



# ICORE

# Policies and Procedures

# Manual

*Established January 1, 2019*

*Revised March 16, 2022*

*Revised July 12, 2023*

## Table of Contents

1.0	ICORE Classification Policy .....	3
	<i>(Approved April 1, 2010; Revised July 12, 2023)</i>	
2.0	Policy for New ICORE Clubs (19 September 2018) .....	6
	<i>(Approved September 19, 2018)</i>	
3.0	ICORE Range Officer (RO) Policy for Local and Higher Level .....	7
	Matches, Including Regional Championships and the International Revolver Championship (IRC)	
	<i>(Approved September 19, 2018; Revised July 12, 2023)</i>	
4.0	ICORE Policy Regarding Key Staff for the International Revolver .....	9
	Championship (IRC)	
	<i>(Approved September 19, 2018; Revised March 16, 2022)</i>	
5.0	Policy Regarding Match Stages for ICORE Events Above the .....	10
	Club Level	
	<i>(Approved September 19, 2018; Revised March 16, 2022)</i>	
6.0	Policy Regarding the ICORE Service Award .....	11
	<i>(Approved September 19, 2018; Revised March 16, 2022)</i>	
7.0	Policy Regarding the Distribution of ICORE Award Money .....	12
	<i>(Approved September 19, 2018; Revised March 16, 2022)</i>	
8.0	Policy for Running a Regional Championship .....	13
	<i>(Approved March 16, 2022)</i>	
9.0	Policy for the International Postal Match .....	16
	<i>(Approved March 16, 2022)</i>	

## 1.0 ICORE Classification Policy

(Approved April 12, 2010; Revised July 12, 2023)

### 1.1 Purpose of Classification Policy

This establishes the policy and methods that will be applied to determining member classifications.

### 1.2 Administration

#### 1.2.1. Effectivity

The original effective date for this Classification Policy is May 1, 2010.

#### 1.2.2. Recision

This Classification Policy will remain in effect indefinitely unless otherwise amended by the ICORE Board. Proposed revisions to this policy must be submitted to the Board through the contact in 1.2.3.

#### 1.2.3. Point of Contact

The Statistician is the point of contact via email at [stats@icore.org](mailto:stats@icore.org).

### 1.3 Policy

#### 1.3.1. Class Breakpoints

The classification breakpoints shall be as follows for the ICORE Divisions (Classic, Limited, Limited 6, Open).

95% to 100%	G (Grand Master)
85% to 94.999%	M (Master)
75% to 84.999%	A
60% to 74.999%	B
45% to 59.999%	C
0% to 44.999%	D

#### 1.3.2. Classification Procedure for Members in All Divisions

A. Classification percentage shall be calculated using scores from four (4) unique classifier stages (e.g., CS-001, CS-010, CS-044, and CS-056).

B. If a member does not have at least four (4) unique classifier stages on file, a percentage will not be reported, and a "U" will be displayed for "Unclassified".

C. If the same classifier stage has been shot multiple times in the same Division, only the best score will be considered towards calculating a classification percentage.

- D. Once the top score on file for each classifier stage has been determined, the highest four (4) scores from four (4) unique classifier stages are considered.
- E. The highest of these scores is not used.
- F. The remaining three (3) scores are averaged.
- G. This percentage is truncated to three (3) decimals.
- H. This percentage is used to determine a grade of G, M, A, B, C, or D.
- I. A member will retain the highest classification earned. Exceptions must be approved as described in 1.3.4.A.

**1.3.3. One Grade Difference Between Highest and Lowest Classifications in all Divisions**

Once an initial classification is determined in any Division, a member shall be allowed only one (1) grade difference between the highest and lowest classification in all Divisions. Assigned classifications will be used to implement this and will be identified with a lowercase “a” next to them (e.g., Ga, Ma, Aa, Ba, Ca, Da).

**1.3.4. Review of Classifications**

A. Any member can request a move up or down in the classification system. The request shall be submitted in writing to the ICORE Statistician at [stats@icore.org](mailto:stats@icore.org). Requests will be reviewed by a committee comprised of the Statistician, Chair, and at least one additional ICORE Board member. Decisions will be based on classifier scores over the past twelve (12) months. A substantial, objective, and measurable difference in performance must be observed to warrant a change in classification.

- B. Only one request per calendar year will be evaluated.
- C. An ICORE member may request a review of someone else’s classification.
- D. Major match performance, such as from the IRC or Regional Championships, may be considered in calculating a member’s classification:

→ If at least two (2) Grand Masters have a match percentage of 90% or greater in a specific Division, a member’s match percentage in that same Division may be used as a classifier score.

→ Each qualifying match will be treated as a unique classifier for the procedure described in **1.3.2**.

**1.3.5. Annual Adjusting of Reference Scores**

On January 1 of every year, all existing classifier score percentages may be recalculated based on the current reference (“best”) score for each classifier stage, in each Division.

**1.3.6. Submission of Classifier Scores**

Classifier scores shall be submitted electronically by ICORE Club Reps (with current ICORE membership) via the ICORE website.

## **2.0 Policy for New ICORE Clubs** (Approved September 19, 2018)

### **2.1 Purpose of New Club Policy**

The intent is to check into acceptability of the new club application.

### **2.2 Administration**

#### **2.2.1. Effectivity**

The effective date for this Policy is September 19, 2018.

#### **2.2.2. Recision**

This New Club Policy will remain in effect indefinitely unless amended by the ICORE Board.

#### **2.2.3. Point of Contact**

The Treasurer is the point of contact via e-mail at [treasurer@icore.org](mailto:treasurer@icore.org).

### **2.3 Policy**

#### **2.3.1. ICORE Club Applications**

An application for a new club is available electronically via the ICORE website. The application will not necessarily be approved automatically. The Treasurer or designee will present to the Board via e-mail or during a Board meeting. The Board or Treasurer will check with at least one of the following to confirm suitability of the (a) proposed club contact and (b) range/club for ICORE affiliation:

- An ICORE Regional Representative
- An ICORE Club Contact
- An ICORE Board member
- Any appropriate officials who may be from other shooting organizations

### **3.0 ICORE Range Officer (RO) Policy for Local and Higher Level Matches, Including Regional Championship Matches and the International Revolver Championship (IRC)**

(Approved September 19, 2018; Revised July 12, 2023)

#### **3.1 Purpose of Policy**

Members attend Regional Championships and the IRC at great personal expense. Our participants deserve a quality and well-administered match.

#### **3.2 Administration**

##### **3.2.1. Effectivity**

For ROs serving at the IRC, the initial effective date for this Policy was January 1, 2019.

For ROs serving at Regional Championships, the effective date was March 16, 2022, which is the date of approval of the first Policy revision by the ICORE Board.

##### **3.2.2. Recision**

This Policy will remain in effect indefinitely unless amended by the ICORE Board. In the case of the IRC, this policy will be incorporated into the match agreement between ICORE and the IRC host.

##### **3.2.3. Point of Contact**

The Rules Director is the point of contact via e-mail at [rules@icore.org](mailto:rules@icore.org).

#### **3.3 Policy**

##### **3.3.1. Basic RO Prerequisites**

- Must be a member classified in at least one (1) Division
- Must be proficient in operating a timer and electronic tablet (unless match is scored solely by paper)
- Participate in a Rules/RO Review by the Rules Director (or a member designated by the Rules Director)
- Have the confidence of the member's club rep (or local match director) to serve as RO

After participating in a Rules/RO Review, the member's record will be noted with the "date of attendance". For members who already meet the basic prerequisites, their ICORE member records will also be marked as "RO".

ICORE members who are new or have minimal experience serving as range officers and managing shooters will be expected to work with their ICORE club rep (or local match director) and volunteer at local ICORE matches to gain experience before being assigned to RO

positions. Once the club rep (or local match director) has confidence in the member's ability to safely manage a squad, the club rep will contact the Rules Director to have the member's ICORE record marked as "RO".

### **3.3.2. RO Prerequisites for Regional Championships and the IRC**

To serve as an ICORE Range Officer at events beyond the local level, including ICORE Regional events or the IRC, the following conditions must be met:

- Must be a member classified in at least one (1) Division
- Must be proficient in operating a timer and electronic tablet (unless match is scored solely by paper)
- Must be selected by the Match Director and confirmed with the Rules Director
- Participate in an updated Rules/RO Review by the Rules Director (or a member designated by the Rules Director) scheduled for the specific event

### **3.3.3. Rules/RO Review**

A Rules/RO Review may be presented in a variety of ways such as a training class, a live online review, or seminar. Upon completion, the member's record will be noted with the date of attendance.

### **3.3.4. Use of Assistants, Non-Members, or Non-ICORE Range/Safety Officers**

Staff who are not qualified ICORE ROs may assist a stage CRO with administrative tasks (e.g., electronic tablet, transcribing scores to paper).

### **3.3.5. Approvals**

The ICORE Rules Director (or a member designated by the Rules Director) and the Regional/IRC Match Director shall approve RO selection, stage assignments, and CRO assignments.



## **4.0 ICORE Policy Regarding Key Staff for the International Revolver Championship (IRC)**

(Approved September 19, 2018)

### **4.1 Purpose of Policy**

The IRC is the annual premier event for ICORE. Members attend at great personal expense, including global travel. Our participants deserve a quality and well-administered match.

### **4.2 Administration**

#### **4.2.1. Effectivity**

The effective date for this Policy is January 1, 2019.

#### **4.2.2. Recision**

This Policy will remain in effect indefinitely unless amended by the ICORE Board of Directors. The policy will be incorporated into the match agreement between ICORE and the IRC host.

#### **4.2.3. Point of Contact**

The Rules Director is the point of contact (for the Board) via e-mail at [rules@icore.org](mailto:rules@icore.org). Names of the proposed MD, RM, and ROs shall be submitted to the Rules Director unless they had already been confirmed, for example, following a winning proposal to host the event.

### **4.3 Policy**

#### **4.3.1. Match Director (MD) and Range Master (RM) – Selection**

With guidance from the Chairman and Rules Director, the Board shall concur on the selection of the MD and RM for the IRC. If requested by the approved MD, the Rules Director may serve as RM. If the Rules Director does not serve in the capacity of RM, the Rules Director (or designee) shall be present to provide guidance as an advisor or assistant RM as needed.

#### **4.3.2. Range Officers (RO) and Range Master (RM) – Required Rule Review**

The Rules Director shall concur on RO selection and their stage assignments. ROs and the RM shall participate in a rules review by the Rules Director (or designee) prior to the start of the match. Any member who has not participated in the rules review is not eligible to serve as RO for the IRC.

#### **4.3.3. Use of Assistants, Non-Members, or Non-ICORE ROs**

Staff who are not qualified ICORE ROs may assist the stage CRO with administrative tasks (e.g., electronic tablet, transcribing scores to paper).

## **5.0 Policy Regarding Match Stages for ICORE Events Above the Club Level (Approved September 19, 2018)**

### **5.1 Purpose of Policy**

The intent of this policy is to ensure that stages used in matches above the club level meet the requirements and intent of the current ICORE Rule Book and this policy manual, with the stages to be used requiring review and approval by the Rules Director.

### **5.2 Administration**

#### **5.2.1. Effectivity**

The effective date for this Policy is September 19, 2018.

#### **5.2.2. Recision**

This Policy will remain in effect indefinitely unless amended by the ICORE Board of Directors. As a courtesy reminder, this policy will be incorporated into the match agreement between ICORE and the IRC host.

#### **5.2.3. Point of Contact**

The Rules Director is the point of contact via e-mail at [rules@icore.org](mailto:rules@icore.org).

### **5.3 Policy**

#### **5.3.1. Stage Submittal**

Each Match Director (MD) or designee shall submit the written stage briefings (WSB) and stage diagrams to the Rules Director at least 45 days before the start date of the match. E-mail is acceptable.

#### **5.3.2. Stage Review**

The Rules Director (or his designee) will review the written stage briefings (WSB) and stage diagrams. The Rules Director will reply to the MD within three (3) days, either with approval or recommendations for revisions.

#### **5.3.3. Revisions**

If revisions are necessary, the MD shall return the revised stages to the Rules Director for approval within the next three (3) days.

## **6.0 Policy Regarding the “ICORE Service Award”** (Approved September 19, 2018)

### **6.1 Purpose of Policy**

The name of this award has been changed to the “ICORE Service Award”. The ICORE Board originally established this in 2007 as a perpetual trophy under a different name. The intent is to present an award every year, preferably in conjunction with the International Revolver Championship (IRC), to recognize contributions of an ICORE member for dedication, service, and achievement in support of ICORE.

### **6.2 Administration**

#### **6.2.1. Effectivity**

The effective date for this Policy is the year 2007, and the revised effectivity of the name change is March 16, 2022.

#### **6.2.2. Recision**

This Policy will remain in effect indefinitely unless amended by the ICORE Board.

#### **6.2.3. Point of Contact**

The Chair (or designee) is the point of contact via e-mail at [chair@icore.org](mailto:chair@icore.org).

### **6.3 Policy**

#### **6.3.1. Selection of Recipient**

The next award recipient will be a joint decision by the last recipient and the Board. The selection must be made in time to prepare the trophy/award for the presentation. Since the award will be announced during the IRC award ceremony, the recommendation and selection shall be made at a Board meeting about two (2) months prior to the IRC.

## **7.0 Policy Regarding the Distribution of ICORE Award Money** (Approved September 19, 2018)

### **7.1 Purpose of Policy**

The intent is to document a consistent policy to be implemented across all Regional Championships. This policy may also apply to other Board-approved matches such as a state championship if awards are funded by ICORE.

### **7.2 Administration**

#### **7.2.1. Effectivity**

The effective date for this Policy is September 19, 2018.

#### **7.2.2. Recision**

This Policy will remain in effect indefinitely unless amended by the ICORE Board of Directors.

#### **7.2.3. Point of Contact**

The Treasurer (or designee) is the point of contact via e-mail at [treasurer@icore.org](mailto:treasurer@icore.org).

### **7.3 Policy**

#### **7.3.1. Distribution of Money to Winners**

Money approved by the ICORE Board for Regional Championship awards shall be distributed as follows:

- \$100 to the winner of each of the ICORE Divisions
- \$25 to the high-finishing shooter in each of the Special Recognition Categories (SRC) as defined in the ICORE Rule Book

#### **7.3.2. Redemption**

The MD will receive the award certificates electronically or by paper. The certificates will have instructions on how the winners can redeem them for the cash prize. Award money will be withheld if there are no shooters registered in a Division or SRC.

## 8.0 Policy for Running a Regional Championship (Approved March 16, 2022)

### 8.1 Purpose of Policy

The intent is to document a consistent policy across all Regional Championships (hereinafter “Regional”), while allowing the individual hosts to retain the unique characteristics of their sites. This policy may also apply to other Board-approved matches if awards are funded by ICORE.

### 8.2 Administration

#### 8.2.1. Effectivity

The effective date for this Policy is March 16, 2022.

#### 8.2.2. Recision

This Policy will remain in effect indefinitely unless amended by the ICORE Board.

#### 8.2.3. Point of Contact

The Regional Series Director (RSD) is the point of contact via e-mail at [match@icore.org](mailto:match@icore.org) and shall coordinate all requested Regional dates with the Board for approval.

### 8.3 Policy

#### 8.3.1. Regional Representative Responsibilities

- Identify a host and date(s) for the Regional match and notify the RSD
- Communicate with the Match Director to ensure that event planning is running smoothly
- Report issues or problems to the RSD
- Work with the Match Director to ensure that the match report is submitted within fourteen (14) days of the match  
*(match report form to be available electronically via the website)*

#### 8.3.2. Match Director Responsibilities

- Ensure that all registered competitors are current ICORE members (current membership as of registration is suggested, but current membership prior to the match start is mandatory)
- Design stages per ICORE Rule Book and Policy 5.0 of this manual
- Recommend qualified individuals for match staff per Policy 3.0 of this manual
- Appoint a Range Master
- Assign a CRO for each stage
- Organize a prize table

- ☑ Enter classifier scores electronically via the ICORE website within three (3) days of match completion
- ☑ Work with the Regional Representative to ensure that the match report is submitted within fourteen (14) days of the match  
*(match report form to be available electronically via the website)*

### **8.3.3. General Match Requirements**

All aspects of the match must be compliant with the “ICORE Rule Book” and “ICORE Policies and Procedures Manual”. Both documents available on the ICORE website are considered to be the current version.

NOTE: While the ICORE Rule Book is always in effect for Regionals, match directors are reminded of several frequently overlooked pieces of a Regional, including Special Recognition Categories, stage design, chronograph, and paper backup scoring.

A Regional must meet the following:

- ☑ Capability to host at least 100 competitors, including staff (ROs and assistants)
- ☑ Safe areas/tables must be available at the host facility
- ☑ Must include at least eight (8) stages
- ☑ Every 8 stages must contain exactly one ICORE classifier
- ☑ Although a chronograph stage is required per the ICORE Rule Book, it is in addition to all of the regular match stages
- ☑ Any “unique rules” specific to the host range (e.g., double-tapping steel, hitting side walls at indoor ranges) must be listed in match advertising and announcements

### **8.3.4. Stage Requirements**

Policy 5.0 in this manual covers the required pre-approval of match stages. The match must also contain limited and unlimited scoring stages. The use of cardboard and steel targets is recommended.

### **8.3.5. Staff Requirements**

Policy 3.0 of this manual applies to staffing (ROs and assistants).

### **8.3.6. ICORE Award Money for Winners**

Policy 7.0 of this manual applies to the distribution of ICORE award money.

### **8.3.7. Post-Match Report**

The report will be available as a fillable form for the match director to complete and send to the Regional Series Director and Treasurer after the match. The report will be available electronically on the website and will include fields for these items:

- The Region
- Location, date, and match fee
- Match Director and Range Master
- Number of competitors

- Number of stages and total round count
- Link to online results (e.g., Practiscore)
- List of money winners (Divisions, SRCs, any other certificates)
- Cost of rental or other fee charged by the range (if applicable)
- Shooter swag content
- Any RO compensation
- Prize table details
- Sponsor list
- Any special random drawings
- Other notes or info to share with ICORE

## 9.0 Policy for the International Postal Match (IPM) (Approved March 16, 2022)

### 9.1 Purpose of Policy

The intent is to document a policy for an international postal match to promote revolver-only shooting, ICORE, and friendly competition around the world for members and non-members, while remaining in compliance with the ICORE Rule Book (except where noted).

### 9.2 Administration

#### 9.2.1. Effectivity

The effective date for this Policy is March 16, 2022.

#### 9.2.2. Recision

This Policy will remain in effect indefinitely unless amended by the ICORE Board of Directors.

#### 9.2.3. Point of Contact

The IPM Match Director is the point of contact via e-mail at the address posted in the IPM instructions (available through newsletter distribution and on the website events page). If desired, the IPM Match Director may ask the ICORE Chair for an IPM committee to assist with various tasks. The ICORE Treasurer is the point of contact if award money is provided.

### 9.3 Policy

#### 9.3.1. General Information

Start date:	Near July 1 of each year
End date:	December 31 of each year (may be extended through the next Sunday to allow for weekend IPM opportunities)
Deadline to submit results:	Within seven (7) days after the end date
Regular Divisions:	Classic, Limited, Limited 6, Open
Non-regular Division:	Rim Fire
Regular Division Classes:	G, M, A, B, C, D, Unclassified
Special Recognition Categories:	As defined in the ICORE Rule Book

#### 9.3.2. Responsibilities of IPM Match Director (or Committee, if applicable)

- Develop four (4) stages, including the written stage briefing, in accordance with the ICORE Rule Book. Consideration must be given to clubs with small or indoor-only bays. Limit stage depth to a maximum of 45 feet. Stages should be limited and unlimited and should include a variety of dimensions and targets. By May 17, send stages to the Rules Director at rules@icore.org for review. Rules Director reserves the right to edit the stage dimensions. Coordinate with the Rules Director for the stages to be tested prior to release.



- ☑ Ensure that the stages (with written stage briefing, match instructions, and any helpful set-up photos/tips) are published to the membership and posted on the ICORE website. Must include the info from **9.3.3.** in the match instructions.
- ☑ Once the IPM is underway, collect the results and save in a secure folder awaiting the final results deadline. (TIP: It works well to have a second person collecting duplicates of the results just in case yours are lost/defective.)
- ☑ Reply to general questions from the individual club match directors. Send rules-related questions to the Rules Director to answer.
- ☑ IMPORTANT WHEN AWARD MONEY IS PROVIDED: Check all shooters for current membership and correct classification as of the end date of the IPM. Regardless of when any individual shot the IPM, the classification and membership status used for tallying final results is the end date of the IPM.
- ☑ Determine results sorted by special recognition categories, divisions, and classes in each division. Coordinate with media/newsletter appointee to ensure results are published.

### **9.3.3. Match Requirements and Special Instructions to the Local Club Match Directors and Shooters**

- Except where specified, all aspects of the IPM must be compliant with the current ICORE Rule Book available on the website at <https://icore.org>.
- Setup and results are on an honor system.
- Clubs may run the IPM as many times as they want.
- Participants may shoot the IPM as many times as they want.
- Participants may shoot as many different Divisions as they want.
- NOTE: Participants are not permitted to shoot the same Division more than once/day unless decided differently by the Board.
- Clubs that cannot accommodate all four (4) stages at their ranges on the same day may split up the stages and shoot them on different days. Scores for the four (4) stages must be submitted on the same scoresheet.
- Club match directors are responsible for marking the correct Special Recognition Categories, classifications, and membership status on the scoresheets. Member records are available on the ICORE website to check for correct info on their shooters.
- Expired memberships are treated as “non-members” and “unclassified”.
- Scores not submitted in compliance with the good spirit of this match may be voided.

### **9.3.4. Prizes**

If cash prizes were approved by the Board, the Treasurer may award the cash prizes directly to the winners through electronic payment or check. Award money will be withheld if there were no shooters in any Division, Class, or Special Recognition Category.