

### **IBS Record Submission Guidelines**

1. Get all targets signed by the 3 referees and the alternate in the sighter box on Score and Group and anywhere on a 600- or 1,000-yard target will suffice.
2. Fill out the record submission form ENTIRELY except for the competitor's information. CIRCLE ALL THAT APPLY and make sure you put their membership expiration on it as well.
3. Have the competitor come in a verify the signatures and the form is filled out correctly for the record they are claiming was broken. When this is verified by the competitor, have them fill out the section with their name and address. **Must be legible!** Once that is completed have them SIGN it in the space provided and take a picture for their records.
4. The MATCH DIRECTOR will then email the Records committee chairman and 1<sup>st</sup> Vice president that a potential record has been broken.
5. **WHEN YOU MAIL THEM GET A TRACKING NUMBER! USPS Priority mail works great. PLEASE SEND ANOTHER EMAIL TO THE IBS PRESIDENT, 1<sup>ST</sup> VP AND MEASURING COMMITTEE CHAIRMAN WITH THE TRACKING NUMBER LISTED!**
6. **It is the responsibility of the competitor to make sure the form is 100% filled out and accurate!**
7. If it is an AGGREGATE submission (6-10-12-20 target), It must be accompanied by match reports from the match.

**Mail targets to:**

**Tommy Williams**

**PO Box 380**

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