INTERNATIONAL SHOOTING SPORT FEDERATION
INTERNATIONALER SCHIESS-SPORTVERBAND E.V.
FÉDÉRATION INTERNATIONALE DE TIR SPORTIF
FEDERACION INTERNACIONAL DE TIRO DEPORTIVO

Manual

for

ISSF RTS (Results, Timing, Scoring) Officers

Note:

Article 3.12.3.9, Annex "J" to the ISSF General Regulations sets out the Guidelines for Judges. In Part 4, Judges' Courses, J.4.6 refers to the ISSF Training Guidelines as the "basis for ISSF judges' courses". This document is available for Course Instructors and Member Federations from the ISSF HQ.

This Training Manual, referred to in the Training Guidelines, contains more detailed information intended for the training of Range Officials and Judges, and for their future reference. Separate Training Manuals are available for the Rifle, Pistol, Shotgun and Running Target disciplines.

Please send any comments to ISSF HQ.

Every effort has been made to avoid mistakes, but in case of doubt refer to the ISSF Official Statutes, Rules, and Regulations Edition 2018 (Second printing 2017) and subsequent changes published in the ISSF News and on the ISSF Website – where the latest version is available for downloading.

CHAPTERS

1. Organization of the RTS Office

According to article 6.1.5.2, Organizing Committee must establish a Results, Timing and Scoring Office responsible for entries, scoring and result operations during the Championship.

1.1   RTS OFFICE EQUIPMENT

For the efficient work of the RTS Office, it is necessary to provide an office of a reasonable size (as close to the Result Provider control center as possible, if electronic targets are used).

Equipment in the RTS Office (paper targets):

- Scoring machines (3 - 4, depending on the number of firing points), approved by the Technical Delegate.
- Gauges for each caliber used at the Championship in different events (4,5 mm, cal. 22, cal. 32, cal. 38) approved by the Technical Delegate.
- Working desks with chairs (one desk for each scoring machine, one desk for the result examination by the Jury, one desk for the result PC, one desk for the office PC, one or two desks for the paperwork other than dealing with the results).
- PC or laptop with a printer for the results (Result Provider).
- PC or laptop with a printer and a scanner for the office work.
- Internet connection.
- Shelf-case for the targets.
- Cabinet or open shelf-case for the documents (Entry Lists, Start Lists, RTS printouts (printer strips or analogous printouts), Result Lists, etc.).
- Office material (paper, toner, blue or black pens, red pens, markers, stapler, etc.).
- Competition forms (incident reports, malfunction forms, protest forms, appeal forms, etc.).

Equipment in the Results, Timing and Scoring Office (electronic targets):

- Two working desks with chairs.
- One PC or laptop with printer and scanner.
- Internet connection.
- Cabinet or open shelf-case for the documents (Entry Lists, Start Lists, printer strips, Result Lists, etc.).
- Office material (paper, toner, blue or black pens, red pens, markers, stapler, etc.).
- Millimeter graph paper, rulers, pencils, white stickers, green markers.
- Competition forms (incident reports, malfunction forms, protest forms, appeal forms, etc.).

3

1.2   Results, Timing and Scoring Personnel - Duties

Chief Results, Timing and Scoring Officer (CRTSO) – The CRTSO must be appointed for each Championship. He is in charge of all Results, Timing and Scoring Officers and Entry and Results Personnel. The CRTSO is responsible for the correct conduct of all scoring and results operations during the Championship. The Organizing Committee is responsible for the results, so one official is required to supervise the Results, Timing and Scoring activities and to ensure the speedy discharge of the duties by officials (not being Jury Members) to achieve a correct ranking list as soon as possible. Responsibilities cover all results aspects – the provision of Entry Lists by Event, Start Lists, amendments to Start Lists, display of previous stages' scores correctly, collection of RTS printouts, collection and control of Incident Reports, posting of Preliminary Results, the receipt of protests, checking of ranking lists, publication of Qualification results and provision of Start Lists for Finals, speedy publication of the Final Result for each event and the Medal List, to provide the Results Book as soon as possible after the Championship – normally this should be before national teams leave the country.

RTS Officers (EST – one per shooting range) – They should be available to check printers are ready before the start of each relay and to ensure that individual information, including previous scores, are properly displayed. They are responsible for collection of RTS printouts, Incident Reports and Malfunction Record Sheets for use in the RTS Office. They are also responsible for checking all RTS printouts in the RTS Office to ensure there are no incidents / score adjustments to be made. If there are, they should relate the Incident Report / Malfunction Record with the relevant RTS printouts and bring this to the attention of a RTS Jury Member. They are responsible for posting Preliminary Scores. They are then responsible for assembling the RTS printouts in ranking order to facilitate the top ten checked by the Classification Jury.

RTS Officers (paper targets – two per each scoring machine) – In the Results, Timing and Scoring Office, the following scoring procedures must be conducted:

- Determining the value of individual shots.
- Determining and counting inner tens.
- Adding shot values or points to be deducted.
- Adding the individual series and overall total; and
- Each official must certify his work by initialing the target, scorecard or results list.

RTS Jury – The Results, Timing and Scoring Jury must supervise the scoring and all work done in the RTS Office and, when paper targets are used, on the 25m target line. It directs how questionable shots are scored, determines their

4

value, and resolves any questions or scoring protests. The official final results list must be verified and signed by a Member of the RTS Jury to confirm its accuracy. When **EST's** are used, many scoring functions are undertaken by the electronic equipment; however, the RTS Jury must resolve any questions or protests relating to scoring.

Member(s) of the RTS Jury will be present on the ranges to supervise classification operations and resolve any matters relating to scoring. Members of the Competition Jury must assist in cases where actions or decisions need to be taken and there are only two or fewer RTS Jury Members available.

All irregularities, penalties, misses, malfunctions, extra time allowed, repeated shots / series or the annulment of shots, etc., must be clearly marked and recorded on a **Range Incident Report** (Form IR) and the Range Register, RTS printouts (or on the target or scorecard when paper targets are used) by a Range Officer and/or Jury Member. Copies of completed **Range Incident Reports** must immediately be forwarded to the RTS Office. At the end of each competition, the RTS Jury must examine the results to confirm that all malfunction calculations and any penalties are correctly recorded in the results list.

2. RTS Office Activities

2.1 PRE-COMPETITION ACTIVITIES

2.1.1 Paper targets

Competition targets for events that are scored in the RTS Office must be numbered and must agree with the scorecard. The RTS Office is responsible for the correct numbering of the targets and must verify the targets prior to every event before they are released to the Chief Range Officer or other range officials.

2.1.2 EST

The targets must be checked to ensure the targets are scoring correctly under normal conditions of use before each ISSF Championship under the supervision of the Technical Delegate.

2.2 ACTIVITIES DURING THE COMPETITION

The RTS Office must publish and distribute Start Lists with firing point and relay allocations not later than 16:00 hrs. on the day before Pre-Event Training for any Event.

The RTS Office must publish Preliminary Results on the Range Scoreboard as soon as possible after each relay and stage and completion of each event, (if possible in light blue color). Final Results (if possible in light pink color) must be published on the Main Scoreboard after the Protest time has expired.

2.2.1 Paper Targets

When paper targets are used for the following events, those targets must be scored in the RTS Office:

- 10m, 50m and 300m Rifle events.
- 10m and 50m Pistol events.
- 10m and 50m Running Target events; and
- all results in these events or stages that are scored at the shooting range are considered Preliminary Results.All targets for events to be scored in the RTS Office must be transported in a locked container from the target line to the RTS Office under suitable Security immediately after they have been fired. In the RTS Office, the following scoring procedures must be checked:
- Determining the value of individual shots.
- Determining and counting inner tens.
- Adding shot values or points to be deducted.
- Adding the individual series and overall total; and
- Each official must certify his work by initialing the target, scorecard or results list. Shots in dispute must be determined as to value by means of a gauge or other device. Gauges must always be inserted into the shot hole with the target in a horizontal position. The plug gauge may be inserted only once in any bullet hole and only by a Jury Member. For this reason, the use of a gauge must be

6

marked on the target by the scoring officials, together with their initials, and showing the result. Independent of the results determination, the RTS Jury must examine the 10 best individual and the 3 best team results prior to the publication of the final results list.

2.2.2   **EST**

RTS Officers should check printers are ready before the start of each relay and to ensure that individual information, including previous scores, are properly displayed.

Before each relay of an event, a **Jury Member** must inspect the Electronic Scoring Targets to confirm that:

- There are no shot holes on the white surface of the target.
- Any shot marks on the frame are clearly indicated.
- The Control Sheets are renewed; and
- The Backing Targets have no shots outside of the central area that is covered by the Control Sheet.

RTS Officers are responsible for collection of RTS printouts, Incident Reports and Malfunction Record Sheets for use in the RTS Office. They are also responsible for checking all RTS printouts in the RTS Office to ensure there are no incidents / score adjustments to be made. If there are, they should relate the Incident Report / Malfunction Record with the relevant RTS printouts and bring this to the attention of a RTS Jury Member. They are responsible for posting Preliminary Scores. They are then responsible for assembling the RTS printouts in ranking order to facilitate the top ten checked by the RTS Jury.

Experience has shown that at least one member of the **RTS Jury** needs to be in the Range Control Room together with the Ranking or Technical Officer and a RTS Officer. All Printer Strips, Incident Reports, etc. need to be taken to the Range Control Room to enable score checking and any manual intervention of the Main Computer to be undertaken quickly, but in a controlled manner. Afterwards ALL papers and Records need to be kept for reference in the RTS Office. It is sensible for this to be the base location of the RTS Staff and the RTS Jury.

PREPARATION BEFORE THE CHAMPIONSHIP

	RTS Jury	RTS Officer	OC	ISSF Rule Number
PREPARING THE RTS OFFICE				
According to the "Manual ISSF RTS Officers".			X	
SCOREBOARDS				
▪ One Main Scoreboard must be provided for posting official results and notices ▪ Range Scoreboards must be provided on each range for posting Preliminary Results			X	3.5.2.5 6.4.2 i)
RESULTS TIMING AND SCORING OFFICERS				
There must be one Chief Results Timing and Scoring Officer (CRTSO). He is in charge of all RTSO and Entry and Results Personnel. The CRTSO is responsible for the correct conduct of all scoring and results operations at the Championships.			X	6.9.3
A sufficient number of RTS Officers must be appointed to assist at each range.			X	

BEFORE THE START OF THE COMPETITION

	RTS Jury	RTS Officer	OC	ISSF Rule Number
ELECTRONIC TARGET CHECK AND TESTING				
Check the functioning and accuracy of the electronic scoring target under the supervision of the Technical Delegate.	X			6.3.2.8
Prepare for the test shooting with rifles / pistols and a sufficient number of athletes and control sheets for each target.			X	
START LISTS				
The TD is actually responsible for checking the Start Lists, however this duty is often undertaken by the RTS Jury.				
Check: ▪ Correct title. ▪ Correct date / time / relay – PET also! ▪ Entry List by Event to ensure that all athletes are correctly entered in the Start List. ▪ Targets to be used, counted out from the middle reserve targets at each end only, no gaps. ▪ Check Range Constraints Form, decided by TD and OC, if there are any changes to the normal procedure. ▪ For all team events there must be an equal number of team members in each relay with team athletes. ▪ No athlete may shoot next to an athlete from the same nation (except in Finals). ▪ The allocation of targets must be random. Made by the Event Results Provider or drawing of lots. ▪ Check that MQS athletes are entered in the right category.	X			3.3.1 6.6.6 e) 6.6.6 d) 6.6.6 a)

9

After checking:				
▪ Sign and return to Chief RTS Officer.	X			
▪ Authorise ISSF Official Results Provider to publish the Start List on the website.	X			
▪ Print and distribute to national teams, relevant ranges, Main Score Board, Juries, Anti-doping, Media.			X	
▪ Start Lists must be published and distributed not later than 16.00 on the day before Pre-Event Training for any Event.		X	X	6.6.5 a)

BEFORE THE RELAY

	RTS Jury	RTS Officer	OC	ISSF Rule Number
TARGET CHECK				
Check the targets and make sure that: ▪ There are no shot holes on the white surface of the target. ▪ Any shot marks on the frame are clearly indicated. ▪ The Control Sheets are renewed. ▪ The Backing Cards and Backing Targets have no shots outside of the central area that is covered by the Control Sheet. ▪ Check the bullet catcher for signs of damage and to ensure the collection box has sufficient space. ▪ Check with the event target provider that bullet catchers have been correctly constructed and installed. ▪ Cooperate with the Range Jury as this duty sometimes need more jury members than from the RTS Jury.	X			6.10.3.2 a) 6.10.3.2 b) 6.10.3.2 c) 6.10.3.2 d)

DURING THE RELAY

	RTS Jury	RTS Officer	OC	ISSF Rule Number
The RTS Jury member is based in the Range Control Room to: ▪ Validate the results of relays and Qualification for publication on the Range Scoreboard. ▪ Supervise any manual intervention of the results.	X			

RESULTS CONFIRMATION

	RTS Jury	RTS Officer	OC	ISSF Rule Number
The Results Provider generates 2 copies on the local printer:				
▪ Check that it is the correct number of results compared to the Start List.	X			
▪ Sign one copy "Preliminary Results" for the Range Scoreboard.	X			6.4.2 i)
▪ Publish the Preliminary Results on the Range Scoreboard after each relay and stage and completion of each event.		X		6.14.1
▪ Make a note of the time of posting and the time of expiration of the Protest Time (10 minutes after the **actual** posting). ▪ If the Jury has to resolve a Score Protest the Preliminary Result may be published with the notification "Score Protest to be resolved for athletes XX and YY."		X		6.16.5.1
▪ Collect the RTS printouts together with the Range Incident Reports and return quickly to the Range Control Room.		X		
▪ Score Protests have to be resolved by the RTS Jury.	X			
▪ Check if there are any disqualifications due to post competition tests. ▪ Cooperate close with the Equipment Control Jury.	X			
▪ Fill in, sign "RTS Office Score Notification Form" and send to the RTS Office.	X	X		
DURING THE PROTEST TIME				
▪ Check RTS printouts for the top ten individual results. ▪ Check RTS printouts for the top three teams' results. ▪ Check RTS printouts for any penalties.	X			6.14.8

	X			
▪ Check the Range Incident Reports to ensure that any penalties or malfunction score adjustments have been entered.	X			
▪ Ensure that the correct Remarks and Legends are entered on the Result List in cases of Records, Did Not Start (DNS), Did Not Finish (DNF) and Disqualified (DSQ).	X			
IF THERE IS NO PROTEST:				
▪ Verify and sign (date and time) one copy and authorise publication.	X			6.14.5
▪ Publish the Final Results on the Main Scoreboard and copy for distribution.		X	X	6.14.2
IF THERE IS A PROTEST:				
▪ The Jury will resolve the situation. ▪ If there may be a considerable delay a Result List may be posted with the text: "Protest received, Corrected Results may follow".	X			6.16.6

FINALS START LIST

	RTS Jury	RTS Officer	OC	ISSF Rule Number
When the Result list from the RTS has been confirmed, the Result Provider will generate the Finals Start List. This must be verified before the distribution to:	X			
▪ TD. ▪ Competition Jury. ▪ Finals Protest Jury. ▪ Equipment Control Jury. ▪ CRO. ▪ RTS Jury. ▪ Anti-Doping Staff. ▪ Announcer. ▪ TV and Press.		X	X	

DURING THE FINALS

	RTS Jury	RTS Officer	OC	ISSF Rule Number
When the Result list from the RTS has been confirmed, the Result Provider will generate the Finals Start List. This must be verified before the distribution to:	X			6.17.1.10.c
▪ Collects the RTS printouts from the printers.		X		
▪ The RTS Jury Chairman will be in the Range Control room to check the Final Result List (record remarks, penalties, DSQ, DNF, and DNS). ▪ Checks that the Qualification Result List corresponds with the Final List. ▪ Authorises the Results Provider to release the Final Result List.	X			

16

WHEN THE COMPETITION IS OVER

	RTS Jury	RTS Officer	OC	ISSF Rule Number
▪ Check that all scoring paperwork, Incident Reports, Protest Reports etc. are present and accounted for in the RTS Office. ▪ All evidence related to new/equalled Records must be securely housed – the black paper strip (10m), the Backing Target and the Backing Card (25m), the Backing Card and the black rubber band (50m) and the Backing Card (300m) together with the LOG-Print.	X	X		
▪ Maintain a log of RTS-related activities for each Event.		X		
▪ Publish the Final Results on the Main Scoreboard and distribute.		X	X	

DUTIES OF THE RTS JURY CHAIRMAN

- Makes a schedule for all members of the RTS Jury.
- Has a roll-call with the Jury members every morning.
- Updates daily the medal standing.
- Updates daily the list of Quota Place Winners.
- Fills in the Record Form and has it signed by the TD.
- Ensures that all paper strips/log prints and other relevant evidence is attached to the Record Form.
- Keeps a record of all new and equalled records.
- Updates daily the report that will be handed in to the TD when the Championship is over.

Speed is important – accuracy is the most important.