



MEMORANDUM CIRCULAR 1-2015

TO : All Area Directors, PPSA Area Coordinators, NROI Area Coordinators, Gun Club Presidents, and PPSA members

SUBJECT : Functions/Duties & Responsibilities of Area Directors, PPSA Area Coordinators, and NROI Area Coordinators

I. Background

Functions/duties & responsibilities of the Area Directors, PPSA Area Coordinators, and NROI Area Coordinators should be clearly defined to better serve the members of the PPSA.

II. Objectives

1. To clearly define the duties and responsibilities of the key officers of the PPSA.
2. To inform PPSA members regarding the role of each officer.
3. To promote the policy that PPSA Officers should do their best to serve the membership for the good and success of the PPSA.
4. To ensure that the policies, programs, and projects of the PPSA are properly implemented in the different Areas.

III. Functions/Duties & Responsibilities

Area Director

- He is the representative of the PPSA President in his area for the efficient and effective management and implementation of the programs, activities, projects, rules, regulations, and policies of the PPSA.
- Supervise, monitor, and evaluate the performance of PPSA Area Coordinators
- To coordinate with Local Government Units as well as Police and Military units in his area and promote harmonious relations with them.
- To monitor & maintain the harmonious relationship of the gun clubs within his area. To help settle any misunderstanding between the gun clubs in his area.
- To ensure that the PPSA Code of Conduct is observed and implemented in his area of responsibility.
- To supervise & monitor the collection of sanctioning fees and proper remittance to the PPSA office.

- To ensure that host gun clubs of all sanctioned matches are in compliance with all the requirements including payment of fees, required permits, and submission of safe and creative courses of fire that will develop the skills of shooters to become globally competitive.

PPSA Area Coordinator

- He/She is the representative of the Area Director as well as the PPSA in his Area for the proper management and implementation of all PPSA rules, regulations, policies, activities, and projects.
- To maintain good working relations with all gun clubs in his area.
- To submit a Monthly Report through email to the Area Director with a copy to the PPSA President and PPSA Secretary regarding the following:
 1. Matches:
 - a. Completed Sanctioned Matches with comments if successful or if there are problems that need to be improved for future matches.
 2. Status of Gun Clubs and Members:
 - a. How many gun clubs renewed their membership for the month in coordination with the PPSA Secretariat
 - b. How many members renewed their membership in coordination with the PPSA Secretariat
 3. List of Sanctioned Matches for the month
 4. Proposed Projects
- To make sure that courses of fire are safe, creative, and challenging that will develop the skills of shooters.
- To coordinate with Match Directors, Range Masters, and members of host gun clubs for the proper management of matches.
- To make sure that all matches or competitions in the area are conducted safely and enjoyable for shooters.
- Monitor the standing of Gun Clubs and their members and to follow up the payment of PPSA annual membership fees.
- To coordinate with the NROI Area Coordinator regarding the Classification of Shooters.

NROI Area Coordinator

- He/She reports to the NROI Executive Director for the training, appointment, supervision, monitoring, evaluation, promotion, disciplinary action, and selection of Range Officers.
- He/She coordinates with the PPSA Area Coordinator.
- Must ensure that all matches are properly coordinated with the PPSA Area Director and Area Coordinator.
- Monitor and ensure collection and remittance of fees for PPSA matches.
- To make sure that courses of fire are safe, creative, and challenging that will develop the skills of shooters in his area and must comply with the current IPSC rules.
- Promote the Range Officer's Creed, NROI Guiding Principles and the PPSA Code of Conduct.
- Maintain a harmonious relationship with fellow Range Officers through constant communication and by attending matches.
- Maintain the NROI and IROA members Directory within his area of responsibilities with phone numbers and email addresses.
- Inform Range Officers in his area to give priority to matches in his area before considering to serve in other areas.
- Support other areas in need of Range Officers when asked for assistance.
- Encourage and endorse Range Officers who wish to apply to a higher rank after satisfying all requirements.
- Coordinate with the Range Masters to ensure that the match results are submitted to NROI/PPSA Office within 24 hours after the match and to ensure that match sanctioning fees are collected and remitted to the PPSA office within 3 days or earlier after the completion of the match.

IV. Administrative Instructions

1. This memorandum will form part of the policies of the PPSA.
2. Any circular inconsistent with the provisions of this Circular are hereby repealed or amended, accordingly.

V. Effectivity

This policy shall take effect immediately.