



# Philippine Practical Shooting Association

550 Edsa Cubao Brgy. Socorro Quezon City  
Tel #02-9132760 / 02-7090719

17 February 2009

## MEMORANDUM CIRCULAR 1-2009

**SUBJECT: Amendments on match sanctioning, timetable & sanctioning fees**

**TO : All Area Directors, Area Council Coordinators, Gun Club Presidents and PPSA Members**

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### I. Objectives

1. To prescribe uniform policies and procedures on match sanctioning.

### II. Guidelines and Procedures

**1. Sanctioning Process & Fee Structure** – Only PPSA-affiliated gun clubs in good standing may host /apply for match sanctioning.

#### 1.1 Accomplished PPSA Sanctioning Form

**1.1.1.** Levels 1 and 2 approvals shall be:

- a. Area Coordinator-for initial endorsement of match
- b. NROI Coordinator- for final approval of COF & competition staffing
- c. Area Director- for final approval and transmittal to PPSA office for the information of the President and posting of match on the website

President has five (5) days from receipt of sanctioning form to veto the approval.

**1.1.2.** Level 3 approval shall be:

- a. Area Coordinator- for initial endorsement of match
- b. NROI Coordinator- for initial endorsement of COF and staffing
- c. Area Director- for endorsement of match & COF
- d. NROI Executive Director- for final approval of COF and competition staffing
- e. President / Regional Director-final approval

**2. Timetable for the approvals of each respective officer and forwarding the form/payments to the PPSA Secretariat effective January 2009 by the shall be:**

- a. Level 1- application should be approved by the Area Director at least 30 days before the shoot;
- b. Level 2- application should be approved by the Area Director at least 45 days before the shoot;
- c. Level 3- application should be approved by the Regional Director at least 60 days before the shoot.

### 3. Registration Fee Structure

Match	Registration Ceiling	Sanctioning Fee Sharing	Notes
Level I	<p>PHP 500.00 maximum</p> <p>Maximum of 5 stages with no fun shoot</p> <p>No Discount for Law / Mil / NALECC / Junior / active Range Officers.</p> <p>P2,500.00 deposit fee is required to sanction this match</p>	<p>PHP 50.00</p> <p>Area Director P20 NROI P20 PPSA P10</p>	<p>P50.00 Sanctioning Fee collected from all shooters.</p>
Level II	<p>PHP 1,000.00</p> <p>Maximum of 7 stages</p> <p>50% discount on Active or Retired Law &amp; Mil personnel / Active NALECC operatives, Junior, Active Range Officers.</p> <p>P10, 000.00 deposit fee is required to sanction this match. Sanctioning fee paid not to exceed P24, 000.00 (200 regular shooters)</p>	<p>PHP 200.00</p> <p>PPSA P100 Area Director P50 NROI P50</p>	<p>P200.00 Sanctioning Fee collected from regular shooters not to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Active or retired Lawmen &amp; Mil personnel / Active NALECC operatives.</li> <li><input type="checkbox"/> Junior</li> <li><input type="checkbox"/> Active Range Officers shooting the match</li> <li><input type="checkbox"/> Match Officials ( Maximum of 10 officials only).</li> </ul>
Level III	<p>PHP1,300.00 Maximum of 8-9 stages</p> <p>PHP 2,000.00 Maximum of 10-12 stages</p> <p>50% discount on Active or Retired Law &amp; Mil personnel / Active NALECC operatives, Junior, Active Range Officers</p> <p>P20, 000.00 deposit fee is required to sanction this match. US \$100 IPSC Sanctioning fee should be paid by the Host Club concurrent with the Deposit slip</p>	<p>PHP 200.00</p> <p>PPSA P100 Area Director P50 NROI P50</p>	<p>P200.00 Sanctioning Fee collected from regular shooters not to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Active or retired Lawmen &amp; Mil personnel / Active NALECC operatives.</li> <li><input type="checkbox"/> Junior</li> <li><input type="checkbox"/> Active Range Officers shooting the match</li> <li><input type="checkbox"/> Match Officials ( Maximum of 10 officials only)</li> </ul>

**Note:**

No changes to the breakdown of sanctioning fee share till June 30, 2010

**Important Reminder:**

- a. For Level 1 and 2, the PPSA shall collect from the host club additional fees if the paying and registered shooters are more than 50 or reimburse the host club

- if less. For Level 3, PPSA shall provide the host club with the actual computation based on the number of paying and registered shooters.
- b. Waived matches (Whole amount of Sanctioning fee or full payment only) will only be approved by the President (with the approval of the Area Director and NROI Executive Director ) only if the letter of intent was sent to the PPSA Secretariat Office concurrent with the deposit fee payment or sanctioning form .
  - c. For Rifle and Shotgun match, the following policy shall apply:
    1. For total regular shooters who participated which are less than (>) 50, No sanctioning fee shall be collected
    2. For total regular shooters who participated which are greater than (<) 50, The same principle of level 1 match shall apply.
  - d. Host Club should submit the report and pay the balance of the sanctioning fees within 7 days from the last day of competition. If no report is submitted and the balance remains unpaid, the PPSA Billing and Collection under the supervision of the PPSA Treasurer will send a demand letter giving the host club another 7 days to pay. If no response or action will be made, the Host club and its members will be suspended from the PPSA until submission of report and full settlement of the sanctioning fees.
  - e. The Match Director is tasked to collect the remaining sanctioning fee for the match.
  - f. For purposes of accounting and publication, he may have the results (Match back ups in either MSS or WinMSS) sent immediately via the PPSA Website's *Match Info Page / Submission Page* or email directly to:

[ppsa@pltdsl.net](mailto:ppsa@pltdsl.net) or [nroiphilippines@yahoo.com](mailto:nroiphilippines@yahoo.com)

- While they may be directly submitted together with the Range Master's SFR Report to the PPSA Office, collected fees may also be deposited to the PPSA Bank Accounts mentioned below. In such cases, a copy of the deposit slip accompanied by the Range Master's SFR Report may be sent via courier or electronic mail to the PPSA Office or faxed to (02 )709-0719

**METROBANK - Skyland Plaza Makati Branch**  
**Account # 514 - 351 – 4918342**

**BANCO DE ORO – Makro Cubao Branch**  
**Account # 233-000-8240**

### III. Repealing Clause

All other issuances and/or portions thereof that are inconsistent herewith are hereby revoked and/or amended accordingly.

### IV. Effectivity

This Order shall take effect immediately.

Norman Doromal  
Secretary

Anton Lorenzo  
Treasurer