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SAPS Accreditation SPORT 1300029, 8 Dec 2004.

Standard Operating Procedures (SOP) for the Executive Committee – SADPA.

SOP SADPA...../2006.

Reference: IDPA rulebook May 2005, SADPA Constitution 2010.

INTRODUCTION.

Decision.

The standard operating procedures for the SADPA Executive committee is a working document describing the function and duties of each post.

Mission.

That the procedures contained in this document be adhered to and implemented at the EXCO level.

Aim.

The aim of this SOP is to explain the functions and duties of the IDPA AC as well as the functions and duties of Executive Committee members to whom functions and duties have been delegated by the AC. It is a guideline for the duties and responsibilities incumbent upon the AC in terms of the IDPA rule book. It is also a guideline for the duties and responsibilities incumbent upon the official to whom AC duties have been delegated.

Scope

The following aspects are discussed:

- a. Word definitions.
- b. Duties as per the Constitution.
- c. General Stipulations.
- d. Controls.
- e. Authorities Involved.
- f. Compilers.
- g. Time Factor.

Word definitions

- a. SADPA. Acronym for The South African Defensive Pistol Association.
- b. EXCO. Acronym for Executive Committee.
- c. AC. Acronym for the IDPA Area Coordinator for Africa.
- d. Chairman. The current duly elected National Chairman of SADPA.
- e. Director. The person duly elected to the post on an annual general meeting.
- f. AGM. The annual general meeting held by SAPDA in terms of its constitution.
- g. Rule Book is the current valid rule book of IDPA

- h. Constitution. The constitution drawn up by the founder members of SADPA and accepted by all its members in 2002 **and any approved amendments thereof.**

SADPA Executive Committee

The Executive Committee will be composed of the following officials:

- a. Regional Representative for Africa as appointed by IDPA Headquarters, Berryville, Arkansas, USA.
- b. Secretary. Elected in even year.
- c. Treasurer. Elected in odd year.
- d. Director Administration (Dir Admin). Elected in even year.
- e. Director Safety and Training (Dir. S&T). Elected in even year.
- f. Director Matches and Competitions (Dir M&C). Elected in odd year.
- g. Director Marketing and Sponsorships (Dir M&S). Elected in odd year.
- h. Director Club Development (Dir. CD). Elected in odd year.
- i. Co-opted Member(-s). Identified and appointed by Exco as required.

The function of rotating chairperson shall be performed by one of the Exco members duly appointed by a majority of the Exco members on a year to year basis.

IDPA Area Coordinator for Africa.

Management and control.

The person appointed by IDPA Headquarters is responsible for the duties inherent to the position. The person appointed in this post is answerable to IDPA Headquarters.

General Stipulations.

The AC in this post shall to the best of his or her abilities be:

- a) Fully informed as to the contents of this document.
- b) Have a copy of the constitution in his or her possession.
- c) Understand the contents of both the constitution and this SOP.
- d) Have a full and clear understanding of the IDPA Rulebook of May 2005.
- e) Be a paid up member of SADPA and belong to an accredited SADPA club.
- f) Be of good moral standing.

Duties:

1. The person appointed in this post shall be responsible for the duties and responsibilities stipulated in "Section G. AREA COORDINATOR (AC)" on pages 64 and 65 of the IDPA Rule Book of 2005.
2. The AC or his representatives appointed and envisaged in the SADPA Constitution and represented on the SADPA Exco must fulfil all functions of the AC as per the relevant rules referred to in 8.1 above.
3. The functions specifically delegated to representatives and/or SADPA Exco are Rules G 3 to 11 and G 15 to 17.
4. The duties and responsibilities of Rules G 3 to 11 and G 15 to 17 is part of the duties the Exco and relevant Directors appointed in terms of the Constitution in respect of specific portfolios.
5. The delegation of the Rules stipulated in 8.3 above shall not in any circumstances disqualify the AC from acting in terms of the specified rules, or over ruling decisions made or actions taken in terms of those rules by the Exco or relevant Directors, if he deems it his duty towards IDPA Headquarters to act in terms of those rules.
6. Be the channel of communication between the SADPA EXCO and IDPA Headquarters.

Controls.

The AC reports directly to IDPA Headquarters.

The Exco reports to members, clubs and the AC in respect of all general SADPA matters.

The Exco reports to the AC on all Exco decisions and policy matters and especially all matters referred to above.

The Directors/Executive committee members acting in terms of delegated functions shall inform the AC in advance of correspondence being entered into by the Director/Executive committee official before such correspondence is delivered to recipients to enable the AC to give feedback if any in respect of such correspondence.

The AC must endeavour to attend the monthly meetings of the Exco or inform himself of the decisions taken and policies made on Exco meetings .

The AC is appointed by IDPA until such a time as he/she is replaced by IDPA Headquarters.

Should the AC not be able to meet his or her commitments, a written resignation must be presented to IDPA Headquarters.

Authorities involved.

1. SADPA Executive Committee.
2. IDPA Headquarters, Berryvale USA.
3. Central Firearms Register.

Addendums attached.

None.

Director: Matches & Competitions.

Management and control.

The person elected by the laws and procedures as stated in the constitution, must be held responsible for this function. The post is answerable to the Exco and to the Chairman. Control of this function is to be managed by the Chairman, or by his or her delegate.

Duties

The director in this post shall be responsible for the standards and philosophy of all SADPA Matches & Competitions held in Africa. This would by definition be the following:

1. Director or his appointed representative must fulfil all functions of the MD as per rule book on all National and International shoots hosted in Africa.
2. Director must set ***standards of requirements*** for the presentation of all National and International shoots hosted in Africa.
3. Director must compile and approve the annual shooting calendar for National and International shoots hosted in Africa and perform related commitments for the period of his or her term in office.
4. Be the channel to the EXCO from club and members level.
5. Assist the Director: Safety and training in evaluating and constant improving of Safety Officers training material, within the guidelines of the constitution and the current rulebook.
6. Director must keep himself updated with the Firearms Control Act and Regulations, to ensure the sport is within the limits of the current laws of South Africa.
7. Assist Director: Sponsorship & Marketing with articles of SADPA interest to be placed in the *tactical defence* newsletter. Changes of the *Standards of requirements to present a SADPA match*, can be communicated via this forum to members.
8. Director: Matches & Competitions is responsible for issuing all approved endorsement letters/requests.
9. Identify the needs if and when they arise, of the sport with regards to:
 - a) Standards applied by Safety Officers

- b) In conjunction with Director: Safety and Training to identify; train and appoint Match Directors for National level SADPA matches.
- c) Keeping the clubs up to date with all the current developments in the sport.
- d) Liaise with the EXCO to attend club shoots; National Leagues and International Matches with whenever possible.

Vet all courses of fire for SADPA sanctioned shooting matches to ensure that safety is maintained at all times, and where possible to physically vet the courses of fire for safety once constructed.

Controls.

The director of Matches & Competitions reports directly to the EXCO. Decisions must be passed on to the relevant body (s) in writing.

All **standards of requirements to present a SADPA match** must be approved by the Exco. This may be in the form of minutes of meetings. These standards of requirements must be completed and forwarded to clubs and Chairmen.

The director must endeavour to attend the monthly meetings of the Exco.

The director must prepare a report reflecting his term in office, for presentation at the AGM, at the end of his or her term.

The Director is elected for his or her term as stated in the Constitution.

Addendums attached.

- 1 Standards of requirements to present a SADPA Club Shoot.
2. Standards of requirements to present a SADPA League
3. Standards of requirements to present a SADPA/IDPA Sanctioned Championships.

For Action:

- a. SADPA EXCO
- b. SADPA Championships Planning Committee
- c. CFR
- d. Elected official

Director: Administration.

Management and control.

The person elected by the laws and procedures as stated in the constitution, must be held responsible for this function. The post is answerable to the Exco and to the Chairman. Control of this function is to be managed by the Chairman, or by his or her delegate.

Aim

The aim of this SOP is to explain the functions and duties of the Director Administration of SADPA. It is a guideline for the creation and maintenance of the various systems that are used by SADPA to control the sport and the requirements of the CFR.

Duties

The Director Administration shall:

- 1) Design Implement and Maintain systems to facilitate the smooth running with respect to administration of the SADPA association. This includes all aspects related to, including but not limited to, communication, members' attendance records, Dedicated Shooter Status, and member register.
- 2) Ensure that the SADPA Website is functional and running, ensure that the web site is hosted by a reputable concern and that the content of the web site be safeguarded by backups.
- 3) Ensure that all FTP passwords, FTP addresses and agreements are safely stored as well as a copy placed with the Secretary.

Controls

The Director Administration reports directly to the EXCO. Decisions must be passed on to the relevant body (s) in writing.

The Director Administration must endeavour to attend the monthly meetings of the Exco.

The Director Administration must prepare a report reflecting his term in office, for presentation at the AGM and at the end of his or her term.

The Director Administration is elected for his or her term as stated in the Constitution.

Secretary.

Aim

It is a guideline to the function of the Secretary, and assisting the Executive Committee in the general paperwork of SADPA.

Duties

The Secretary shall:

- 1) keep a true record of all meetings of the ExCo and of the Association and have the custody of the books and papers of the Association;
- 2) conduct all official correspondence pertaining to the proper preparation and forwarding of all reports required of South African Defensive Pistol Association and SAGA;
- 3) notify the members of the ExCo of all meetings and shall notify the members of the special and annual meetings, as required in Article VI of the constitution.
- 4) receive all applications for membership in the Association;
- 5) issue the membership cards;
- 6) be responsible for re-affiliating the Association annually with organisations as deemed necessary by the ExCo;

Controls

The Secretary reports directly to the EXCO. Decisions must be passed on to the relevant body (s) in writing.

The Secretary must endeavour to attend the monthly meetings of the Exco.

The Secretary must prepare a report reflecting his term in office, for presentation at the AGM, at the end of his or her term.

The Secretary is elected for his or her term as stated in the Constitution.

Treasurer.

Aim

The aim of this SOP is to explain the functions and duties of the Treasurer of SADPA. It is a guideline to the function of the Treasurer, and assisting the Exco in the general paperwork of SADPA.

Duties

The Treasurer shall:

- 1) Be responsible for the receipt of all fees and dues, keeping accurate record thereof.
- 2) Have charge of all funds of the Association and place same in such bank or banks as may be approved by the Exco. Such money shall only be withdrawn and utilized for the payment of expenses approved by the Exco.

- 3) Keep accurate account of all transactions and render a detailed report with vouchers at any meeting of the Exco when requested, and present an annual report to the Association at its Annual General Meeting.
- 4) Membership fees: be responsible for setting the annual membership fee. This fee will be motivated to the Executive committee via a budget and needs majority approval by the Executive Committee to be implemented. The Treasurer will thereafter be responsible for the collection of this annual membership fee and to place it in a bank account in the name of the Association. All membership fees received will be confirmed on the internet based database. This system will allow members to confirm the payment receipt of membership dues.
- 5) Sponsorships and donations received by the Association shall be dealt with in the same manner as membership fees and/or assets. The Treasurer is authorized to issue an invoice if such a sponsorship and/or donation is made by a business entity. Any donations and/or sponsorships received will be banked in the bank account of the Association and reflected as such on any financial report.
- 6) The Treasurer shall be responsible for managing the bank account of the Association in a well and proper way. He or she will be authorized to invest any excess funds the Association might have in the bank account, after consultation with the Executive Committee. The transactions and balance of these accounts is open to any member of the Executive Committee at any reasonable time, for inspection and/or audit purposes.
- 7) The treasurer shall take charge of all the association property or assets acquired and shall record such assets and property in an asset register. This register is open for inspection by any member of the Executive Committee at a reasonable time. This asset register must form part of the report of the Treasurer at the Annual General Meeting. These assets and/or property may only be disposed of in a manner approved by a majority Executive Committee decision. The treasurer shall also be in control and management of all assets and/or property. Items listed in such a register would be trophies, targets, chronograph, SO Boxes, Gun boxes, clipboards, rule books, training and promotional materials.
- 8) The Treasurer shall take control of the stock of IDPA/SADPA targets. As this item is the property of SADPA, the treasurer needs to ensure that sufficient stock is kept for the sport. The Treasurer will have the right to re-order the stock item when the minimum level of 500 targets is reached. Targets ordered will not exceed 3,500.
- 9) The Treasurer will be responsible for payment of expenses of the Association from such funds as are in the Association's bank account. The Treasurer will only pay from this bank account expenses approved by a majority of the Executive Committee. The Treasurer shall keep proof of all payments and slips and invoices to prove the validity of any transactions made on behalf of the Association.
- 10) The Treasurer shall be responsible for the financial record keeping of all transactions of the Association in such a manner that is acceptable by the Executive Committee. The Treasurer shall avail any information, reports and/or vouchers to any member of the Exco at any reasonable time for inspection. The manner of this record keeping must allow the Treasurer to compile a reasonable accurate financial report to be presented at the Executive Committee meetings and/or the Annual General Meeting of the Association.

Director, Safety & Training.

The Director: Safety & Training's main responsibilities are covered in the rule book in that the Director of Safety & Training is also the chief safety officer instructor for SADPA, and as such his responsibilities are outlined in the IDPA rule book of 15/04/2005 on pages 54 and 55.

In order for a member to be eligible for safety officer training or to become a safety officer instructor, the member has to be a fully paid up SADPA member.

Should a safety officer not perform duty as a safety officer 6 times in one calendar year that particular safety officer's status will be reviewed and possibly revoked after consultation between the Director Safety & Training, the area coordinator and the SADPA Exco.

The Director Safety & Training is to be advised as soon as possible of all safety infringements resulting in disqualification of any competitor from a sanctioned SADPA shooting competition, full details of the incident are to be provided to the Director, Safety & Training.

The Director Safety & Training reserves the right to cancel a member's SADPA membership for gross or repeated or flagrant disregard of safety issues, after consultation with the area coordinator, and SADPA EXCO. This is recognized as a drastic measure, and would only be embarked upon as a "final solution" to serious or on-going safety problems.

Management and Control.

- The person elected to the post of Director of Safety & Training is in accordance with the procedures and laws as stated in the constitution of SADPA.
- The person elected to the post will be held responsible for this function.
- The post is answerable to the EXCO of SADPA, the Chairman of SADPA, and ultimately to IDPA head quarters in Berryvale, USA.
- Control of this function will be managed by the ASDPA EXCO, Chairman of SADPA, and ultimately the IDPA head quarters Berryvale, USA, or his/her delegate.

Aim

The aim of this SOP is to explain the functions and duties of the Director of Safety & Training of SADPA.

- To provide a document to act as a guideline and to assist the Director of Safety & Training to meet his objectives and responsibilities in relation to his post, and as a member of the EXCO of SADPA.
- To assist in the training of Safety officers, match directors and Safety officer instructors to a uniform standard, and to ensure that the rules governing SADPA as a sport as laid down in the IDPA rule book are adhered to, fully understood, and implemented in a consistent and fair manner by all Safety officers, match directors and safety officer instructors.

Duties

1. The training of safety officers to ensure a safe shooting environment for all participants and spectators of SADPA sanctioned shooting competitions.
2. Draw up an annual calendar for safety officer training courses. Refer annex B: Safety Officer training course dates 2006.
3. Assist with the training of safety officers.
4. Should the Director Safety & Training not be present at the particular shooting match, a suitably qualified fellow Exco member may fulfil this function.
5. To ensure that the SO candidate fully understands the rule book. Marking of SO candidate's safety officer exam papers, which will reflect the SO candidate's level of knowledge of the IDPA rules.
6. Issue safety officer certification once the safety officer candidate has submitted and passed the safety officer's exam, and once the Director Safety & Training is satisfied with the suitability of the SO candidate to perform duty as a safety officer. Completion of a safety officer training course will not automatically result in safety officer status.
7. The Director Safety & Training may, after consultation with the SADPA EXCO, withdraw any safety officer status should the circumstances or conduct of said safety officer warrant such a measure being taken.
8. To assist the match directors of the various clubs to ensure that proper planning and management of sanctioned SADPA shooting competitions occurs.
9. To draw up and distribute to all safety officer instructors the relevant course materials necessary to allow them to conduct safety officer training. Refer attached annex A: Safety Officer Certification Course.
10. To ensure the rules governing IDPA as a sport, are enforced in a fair and consistent manner by all certified safety officers of SADPA. To ensure that all safety officers conduct themselves in a polite and professional manner at all times.
11. To identify and recruit suitable safety officer candidates in conjunction with the various SADPA affiliated shooting clubs, and to then train these individuals to become safety officers.
12. To identify suitable safety officer instructors within the various SADPA affiliated shooting clubs, and to train these selected individuals to be able to then train up safety officer candidates. (Refer Addendum A – Safety Officers Training Manual.)
13. Ensure that all SADPA affiliated clubs receive the new shooter orientation program, and are ensuring that all new members/ first time SADPA shooters have participated and completed the NSO program. Ensure that SADPA affiliated clubs keep accurate records of all new members who have completed the NSO program. Annexure C (attached).
14. To vet the COF's for the annual SADPA championships. All the safety officers report to Director: Safety & Training, who is ultimately responsible for all facets of safety for this shooting match.

Duties: Safety Officer Instructor

Safety officer instructor responsibilities:

(As outlined in the IDPA rulebook of May 2005 pg 54 & 55):

1. To ensure that all the safety officers are trained to the required level of proficiency.
2. Assist the director of safety and training, and the SADPA EXCO with the evaluation of safety officers.
3. The safety officer instructor is to ensure that the following key aspects are covered in the safety officer certification course and that the trainee safety officer has a thorough knowledge and understanding of the IDPA rulebook and IDPA philosophy.
 - Safety rules
 - Competition rules
 - Equipment rules
 - Range commands
 - Course design rules
 - Course design rationale
 - How to explain a COF
 - How to run a COF
 - How to set up a COF
 - What to concentrate on
 - Penalties
 - How to set up and run a classifier
 - Differences between divisions
 - Scoring of targets

The above objectives will be achieved by presenting the safety officer certification course, and by following the curriculum as outlined in the document. Annexure A (attached)

General stipulations

The director of Safety and training shall:

1. Ensure that the safety standards and training methods are of a high quality.
2. Have in his possession a copy of the IDPA rulebook May 2005, and have a full and clear understanding of the rulebook.
3. Maintain a list of current official SADPA safety officers, in conjunction with the Director of Administration.
4. Understand the content of this SOP.
5. Have a full and clear understanding of the latest version of the IDPA rulebook.
6. Be a paid up member of SADPA, and belong to an accredited SADPA club.
7. Be of good moral standing.

Controls

1. The Director Safety & Training reports directly to the EXCO. Decisions taken must be communicated to the relevant parties, bodies or SADPA club(s) in writing.
 2. A record must be kept of all Safety officers who attend a safety officer's training course, as well as the relevant percentage obtained on the safety officer's exam.
 3. The director should attempt to attend the monthly meetings of the EXCO.
 4. The director is elected for his/ her term of 2 years as per the constitution of SADPA, and should endeavour to the best ability to serve out his/ her term.
 5. The director must prepare a report reflecting his term in office, to be presented at the AGM of SADPA, on an annual basis.
 6. Should the director not be able to meet his/ her commitments, written resignation must be presented to the chairman of SADPA.
 7. The director should take all reasonable measures to safe guard any equipment in his/ her care. All equipment handed to the director as part of his post, remains the property of SADPA, and must be returned at the end of his/ her term in good order.
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Director: Club Development.

Duties.

1. The director in this post shall be responsible for the general club development within SADPA. This would by definition be the following:
2. Have a complete and detailed list of all the SADPA Clubs in South Africa.
3. Have a complete and current list of all paid up members in good standing in all the clubs.
4. Have a complete and current calendar of shooting and related commitments for the period of his or her term in office.
5. Be the channel to the EXCO from club and members level.
6. Assist all new clubs in the process of starting a club, within the guidelines of the constitution and the rulebook 2005.
7. Be the direct link between clubs, members and the EXCO for any club related matters.
8. Identify the needs if and when they arise, of the clubs with regards to:
 - a. Development.
 - b. Planning.
 - c. Keeping the clubs up to date with all the current developments in the sport.
 - d. Endeavour to put out a newsletter at least every quarter.
 - e. Liase with the executive Committee to attend competitions and club shoots with all the clubs whenever possible.

General Stipulations

The Directors in the abovementioned posts shall to the best of his or her abilities be:

- Fully informed as to the contents of this document.
- Have a copy of the constitution in his or her possession.
- Understand the contents of both the constitution and the relevant SOP.
- Have a full and clear understanding of the IDPA Rulebook of May 2005.
- Be a paid up member of SADPA and belong to an accredited SADPA club.
- Be of good moral standing.

Should any Executive Committee member not be able to meet his or her commitments, a written resignation must be presented to the Chairman.

All equipment handed to the Director as part of his or her term in office, remains the property of SADPA, and must be returned at the end of the term, in good order.

Authorities involved

SADPA Executive Committee.

IDPA Headquarters, Berryvale USA.

Compiler

Margery Cynthia Hulleman - SADPA Administrator

29th October, 2010.

For Action:

SADPA Executive Committee

Received on this dayof 2010

Chairman:.....