



Shooting Federation of Canada

2019 Athlete Selection Criteria

National Team, Development Team, Identified Team & High Performance Junior Program

CATEGORY: Selection Criteria	NUMBER: 01-2018
SUBJECT: SFC High Performance	PAGE: 1 of 13
APPROVED: October 25, 2017	UPDATED: 13 Nov 2017

1. High Performance Team Trials (furthermore known as "HPTT") for selections to the 2019 program shall be conducted at the 2018 Canadian National Championships **AND** the 2018 High Performance CAT/World Championships Trials in May/June 2018 in the Rifle, Pistol, Olympic Trap and Olympic Skeet disciplines.

GENERAL CONDITIONS FOR ALL TEAMS

2. To be considered and eligible for selection to the Shooting Federation of Canada National Team, Development Team, Identified Team and High Performance Junior Program, an athlete is required to:
3. Be a member in good standing of the Shooting Federation of Canada and, inherently, pay in full any outstanding accounts receivable owing the SFC.
4. Be a Canadian citizen in possession of a valid Canadian passport; if naturalized, the ISSF international participation rule will be applicable (Article 3.6 Entry and Participation, item 3.6.3.3). Athletes must be fully eligible to represent Canada at the time of the HPTT.
5. Complete a HPTT entry form and pay applicable HPTT entry fees prior to the start of the competition sanctioned as the High Performance Team Trials/selection match.
6. Not use or be in possession of, by medical prescription or otherwise unless approved by a Therapeutic Use Exemption (TUE), any drug that is on the World Anti-Doping Agency (WADA) Prohibited List or engage in any method or activity that would be in contravention to the Canadian Anti-Doping Program or World Anti-Doping Code.
7. Sign an SFC Athlete Agreement and adhere to all its conditions including the requirement to prepare and follow an Annual Training Plan.
8. Pay applicable annual high performance team fees according to published deadline parameters.

QUALIFYING EVENTS

9. To qualify for any SFC High Performance team and program, athletes must compete in HPTT/selection matches held independently and in conjunction with the Canadian National Championships annually in their discipline. (For exceptions see items 47 - 56)
10. To be eligible for selection to SFC National or Development Teams, athletes must achieve **two (2)** qualifying scores in their respective discipline at the following matches:
- HPTT selection matches as identified by the High Performance Committee, including the National Championships
- OR**
- A qualifying score competition as defined in Annex A of these criteria that is held outside of the athlete's home province. (Please note that an athlete may achieve a qualifying score only during the first course of fire at a qualifying score competition as defined in Annex A)

If an athlete shoots one (1) National Team score and one (1) Development Team score, the athlete will be invited to participate with the Development Team and program.

11. To be eligible for selection to the SFC Identified Team and High Performance Junior Program (HPJP), athletes must achieve a **single (1)** qualifying score in their respective discipline in one of the following matches:
- HPTT selection matches as identified by the High Performance Committee including the National Championships
- OR**
- A qualifying score competition as defined in Annex A of these criteria that is held outside of the athlete's home province. (Please note that an athlete may achieve a qualifying score only during the first course of fire at a qualifying score competition as defined in Annex A)

If an athlete shoots one (1) Development Team score and one (1) Identified Team score, the athlete will be invited to participate with the Identified Team and program.

GENERAL RULES FOR ALL TEAMS

12. Athletes must shoot the entire course of fire, including finals if applicable, in the match for which they are registered to compete.
13. Regardless of the matches at which qualifying scores have been shot, athletes **MUST** compete in the Canadian National Championships in the same year and event for team ranking.
14. HPTT selection matches held after November 1, 2017 will be used to determine teams and rankings for 2019; selection matches held after November 1, 2018 will be used to determine teams and rankings for 2020, and continue annually on this basis. (Reference items 21, 26, 31 and 35 of these criteria.)
15. Qualifying scores for 2019 may be obtained between November 1, 2017 and October 31, 2018.

COURSES OF FIRE

16. HPTT rifle events:
- The top 8 rifle athletes in each event will shoot ISSF finals based on the aggregate score from 2 courses of fire.
 - Ties for the finals positions will be broken by ISSF rule.

- In the 50m events, all athletes who wish to compete in the Canadian High Performance Team Trials must shoot on the same relay (usually the 'Master' class).
- In men's Prone rifle, two (2) rounds will be used. In the case of any Annex A qualifying event in which three matches are shot over three days, the first relay shot on the first two consecutive days will be used for High Performance Program selection.

17. HPTT pistol events:

- The top 8 pistol athletes will shoot ISSF finals based on the aggregate score from 2 courses of fire with the exception of Rapid Fire pistol;
- The top 6 in Rapid Fire pistol will shoot ISSF finals based on the aggregate score from 2 courses of fire.
- In 50m events, all athletes who wish to compete in the Canadian High Performance Team Trials must shoot on the same relay (usually the 'Master' class).

18. HPTT shotgun events:

- The top 6 in shotgun events will shoot ISSF finals based on aggregate score from 2 courses of fire.

19. In the case of a junior aged athlete who makes the senior finals in the HPTT, the score will stand amongst the senior scores. A junior may not be excluded from any final for which he/she has qualified.

20. Annex A defined events:

- As per HPTT course of fire, detailed above.

21. **SFC NATIONAL TEAM**

The SFC National Team shall include athletes who have met or exceeded the scores listed in the following chart **twice** at either of the 2019 HPTT/selection matches.

If only one score is achieved at the HPTT selection matches, an athlete may obtain a second score at an approved qualifying score match as defined in Annex A of these criteria. Eligible scores used from an approved qualifying score competition must be achieved outside the athlete's home province.

Pistol

50m Men	10m Air Men	25m Rapid Fire Men	25m Women	10m Air Women
548	572	574	574	376

Rifle

50m 3P Men	10m Air Men	50m Prone Men	50m 3P Women	10m Air Women
1159	620.0	618.0	578	412.0

Skeet

Skeet Men	Skeet Women
115	67

Trap

Trap Men	Double Trap Men	Trap Women
114	129	66

National Team scores are based on the 50th percentile score of the field from the qualification rounds in each event at the 2017 ISSF World Cups and rounded down to the nearest whole number.

22. **National Team Ranking**

The scores from the two (2) complete courses of fire shot in each event at the HPTT/selection match held in conjunction with the Canadian National Championships shall be added together to produce an aggregate score. This aggregate score (without finals) will be used to rank all eligible athletes for each event.

In men's Prone rifle, two (2) rounds will be used for High Performance Team ranking. When the HPTT is conducted at the Canadian National Championships and three matches are shot over two days, the first match of each day will be used for National Team selection. (N.B. items 12 & 16 of these criteria)

In Trap and Skeet events for men, the first 250 targets shot during the Trials will be used to determine team ranking. In the Double Trap event for men, the first 300 targets shot during the Trials will be used to determine team ranking. (N.B. items 12 & 18 of these criteria)

In shotgun events for women, the first 150 targets shot during the Trials will be used to determine team ranking. (N.B. items 12 & 18 of these criteria)

N.B. Full ISSF finals shall be conducted if there are two or more competitors in any given event.

23. **Benefits**

Subject to sections 3–8 of this document, athletes who achieve two (2) qualifying scores as outlined above AND have competed in the HPTT/selection matches will be invited to participate as a National Team member for the 2019 competitive season and may be eligible to apply to attend ISSF World Cup competitions between the months of November 2018 and October 2019. (For exceptions see items 47-56 of these criteria)

24. All athletes must submit an approved NCCP annual training plan that requires the endorsement of the National Team Coach for that discipline prior to the allocation of competitive assignments. Athletes eligible to travel may choose the ISSF World Cup events they will attend. First choice will be provided to the athlete placing highest in the specific event at the HPTT shot in conjunction with the Canadian National Championships, next choice will be provided to the athlete placing second highest and so on. (Please see items 38-45 for details.)

25. There is no fixed term for National Team membership and, having met the above conditions, an athlete may remain on the National Team indefinitely.

26. **SFC DEVELOPMENT TEAM**

The SFC Development Team shall include athletes who have met or exceeded the scores listed in the following chart **twice** at either of the 2019 HPTT/selection matches.

If only one score is achieved at the HPTT selection matches, an athlete may obtain a second score at an approved qualifying score match as defined in Annex A of these criteria. Eligible scores used from an approved qualifying score competition must be achieved outside the athlete's home province.

Pistol

50m Men	10m Air Men	25m Rapid Fire Men	25m Women	10m Air Women
533	566	562	566	370

Rifle

50m 3P Men	10m Air Men	50m Prone Men	50m 3P Women	10m Air Women
1142	613.0	613.0	570	409.0

Skeet

Skeet Men	Skeet Women
111	63

Trap

Trap Men	Double Trap Men	Trap Women
108	121	62

2019 Development Team scores are based on the average 20th percentile score (from the bottom up) of the entire field in each event at the 2017 World Cups, not including MQS matches, rounded down to the nearest whole number.

27. Development Team Ranking

The scores from the two (2) complete courses of fire shot in each event at the HPTT/selection match held in conjunction with the Canadian National Championships shall be added together to produce an aggregate score. This aggregate score (without finals) will be used to rank all eligible athletes for each event.

In men's prone rifle, two (2) rounds will be used for High Performance Team ranking. When the HPTT is conducted at the Canadian National Championships and three matches are shot over two days, the first match of each day will be used for National Team selection. (N.B. items 12 & 16 of these criteria)

In Trap and Skeet events for men, the first 250 targets shot during the Trials will be used to determine team ranking. In the Double Trap event for men, the first 300 targets shot during the Trials will be used to determine team ranking. (N.B. items 12 & 18 of these criteria)

In shotgun events for women, the first 150 targets shot during the Trials will be used to determine team ranking. (N.B. items 12 & 18 of these criteria)

N.B. Full ISSF finals shall be conducted if there are two or more competitors in any given event.

28. Benefits

Subject to sections 3–8 of this document, athletes who achieve two (2) qualifying scores as outlined above AND have competed in the HPTT/selection matches will be invited to participate as a Development Team member for the 2019 competitive season and may be eligible to apply to attend ISSF World Cup competitions for MQS only between the months of November 2018 and October 2019 on the recommendation of the National Coach. (For exceptions see items 47-56 of these criteria)

29. All athletes must submit an approved NCCP annual training plan that requires the endorsement of the National Team Coach for that discipline prior to the allocation of competitive assignments. Athletes eligible to travel may choose the ISSF World Cup events they will attend. First choice will be provided to the athlete placing highest in the specific event at the HPTT shot in conjunction with the Canadian National Championships, next choice will be provided to the athlete placing second highest and so on. (Please see items 38-45 for details.)

30. SFC IDENTIFIED TEAM

The SFC Identified Team shall include athletes who have met or exceeded the scores listed in the following chart **once** at either of the 2019 HPTT/selection matches.

If no score is achieved at the HPTT selection matches, an athlete may obtain a score at an approved qualifying score match as defined in Annex A of these criteria. Eligible scores used from an approved qualifying score competition must be achieved outside the athlete's home province.

Pistol

50m Men	10m Air Men	25m Rapid Fire Men	25m Women	10m Air Women
522	554	550	554	362

Rifle

50m 3P Men	10m Air Men	50m Prone Men	50m 3P Women	10m Air Women
1119	600.0	600.0	558	400.0

Skeet

Skeet Men	Skeet Women
108	61

Trap

Trap Men	Double Trap Men	Trap Women
105	118	60

2019 Identified Team scores are based on the subtraction of 2.0% percent from the Development Team scores listed in item #26 above, rounded down to the nearest whole number.

31. Identified Team Ranking

Scores from two (2) complete courses of fire shot in each event at HPTT/selection match held in conjunction with the Canadian Nationals shall be added together to produce an aggregate score. This aggregate score (without finals) will be used to rank all eligible athletes for each event.

In men's prone rifle, two (2) rounds will be used for High Performance Team ranking. When the HPTT is conducted at the Canadian National Championships and three matches are shot over two days, the first match of each day will be used for National Team selection. (N.B. item 12 & 16 of these criteria)

In Trap and Skeet events for men, the first 250 targets shot during the Trials will be used to determine team ranking. In the Double Trap event for men, the first 300 targets shot during the Trials will be used to determine team ranking. (N.B. item 12 & 18 of these criteria)

In shotgun events for women, the first 150 targets shot during the Trials will be used to determine team ranking. (N.B. item 12 & 18 of these criteria)

N.B. Full ISSF finals shall be conducted if there are two or more competitors in any given event.

32. Benefits

Subject to sections 3–8 of this document, athletes who achieve one qualifying score as outlined above AND have competed in the HPTT/selection matches will be invited to participate as an Identified Team member for the 2019 competitive season and may be eligible to apply to attend one (1) ISSF World Cup competition for MQS only between the months of November 2018 and October 2019 on the recommendation of the National Coach.

33. All athletes must submit an approved NCCP annual training plan that requires the endorsement of the National Team Coach for that discipline prior to any allocation of competitive assignments.

34. **SFC HIGH PERFORMANCE JUNIOR PROGRAM**

The SFC shall identify age eligible junior athletes to participate in international competitive opportunities as and when they are made available to the SFC. The High Performance Junior Program (HPJP) shall include athletes who have met or exceeded the scores listed in the following chart **once** at either of the 2019 HPTT/selection matches.

If no score is achieved at the HPTT selection matches, an athlete may obtain a score at an approved qualifying score match as defined in Annex A of these criteria.

Pistol

50m Men	10m Air Men	25m Rapid Men	25m Jr Men	25m Women	10m Air Women
494	540	514	540	540	360

Rifle

50m 3P Men	10m Air Men	50m Prone Men	50m Prone Women	50m 3P Women	10m Air Women
1093	590.0	590.0	590.0	533	393.0

Skeet

Skeet Men	Skeet Women
88	53

Trap

Trap Men	Double Trap Men	Trap Women
88	105	53

To ensure that there are at least three (3) athletes named to the High Performance Junior Program in each Olympic event, the top three, age-eligible shooters at the High Performance Team Trials will be nominated in the events where there is no other representation based on the listed 2019 High Performance Junior Program qualifying scores.

Under the same intent, should only one athlete qualify for the High Performance Junior Program in a specific event based on the listed qualifying scores, a second and third, top ranked athlete in that event at the HPTT will be named to the High Performance Junior Program.

Under the same intent, should only two athletes qualify for the High Performance Junior Program in a specific event based on the listed qualifying scores, a third, top ranked athlete in that event at the HPTT will be named to the High Performance Junior Program.

35. **Benefits**

Subject to sections 3–8 of this document, athletes who are named to the High Performance Junior Program and have competed in the HPTT/selection match will be invited to participate in junior age level events hosted during the 2019 competitive season as developed by the SFC High Performance Junior Sub-Committee. Athlete selections will be made from any of the teams within the High Performance Program in accordance with the respective rules and regulations of each junior age competitive opportunity as it arises.

36. All High Performance Junior Program athlete assignments will be subject to the review and approval of the SFC High Performance Junior Coach.

FURTHERMORE:

37. ISSF World Cup Participation

Only athletes who are named to the National Team and who have shot an ISSF MQS in the previous calendar year at any of the HPTT Team trials or qualifying matches as defined by Annex A, will be eligible to compete for score in ISSF World Cup events.

Development Team athletes may be eligible to shoot for MQS only in a maximum of TWO (2) ISSF World Cup competitions and only on the recommendation of the National Coach. Identified Team athletes may be eligible to shoot for MQS only in ONE (1) ISSF World Cup and only on the recommendation of the National Coach.

38. Order of selection:
National Team athletes will be offered ISSF World Cup (WC) participation positions in the following manner:
39. First Phase - National Team members will be asked to select and prioritize up to two WC based on their placing at the 2020 HPTT/selection match. (e.g. First place athlete selects two WC, second place athlete selects two WC etc.)
40. Second Phase - Development Team members then have the opportunity to select and prioritize up to two WC (for MQS only) based on their placing at the 2018 HPTT/selection match (e.g. First place athlete selects two WC, second place athlete selects two WC etc.)
41. Third Phase - Should any WC positions still be available once phases 1 and 2 are complete, the opportunity for choice shall be returned to National Team members. Selections may be made only from remaining, available slots. Accordingly, the first place athlete shall select one WC, the second place athlete shall select one WC etc.
42. This cycle shall be repeated until: a) all positions are exhausted; or b) National Team members no longer wish to continue to choose.
43. Remaining positions for MQS may be awarded to members of the Identified Team or High Performance Junior Program at the discretion of the High Performance Committee.
44. Athletes must select events according to specific deadline parameters that will be announced at the commencement of the season and strictly enforced.
45. **Ties**
All ties for team placement in all events will be broken in accordance with ISSF rules and regulations.
46. **Byes & Additions**
On the recommendation of the Vice President High Performance and in accordance with SFC policy, additional members may be added to the National, Development, or Identified Teams:
47. By application in advance in writing to the VP High Performance or Technical Director for a COMPETITION BYE. Athletes who were named to the National, Development or Identified Teams in the year prior to the trials will retain the previous year's team ranking in the same event providing they:
- a) Have met the requirements for team membership; and

- b) Have shot the 2019 National, Development or Identified Team qualifying score(s) in their respective discipline during the 2018 season at specific SFC designated events as listed under QUALIFYING EVENTS of these criteria; and
 - c) Are scheduled to represent Canada at an ISSF World Championships or Major Games* that would directly interfere with participation in the HPTT/selection match.
48. Competition byes are applicable to ranking on the National Team, Development Team, or Identified Team only and do not apply to athlete rankings or selection to ISSF World Championships or Major Games* teams.
 49. *For the purposes of these criteria, Major Games include the Olympic Games, Youth Olympic Games (YOG), Pan-American Games, Commonwealth Games and the CAT Championships.
 50. Competition bye applications will be considered on a case-by-case basis.
 51. By application in advance in writing to the VP High Performance or Technical Director for a MEDICAL BYE, those athletes who were named to the National Team, Development Team, Identified Team or High Performance Junior Program in the year prior to the trials who have met the requirements for team membership, and for medical reasons substantiated by a doctor's certificate, cannot compete at the HPTT/selection match.
 52. Any persons added to a team through a medical bye will not displace those who have met the requirements at the HPTT/selection match in the qualifying year.
 53. Any persons added for medical reasons will be ranked in the last position on the respective team to which they have received a medical bye. Should there be two athletes eligible for a medical bye in the same discipline and event, ranking will be at the discretion of the High Performance Committee.
 54. Medical byes are applicable for a one year period only and will not be granted for two or more successive years.
 55. All additions to the teams are subject to the approval of the High Performance Committee.
 56. **Major Games**
Athlete selection for Major Games and events independent of the ISSF World Cup circuit will be based on separate criteria that will be developed and published by the HPC on an as-and-when-needed basis.
 57. **Membership Year**
National, Development, Identified and High Performance Junior Program members will be named to the High Performance Program for the period of November 1st to October 31st annually.
 58. Athletes who qualify for the SFC 2019 High Performance Program shall be eligible to participate in team training that is organized by the SFC between the 2019 HPTT/selection match (contested in 2018) and October 31, 2019.
 59. **Fees**
Applicable fees are assessed when a shooter is named to the team and are due, unless indicated otherwise by the SFC, on or before October 31st annually.

60. The amounts approved for 2019 are:
 National Team..... \$100 per athlete
 Development Team..... \$250 per athlete
 Identified Team..... \$200 per athlete
 High Performance Junior Program... \$150 per athlete
61. Junior age eligible athletes who have qualified for the National, Development or Identified Teams and who wish to attend ISSF World Cup and other competitions as part of the High Performance Program must declare their intentions at the start of the season and remit the appropriate Development Team Fee (\$250) or Identified Team Fee (\$200).
62. **Confirmation**
 Membership on any team is subject to the signing of an SFC athlete agreement and confirmation by the High Performance Committee.
63. **Appeals**
 An appeal against a selection decision of the SFC High Performance Committee may be made as per the published SFC appeal policy.
64. **Funding**
 Funding to team programs is to be reviewed and determined on an annual basis, and approved by the SFC Executive Committee.
65. The above criteria are final and supersede all other previously issued criteria pertaining to the selection of athletes to the Shooting Federation of Canada High Performance Program.

Annex A
2019 Athlete Selection Criteria
MATCH CRITERIA FOR QUALIFYING SCORE CONSIDERATION

Examples of terminology used in this document:

Competition/Match	– Is when a minimum of one shooting event is conducted with at least one full course of fire consistent with ISSF rules and regulations.
Discipline	– Rifle, Pistol or Shotgun
Event	– Is that recognized by the ISSF and listed on the Olympic or Paralympic shooting sport program.
Relay	– Once through the course of fire

1. Match criteria for qualifying score consideration

Rifle and Pistol

- Minimum number of positions – 10 (except for 25m Rapid Fire Pistol requiring 2 bays)
- Minimum number/level of Officials – 2 ISSF certified B Licensed Judges and/or 1 ISSF certified A licensed Judge
- Electronic target systems
- Paper targets may be substituted for electronic target systems in the 25m and 50m events only
- Current ISSF match format
- 25m and 50m events run indoors according to ISSF match format are acceptable
- Canadian matches must be sanctioned* by the SFC a minimum of four weeks in advance of the start of the competition.

Shotgun

- At least one ISSF approved bunker for trap
- At least one ISSF approved field of play for skeet
- Minimum number/level of Officials – 2 ISSF certified Referees or B Licensed Judges and/or 1 ISSF certified A licensed Judge
- Target System – International Targets thrown to current ISSF specifications in all events
- Current ISSF match format
- Canadian matches must be sanctioned* by the SFC a minimum of four weeks in advance of the start of the competition.

* SFC sanctioned matches must be approved by the National Office and “created” on the SFC website by an active SFC member. The host organizing committee **must** upload or provide a link to the results on the SFC website no later than 10 days after the completion of the event. Failure to do so could nullify the event for competitors.

2. Criteria for number of chances/opportunities

- Matches for which the athlete has registered and then not attended are considered “lost chances” and with the exception stated in section 5 of this Annex, may not be replaced.
- Changing a designated match is only accomplished if the competition is cancelled.
- For rifle, pistol and shotgun, the first ISSF course of fire counts in multiple course-of-fire competitions. The exception is at National Championships and any High Performance Team Trial (as set out by the HPC) where the current standard of two (2) separate courses of fire count as one competition containing two unique opportunities.
- Attendance at the High Performance Team Trials is mandatory. High Performance Team Trials in each discipline are subject to ISSF rules and not to Annex A Match Criteria standards.

- All athletes must submit a designation form indicating which competition will be used for a 5th attempt at a qualifying score. Athletes with the intent of using an international match for qualifying score consideration must file prior to the start of the competitive season with the SFC Technical Director. Athletes using Canadian matches for qualifying score consideration must submit the potential competition to the SFC Technical Director prior to the start of the first scheduled event. This will be part of the annual registration process for the High Performance Program (National, Development and Identified Team members).
- Coaches/managers designated by the HPC for this purpose shall be responsible for monitoring and reporting to the SFC.
- If an athlete is attempting to qualify in multiple events, a separate form must be filed for each event and the following limitations apply:

For National, Development & Identified Teams

Total number of opportunities for qualifying scores:

2 HPTT (May/June 2018) + 2 Nationals + 1 athlete's choice = 5

For High Performance Junior Program

Total number of opportunities for qualifying scores:

2 HPTT (May/June 2018) + 2 Nationals + 1 athlete choice = 5

For non-Team members

Total number of opportunities for qualifying scores:

2 HPTT (May/June 2018) + 2 Nationals + 1 athlete choice = 5

3. Process

- 3.1) The athlete and coach collaborate to designate matches
- 3.2) The athlete plan is adjusted to accommodate designated matches
- 3.3) The athlete shall, upon achieving a qualifying score, email the "Qualifying Score Designation & Results Form" to the SFC Technical Director at sverdier@sftc-ftc.ca **with** a link to the results of the match. Failure to include the link to results will nullify the competition. The SFC office will not research or look for results. *(High Performance Team Trials and the Canadian National Championships require no submission of information).*

A competition official's ISSF number and signature are no longer required for the athlete's personally chosen, qualifying score match shot in Canada. The onus is now placed on the host organizing committee to upload or link results to the SFC website.

4. Byes for illness or injury

Byes shall be considered for National Championships and HP Trials only. Please see the current SFC "Athlete Selection Criteria - National Team, Development Team, Identified Team and High Performance Junior Program" for rules pertaining to Byes.

5. Match cancellation

If a match is canceled by the organizer, the match may be replaced by another of the athlete's choosing. Forms to submit:

- a. Notice of match cancellation and;
- b. Match substitution form.

Circumstances that occur at any respective competition that are beyond the control of the athlete (e.g. match failure to meet the criteria despite organizer assurances) shall be considered the equivalent to a match cancellation.

6. Qualifying for a higher level competition

A Major Games (e.g. Pan American Games) and the ISSF World Championships will automatically meet the requirements of a qualifying score event, provide an additional qualifying score opportunity for the athlete and do not require the submission of paperwork.