



Part 1.0 General

- S.1.1** For the achievement of its purposes the International Shooting Sport Federation licenses shotgun referees to act at ISSF supervised shooting competitions and to ensure the fair and equal treatment of all competitors (ISSF General Regulations). Referees must be experienced and fully conversant with the current versions of the ISSF Shotgun Rules for the respective events.
- S.1.2** The ISSF issues shotgun referees' licenses as confirmation of qualification.
- S.1.3** Shotgun referees' licenses are all of one category.
- S.1.4** The ISSF issues shotgun referees' licenses for the following events:
- S.1.4.1** Trap (T) and Automatic Trap (AT)
- S.1.4.2** Double Trap (DT)
- S.1.4.3** Skeet (S)
- S.1.4.4** The ISSF can issue shotgun referees' licenses for one or more event(s), but only following successful completion of official ISSF shotgun referees' courses for each of the events.
- S.1.5** The ISSF Headquarters and the Chairman of the Judges' Committee maintain a list of all the shotgun referees' license holders, in consultation with the Chairman of the Shotgun Committee. Every year the names of the new license holders will be published in the ISSF News.

Part 2.0 Acquisition of a License

- S.2.1** The applicant must have the necessary experience and maturity as a Referee.
- S.2.2** ISSF shotgun referees' licenses are not granted to active shooters who still participate in competitions where world records may be established. If the holder of a Shotgun referees' license wishes to participate as a shooter, he must return the license to the ISSF Headquarters for cancellation. He may apply for a new license in accordance with Part 2.0.
- S.2.3** For the acquisition of an ISSF shotgun referees' license, preparatory instruction and training is necessary. The applicants should possess a national shotgun referees' license of the highest level issued by their National Federation, or have equivalent experience as a national shotgun referee.
- S.2.4** For the acquisition or renewal of an ISSF shotgun referees' license, the applicant must have passed an eyesight test and eye examination as stated in S.6 and the Eye Sight Form appended to these Guidelines.



- S.2.5** An applicant's National Federation must sign the completed official ISSF shotgun referees' application form (see form at end of Guidelines) to confirm the contents and support the application. The National Federation must then send it to the ISSF Headquarters with the original eyesight test form (see form at end).
- S.2.6** Applications should be submitted as soon as possible, but no later than 31 December each year for licenses to be issued in the following year.
- S.2.7** Each application must be accompanied by two (2) recent passport photographs 3cm x 2cm of the applicant.
- S.2.8** The ISSF Judges' Committee will evaluate and approve appropriate applications, if necessary with help from the ISSF Medical Committee during its annual meeting which will usually be held towards the end of January each year (see ISSF Constitution). Any queries will be referred to the Shotgun Committee.
- S.2.9** After approval, the ISSF Headquarters will issue the shotgun referees' licenses. To be valid they must be signed by the ISSF Secretary General and the Chairman of the ISSF Judges Committee.
- S.2.10** These licenses are sent to the National Federations for delivery to the license holders.
- S.2.11** A fee of Swiss Francs (CHF) 30.00 must be paid for a new license.
- Part 3.0** **Validity and Extension of the License**
- S.3.1** All ISSF shotgun referees' licenses are issued for a period of four (4) years.
- S.3.2** After expiration of this period, the license may be renewed.
- S.3.3** The National Federation must submit all requests for renewal to the ISSF Headquarters accompanied by a completed Renewal Form (see form at end of Guidelines).
- S.3.4** The application must be accompanied by two (2) recent passport photographs 3cm x 2cm of the applicant.
- S.3.6** The current license should not be returned when applying for a renewal, though it will cease to be valid after the expiry date. Applications for renewal should be submitted at least three months before expiry.
- S.3.7** The Chairman of the Judges' Committee in co-operation with the ISSF Headquarters and the Chairman of the Shotgun Committee and in some cases also with a member of the Medical Committee will deal with all renewals. Renewed licenses will be returned to the National Federation.
- S.3.8** A fee of Swiss Francs (CHF) 20.00 will be charged for each renewal.



Part 4.0 Expiration of a License

- S.4.1** When an ISSF shotgun referees' license expires after four years, license holders will be taken off the ISSF list if not renewed by application within two years. In such a case any future license must be applied for in accordance with Part 2 (Acquisition of a License), including attendance at course(s).
- S.4.2** The license holder's National Federation, at any time, has the right to apply for cancellation of an ISSF shotgun referees' license. The license holder may be taken off the list, in such a case the license must be returned to the ISSF.
- S.4.3** A shotgun referee's license may be cancelled if the eye sight does not meet the standard any longer or if a holder does not fulfil his duties as a referee or harms the interest or reputation of the ISSF. The holder will be taken off the ISSF list and the license must be returned to the ISSF. All ISSF shotgun referees' licenses remain the property of the International Shooting Sport Federation.

Part 5.0 Shotgun Referees' Courses

- S.5.1** Only courses that have been approved and recognized by the ISSF will be considered as official training courses for shotgun referees. Applications for recognition must be submitted to the ISSF Headquarters as soon as possible, but at least three months before the date of the intended course. The application must include:
- S.5.1.1** Where the course will be held;
 - S.5.1.2** The dates of the course;
 - S.5.1.3** The shooting events that will be covered;
 - S.5.1.4** The name(s) of the ISSF "A" Judges' license holder(s) proposed to conduct the course (and they must possess a valid "A" license for the event(s) concerned) ;
 - S.5.1.5** The expenses that will be met by the National Organizer;
 - S.5.1.6** In which language(s) the course will be conducted;
 - S.5.1.7** From which National Federation(s) the participants will come;
- S.5.2** The basis for ISSF shotgun referees' courses is the **ISSF Shotgun Referees' Training Guidelines** (as prepared and maintained by the Shotgun Committee). The objective is to ensure that applicants for ISSF shotgun referees' licenses have a proper understanding of the Rules, and their application, in respect of the events for which they seek to be licensed as shotgun referees. Normally, applicants for ISSF shotgun referees' courses should already possess the highest National license as a shotgun official; where nations do not have a national license system the applicants should possess equivalent practical experience.



- S.5.2.1** Every part of the course should commence with an explanation of the purpose and the content of the course, followed by the duties of a shotgun referee.
- S.5.3** The name of the instructor must be submitted to the ISSF and confirmed. The Organizer can propose instructors to the ISSF for approval, or can request that suitable instructors be provided. The instructors must be highly qualified, and be holders of a valid ISSF "A" Judges' license.
- S.5.3.1** When there is only one (1) instructor, the different events must be dealt with in succession. This must be done according to a training schedule so that the participants can become familiar with the content of a course and can make arrangements for participating in the different sections.
- S.5.3.2** If there are instructors for the various events, the opening of the course, should be given to everyone together. The participants can then separate for the individual events.
- S.5.3.3** The Organizer must pay the costs for travelling, accommodation, meals and local transportation for the instructor(s).
- S.5.4** Courses should last a minimum of one day and this should be extended if several events are to be treated in succession.
- S.5.5** The Organizer is responsible for providing a training room with adequate facilities for efficient instruction, and for the comfort of those attending.
- S.5.6** A maximum of 15 participants should be admitted to each event per instructor. To make the course cost effective it is recommended that at least 8 participants should attend.
- S.5.6.1** The participants should possess a good background of practical experience as a shotgun official before attending a course. Participants with little experience must obtain practical experience under the guidance of an experienced referee in a series of national competitions before applying for an ISSF shotgun referees' license.
- S.5.6.2** The Organizer should publish details of the course as early as possible. The announcement should include all details about dates, times, accommodation, meals, local transportation, costs and any other important information.
- S.5.6.3** Every participant must be given a registration form to be filled in with his name, address and date of birth. The participant must indicate his experience and any special knowledge he has acquired during competitions in which he acted as an official, and the qualifications obtained in his National Federation.
- S.5.6.4** In no case should an open invitation be sent out, nor should inexperienced people be allowed to participate.



- S.5.7** Participants who complete the course satisfactorily will be issued with an ISSF Diploma. ISSF certificates of attendance will not be issued, but Organizers are encouraged to provide host Federation certificates of attendance for those not achieving the Diploma standard.
- S.5.8** The ISSF Diploma does not guarantee the issue of an ISSF shotgun referees' license; it only certifies the satisfactory completion of the official course.
- S.5.9** At the end of the course the instructor must write and submit a short report with a list of those attending. It should also indicate the names of those completing the course to the standard required for an ISSF shotgun referees' license (i.e. those having received a Diploma), stating for which events the Diploma is valid. Where possible the report should indicate whether the individuals already possess sufficient practical experience, or whether further practical experience appears appropriate before an ISSF shotgun referees' license is granted. The report must be sent as soon as possible to the ISSF Headquarters for the attention of the ISSF Secretary General and the Chairman of the ISSF Judges' Committee.
- S.5.10** Official recognition of shotgun referees' courses will be decided by the Secretary General of the ISSF and the Chairman of the ISSF Judges' Committee.
- S.5.11** National Shooting Federations are encouraged to run courses for National shotgun referees' licenses, but these cannot be recognized as official ISSF courses. Courses run by National Shooting Federations for already qualified national judges can be approved, but applications must be made under the terms and conditions of S.5.1 above.
- S.5.12** National Federations not having available suitably qualified ISSF "A" license holders to conduct official ISSF Courses under the terms of S.5.1 above are encouraged to request assistance from the Secretary General of the ISSF or the Chairman of the ISSF Judges' Committee.
- S.5.13** National Federations not having suitably qualified ISSF license holders to conduct courses for National judges' licenses are also encouraged to request assistance from the Secretary General of the ISSF or the Chairman of the ISSF Judges' Committee.
- S.5.14** Adding additional events to an existing license. Additional events will only be added to an existing license after the recent satisfactory completion of an official ISSF shotgun referees' course for that event(s). Applications will be dealt with in the same way as applications for new shotgun referees' licenses (as opposed to renewals) by the ISSF Judges' Committee at its annual meeting. Those approved will receive new licenses.



Part 6.0 Eye Sight Certificates for Shotgun Referees

S.6.1 To ensure that shotgun referees are able to carry out their duties in a fair and impartial manner, they must have good eyesight. Accordingly, all shotgun referees must have passed an eye and vision examination made by an ophthalmologist or other appropriate medical practitioner.

S.6.2 The form shown at the end of these Guidelines must be submitted with the application for a license. The certificate must not be older than three (3) months when the license application or license renewal application is made.

S.6.3 All shotgun referees must be in possession of an eyesight certificate, which is not more than two (2) years old, when undertaking the duties of a shotgun referee at any ISSF competition. Such certificates must be checked by the Chief of Referees before any competition commences.

S.6.4 Eye Sight Standards

S.6.4.1 Visual acuity must be 0.7 (equal to 6/9 and 20/30) or better in each eye with or without correction.

S.6.4.2 The night vision must not be impaired.

S.6.4.3 The color vision must be normal.

S.6.4.4 A referee license holder must not have diplopia (double vision).

S.6.4.5 The binocular visual field must be normal.

S.6.4.6 Diabetes or any pathological eye conditions that may cause a substantial deterioration in visual acuity or visual field within four (4) years must be notified to the ISSF in order to give the ISSF the possibility to require further investigations or to decide a shorter period of license validity.

S.6.5 In case of any impairment to the vision of any shotgun referee, the referee must not be allowed to undertake duties until his eyesight is again certified to be at least the minimum standard.

Part 7.0 Special Arrangements for the Issue of Shotgun Referees' Licenses

S.7.1 In exceptional cases an ISSF shotgun referees' license can be issued when it is necessary to ensure there are sufficient qualified personnel at events where world records may be established. For example when a change of venue is necessary, or when any change of a previously assigned referee is necessary.

S.7.2 The National Federation must submit an application in accordance with paragraphs S.2.5. and S.6.2.

S.7.3 The applications will be considered and decided by the Secretary General of the ISSF together with the Chairman of the ISSF Judges' Committee. The issue procedure is as described in rule S.2.9. and S.2.10.

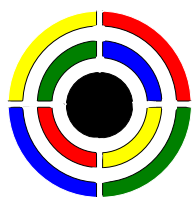


- S.7.4** Licenses issued in this way will be included in the list of license holders. At the next meeting of the ISSF Judges' Committee the Chairman must inform the Committee of any licenses granted in this way.
- S.7.5** Licenses issued in this way must only be given to well qualified individuals. The usual standards must be met; only the administrative process is changed.
- S.7.6** As an interim measure, any present Shotgun Judges' License holder may apply for a Shotgun Referee's License by submitting the eyesight test certificate and a fee of Swiss Francs (CHF) 20.00 to gain a Shotgun Referee's License. The application for these Shotgun Referees' Licenses must also be accompanied by the License **Renewal** Form and photographs, etc, and be submitted by Member Federations.

Part 8.0 Application Forms for Licenses

- S.8.1** To simplify the administration of license issue, the attached forms must be used when applying for a shotgun referees' license.

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ISSF

International Shooting Sport Federation
Internationaler Schiess-Sportverband e.V.
Fédération Internationale de Tir Sportif
Federación Internacional de Tiro Deportivo

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 Phone: +49-89-5443550 • e-mail: munich@issf-shooting.org
 Fax: +49-89-54435544 • internet: <http://www.issf-shooting.org>

Application for Shotgun Referees' License

The Federation of		endorses the application of:
	Name of national federation	

Family Name(s)	Given Name(s)
----------------	---------------

Date Of Birth:	Day	Month	Year
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to be licensed as an ISSF shotgun referee in the following events:		
Trap and Automatic Trap	Double Trap	Skeet
YES / NO	YES / NO	YES / NO

The Applicant has attended official ISSF Shotgun Referees' Course(s) as follows:			
Events	Course Dates	Location	Instructor

This is to certify that the information given is correct, that the applicant has experience as a national referee, and that the photographs are of the applicant.

Signed for the Federation:		Please Enclose two recent photos Size 3 x 2cm
Name typed or printed:		



(Page two of the application for a Shotgun Referees' License)
Disability

Do you have any physical impairment that would not permit you to perform all the duties required as a shotgun referee for the events for which you are requesting a license?	Yes No
If Yes, please provide a separate letter describing your disability.	

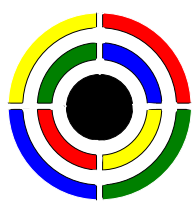
Language Capability						
Provide an assessment of your language capability in the ISSF languages:						
Language	Speak			Understand		
	Fluent	Well	Basic	Fluent	Well	Basic
English						
French						
German						
Spanish						
Russian						

Applicant's Declaration			
I affirm that all information contained in my application Is true and correct.			
Date:		Signature of Applicant:	
Fee enclosed: Swiss Francs 30.--		Two Photographs enclosed	

International Shooting Sport Federation Official Use:

Date Acknowledged and Checked			
Recommended			Not recommended
Class license			Postponed until
By	For the Judges Committee		Date
Trap	Skeet	Double Trap	
YES / NO	YES / NO	YES / NO	

Date of issue		Invoice Number		Dispatched (mailed, given by hand)	
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**ISSF**

International Shooting Sport Federation
Internationaler Schiess-Sportverband e.V.
Fédération Internationale de Tir Sportif
Federación Internacional de Tiro Deportivo

ISSF • Bavariaring 21 • D-80336 München • Germany
 Phone: +49-89-5443550 • e-mail: munich@issf-shooting.org
 Fax: +49-89-54435544 • internet: <http://www.issf-shooting.org>

Application for Shotgun Referees' License Renewal

The Federation of	Name of national federation		endorses the application of:	
Family Name(s)		Given Name(s)		
Date of Birth:		Day	Month	Year
to have the license renewed:				
License Number:				
Events:				
Trap and Automatic Trap	Double Trap		Skeet	
YES / NO	YES / NO		YES / NO	
The Applicant's official ISSF Shotgun Referee's experience has been (list up to five latest duties):				
	Event(s)	Competition	Dates	Location (City/Country)
1				
2				
3				
4				
5				
This is to certify that the information given is correct, that the applicant is conversant with the current ISSF Shotgun Rules, and the two photographs are of the applicant.				
Signed for the Federation:				Please Enclose two recent photos Size 3 x 2cm
Name typed or printed:				
Fee enclosed: Swiss Francs 20.--		Two Photographs enclosed		



International Shooting Sport Federation

Eye Sight Test Form and Certificate

Applicant:

Family Name(s)

Given Name(s)

Date
of Birth:

Day

Month

Year

Certifying medical practitioner / ophthalmologist:

Name, qualifications and medical specialty (for example: Dr. AB Cook, MD, General Practitioner:)

Name		Address		Email	
Phone		Fax		Mobile phone	
1.	Is the visual acuity 0.7 (6/9 or 20/30) or better on each eye? Yes, without correction £ Yes, but only with correction £ Corrections: Left: Right:				No £
2.	Is there any evidence or history of impaired night vision?				Yes £ No £
3.	Is there any defect in colour vision? If yes, what kind of defect:				Yes £ No £
4.	Is there any sign of diplopia?				Yes £ No £
5.	Are there any defects in the binocular visual field? If yes, attach vision field maps!				Yes £ No £
6.	Is there any evidence of other ophthalmic pathological conditions or diabetes? If yes, what condition(s):				Yes £ No £

Medical practitioner's / ophthalmologist's declaration:

I, certify that I have examined the above named person, confirmed his/her identity and that I have correctly answered the questions above.

Date of
examination:

Name:

Signature
and Stamp:

National Federation's declaration:

We confirm that the applicant is fully supported by our federation to act as an international shotgun referee.

Name:

Date:

Signature
and Stamp

For ISSF official use only:

Investigation £

Rejected £

Approved £