

# **The Australian Clay Target Association**



# **2012 Club Secretary Handbook**

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## **1. Australian Clay Target Association Incorporated**

The National Sporting Organisation for the sport of clay target shooting (trap, skeet and Olympic disciplines) in Australia is the Australian Clay Target Association.

The ACTA is a body incorporated under the Victorian Associations Incorporation Act 1981. The members of the ACTA are the State and Territory Associations (NSW covers the ACT). Locally based clay target shooting clubs elect office bearers from their State and Territory Associations.

The ACTA is affiliated with its general interest group, the Australian International Shooting Limited (AISL) and, through it, with the International Shooting Sports Federation (ISSF), the Australian Olympic Committee and the Australian Commonwealth Games Federation.

Reciprocal Rights: Exist with SSAA & Field & Game Australia for 5 Stand National Championships ONLY

## **2. Central Services provided by the ACTA**

- Monthly Publication of the Clay Target Shooting News to Registered Members and Subscribers – Clubs and Traders may advertise in the CTSN.
- Insurance Coverage
- Maintenance of Rules Regulating the Conduct of the Sport.
- Liaison with Federal and International Bodies.
- Maintenance of Detailed Member and Club Database and the Provision of Reports from this Data Base to Clubs and State/Territory Associations.
- Organisation of Major Events and the Soliciting of Sponsorship and Grants.
- Maintenance of Accounts for Clubs and Associations.
- Sale of Rule books, Competition and Handicapping Documents, Badges, Clothing Items and Technical Plans (Many available on Line at no cost).
- Co-Ordination of Coaching and the Procurement of Coaching Material.
- Acquisition and Maintenance of Trophies.
- Central Co-ordination of referees and coaches.

### 3. National Office Contact Details

Postal Address: PO Box 466  
WAGGA WAGGA NSW 2650

Office Location: 308 Copland Street  
WAGGA WAGGA NSW 2650

Phone: 02 6938 2121

Fax: 02 6931 0125

Shooting Grounds: Lot 72 Tasman Road  
WAGGA WAGGA NSW 2650

Reception, Shoot Results,  
Club News Jenny Robinson  
info@claytarget.com.au

CTSN, Membership Maureen Ryan  
membership@claytarget.com.au  
ctsn@claytarget.com.au

Accounts Judy Ferry  
accounts@claytarget.com.au

Administration/  
Events Coordinator Sue Vesperman  
admin@claytarget.com.au

Executive Officer Chris Gibson  
execofficer@claytarget.com.au

<b>Web Site</b> <a href="http://www.claytarget.com.au">www.claytarget.com.au</a>
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## 4. State Association Contact Details

STATE	SECRETARY	PRESIDENT
<b>NSW</b>	<b>Ms Kathleen DAWE</b> PO Box 1003 WAGGA WAGGA NSW 2650 TEL: 02 6931 9980 FAX: 02 6931 9981 Email: nswcta1@bigpond.com	<b>Mr Paul WATCHORN</b> Merrylea North Bendenine Road BOWNING NSW 2582 TEL: 02 6227 6037 FAX: 02 6227 6059 MOB: 0438 276 037 Email: ptwatch@bluemaxx.com.au
<b>VIC</b>	<b>Mr Judith KENT</b> PO Box 269 CARNEGIE VIC 3163 TEL/FAX: 03 9572 0069 MOB: 0408 619 215 Email: judithk@bigpond.com	<b>Mr Ron TRAILL</b> PO Box 77 ROCHESTER VIC 3561 TEL: 03 5484 1356 FAX: 03 5484 2439 MOB: 0428 508 327 Email: lliart@bigpond.com
<b>QLD</b>	<b>Miss Debbie YOUNG</b> GPO Box 947 BRISBANE QLD 4000 TEL: 1300 667 278 FAX: 07 5597 7699 Email: admin@claytargetqld.org.au	<b>Mr Brian Muirson</b> PO Box 931 ROCKHAMPTON QLD 4700 TEL: 07 4922 5889 MOB: 0419 776 608 Email: muirsonbt@bigpond.com
<b>SA</b>	<b>Mrs Deserie BAYNES</b> PO Box 326 JAMESTOWN SA 5491 MOB: 0417 870 745 FAX: 08 8665 7012 Email: sactasecretary@hotmail.com	<b>Mr Allan VILCINS</b> Po Box 379 CUDLEE CREEK SA 5232 TEL: 08 8389 2467 MOB: 0401 714 630 Email: vilcins@skymesh.com.au
<b>WA</b>	<b>Mrs Denise PAGE</b> PO Box 2453 GERALDTON WA 6531 TEL: 08 9920 4407 FAX: 08 9920 4401 MOB: 0417 185 317 Email: denise@wacta.net	<b>Mr Terry MARSDEN</b> PO Box 331 GERALDTON WA 6531 TEL: 08 9924 3216 MOB: 0428 655 886 Email: terryandjudy@westnet.com.au
<b>TAS</b>	<b>Mr Alan STYLES</b> PO Box 227 PROSPECT TAS 7250 TEL: 03 6326 8571 Mob: 0439 522 711 Email: secretary@tcta.com.au	<b>Mr Allan KENNY</b> 103 YELLOW BRICK ROAD OLD BEACH TAS 7017 MOB: 0438 371 183 Email: Allan.kenny@development.tas.gov.au
<b>NT</b>	<b>Mr David HOWE</b> 9 Phoenix Street NIGHTCLIFF NT 0810 TEL: 08 8985 1275 MOB: 0437 521 503 Email: dave.howe@westnet.com.au	<b>Mr Patrick COOGAN</b> 19 Malta Crescent LYONS NT 0810 MOB: 0428 739 940 Email: <a href="mailto:patrick.coogan@fleet.defence.gov.au">patrick.coogan@fleet.defence.gov.au</a> or patcoogan@bigpond.com

## 5. Memberships

### Memberships 2012

As of the  
1st November 2011  
we will be accepting  
2012 memberships only.

2011 memberships  
will not be processed after this date.

5.1

**The ACTA policy on Members & Visitors:**

#### **Preamble**

Member shooters, clubs and states are bound by a common set of rules and procedures as defined within the ACTA Constitution / Statement of Purposes, ACTA Rules, regulations, determinations, resolutions and policies. Sections 9(a) and 9(b) of the ACTA Rules summarize the arrangement:

#### 9. EFFECT OF MEMBERSHIP

All classes of Members acknowledge and agree that:

(a) These Rules constitute a contract between each of them and the Association and that they are bound by the Rules and the Regulations;

(b) They shall comply with and observe these Rules and the Regulations and any determination, resolution or policy which may be made or passed by the Executive Committee or any duly authorised committee or other entity with delegated authority

#### **38. REGISTERED SHOOTERS**

##### 38.1 Registration with the Association

**The Association shall keep a register of shooters and no person may enter or compete at an Association competition, event, or at any competition or event conducted by a Member State or Member Club appointed for that purpose, unless such person is registered with the Association as a registered shooter and is not in arrear with his or her registration fees.**

## Policy

Any person shooting at a ACTA affiliated Club or Ground must be either a current member of the ACTA or a genuine visitor.

A genuine visitor may shoot at an ACTA member club however they must sign the visitor book and may only shoot at three visits to the club prior to being required to join. Membership of an ACTA member club must also include membership of the relevant State Association and the ACTA. ACTA offer several classes of membership (see website).

**Visits referred to above include practice, target only competition and competition.**

Reciprocal rights exist between ACTA and SSAA and Field and Game Australia but only for the purpose of the National 5 Stand Championships.

The ACTA has authorised members of SSAA, Field and Game Federation of Australia, and Field and Game Australia to shoot competition at all levels on ACTA grounds however this is not reciprocal.

There exists no reciprocal right at any other level.

## 5.2 Registration Forms

### ***Electronic Registration Forms***

This form has been designed by the Australian Clay Target Association to allow the club to process their registrations using an Excel Spreadsheet that calculates the total cost and checks that categories have been correctly selected.

The club then has the choice of printing the form and mailing it to the Australian Clay Target Association with their cheque, faxing it or emailing it and receiving an invoice for the cost. A copy for the club file will also be printed.

The purpose of the form is to minimise errors when calculating costs due to half year discounts and complimentary offers. Also, to check that categories have been correctly selected based on the members date of birth. The one exception is the "Long Service Concession" as the member's "Date First Joined" is not accessible by this spreadsheet.

Please email [membership@claytarget.com.au](mailto:membership@claytarget.com.au) for an electronic Registration form to be forwarded to your club.

To ensure prompt processing of your 2012 memberships either electronic or hard copy please make sure **all details are filled in correctly**. This includes:

- **Membership number**
- **Title eg Mr Miss etc**
- **Date of birth**
- **Correct Christian name as per Firearms licence**
- **Surname spelt correctly**
- **Postal addresses**
- **Note on the form (in bold or different coloured ink) if there has been a change of address in the last 12 months.**

If you are registering a new member please indicate this by placing a tick (✓) in the new member column. ***This only applies to new members of the ACTA not to a member transferring from another club.*** It is important that you advise new members that the membership year is a **calendar year (1st January to 31st December)** and **NOT an anniversary (date membership paid) year.**

When filling out the form if you are unable to fit all the information on the two lines provided for the address details please use extra lines as required.

Each new member will receive a handicap card, a member badge, rule book, and plastic sleeve for his/her Handicap Card.

If the person has not been a member for five (5) years or more they are to be registered as a new member and are required to pay the New Shooter Levy.

**Please note** Any Member re-registering after a period of non-registration shall be placed in the same grade and handicap as when he was last registered.

**If faxing your registrations to the office please do not also send the original as this may result in the club being charged twice.**

Please ensure you only tick one category: ie Full Adult OR Veteran OR Partner etc as double ups may result in the club being charged the Full Adult Membership.

**Privacy section:** The ACTA protects the privacy and security of information provided by you. The ACTA will use your personal information to process your registration details; to disclose to Clubs affiliated with A.C.T.A. for regulated events; and for internal purposes.

## 5.2 Membership Categories & Fees

**FULL MEMBER** - This category of membership is **\$120**

**PARTNER MEMBER** - This membership is available to the partner of a full member and is **\$70**

**VETERAN MEMBER** - This membership is available to persons who are eligible to apply for a pension/65 years at the time of registration, date of birth is required, and is **\$70**

**CONCESSION/LOYALTY** - This membership is available to persons with 30 years or more continuous Full membership with the ACTA. This category of membership is **\$100**

**JUNIOR MEMBER** - This membership is available to people under the age of 18 years at the time of registration. Date of birth is required. This category of membership is **\$35**

**NEW START MEMBER** – Open to NEW members only for a period of one membership year to shoot non-competitively. Cost is **\$50**.

### **COMPLIMENTARY FREE LIMITED**

Each club will receive two limited free ACTA memberships (category and complimentary to be selected on registration form). There will be no cards sent for complimentary. These complimentary memberships are to be used for new members to the ACTA. Normal membership status will apply to the level of membership taken under this offer. New Shooter Levy is included in the Complimentary Membership. These memberships can be used up to and including October 31 each year.

**IF DATE OF BIRTH IS NOT SUPPLIED FOR VETERANS & JUNIORS THE CLUB WILL BE CHARGED THE FULL MEMBER RATE.**

**REGISTRATIONS WILL NOT BE ACCEPTED UNLESS THEY ARE ON THE OFFICIAL REGISTRATION FORM WITH ALL REQUIRED DETAILS COMPLETED.**

Each registered Member receives a Handicap label, which must be attached to the current Handicap Card and presented at all competition events. This Handicap label, as well as providing proof of membership, records each Member's official grade and handicap.

Every registered Member, with the exception of Partner members, Club Only, New Start and Juniors, will receive a monthly copy of the Clay Target Shooting News (CTSN) posted to their mailing address. Juniors who have no other family members receiving the CTSN may apply to the ACTA to receive the CTSN.

## 5.3 2012 Registration Summary

**FULL ADULT MEMBER** \$120

**PARTNER MEMBER** \$70

*(Partner to a Full Adult Member)*

**VETERAN** \$70

65 years at time of registration *(Date of birth must be supplied)*

**CONCESSION/LOYALTY** \$100

30yrs continuous Full membership

**JUNIOR MEMBERS** \$35

Under 18 years at time of registration

*(Date of birth must be supplied)*

**NEW START** \$50

Open to NEW members only for a period of one membership year to shoot non-competitively.

**NEW SHOOTER LEVY** \$5.50

*(Applies to All new Memberships except Juniors and Complimentary Free Limited Members)*

## 5.4 Half-year Membership

*Applies to **NEW**  
**'Full Adult'***

*Membership only*

*after the*

**1st July 12**

*Forms must be dated later than 1st July and be received in the National office after 1st July*

**\$70.00+ levy \$5.50 = \$75.50**

*Half-year Membership is at a reduced rate and is not half price*

**Please note:**

**Half-year Membership does NOT apply to Veterans, Partners, Junior or New Start members.**

## **6. Club Shoot Report**

The report must be forwarded to the ACTA office within seven (7) days of the completed program via email or through the WEB SITE. Late reports WILL NOT be published.

Please ensure that the report has people's names spelt correctly. To make the report neat and easy to read please use only a person's first initial, surname and result. Please contact the office if you are having difficulty.

**If your report does not appear in the CTSN the following may have occurred: -**

1. The office received the report too late for the current issue.
2. The report was received at the ACTA more than 1 month after the club shoot.

## **7. Handicap & Grade Changes**

It is recommended that all Clubs appoint a Club Handicapper. It is sometimes very difficult for the Club Secretary to conduct all aspects of the shoot office as well as fill out Handicap Cards.

For grade or handicap changes please complete a Handicap Return Form available on our website and forward to the ACTA office. It is very important that you provide all the information requested – membership number, surname and club.

Handicap and grade changes may be sent via e-mail, providing membership number, surname and club details are included.

**NOTE: Do not place a handicap/grade change at the bottom of a shoot result sheet or registration form.**

## **8. Break Badges**

All Club Break Badges are \$10.00 each GST included.  
25 metre Handicap Metal Badges are \$5.00 each GST included  
Break Badge Request form is available on our website

**The ACTA office will not accept a Request placed on the bottom of a registration/shoot result form or by email. Incorrect submissions will be returned to be resubmitted on the correct stationery.**

Please refer to Rule 4.23 for Break Recognition conditions.

## **9. Stationery**

Stationery items are available from the National Office. An order form is available from our website. Postage & handling is charged on all orders.

## **10. Clay Target Shooting News (CTSN)**

The closing date for advertising in the CTSN is the **last working day prior to 20th** of the month prior to publication and delivery eg: the June issue will close on 20th April. The CTSN will then start being delivered mid May. **The closing date for the February 2013 publication will be the Thursday 13th December 2012.**

To ensure you get your Stories, ads, photo's and sponsor Logo's in the magazine we require the following:

- Photo's must be 5 megapixels or larger sent as an attachment.
- Sponsor Logo's Attached, (if you want to show us how the ad should look by all means add them in but send the original logo's as attachments).
- All copy should be in Word format.
- The copy must be sent electronically via email
- The copy must arrive by the deadline and failure to do this will see your item not published.

**Photos should not be embedded in Word documents (except to indicate placement of photos); photos need to be supplied as separate attachments saved as a JPEG file.**

Photos that are out of focus, too light or dark with bad definition, or those supplied in too small a size and considered not suitable for reproduction will not be used in this publication.

## 11. 2012 Advertising Rates for Clubs - Black & White

All prices are inclusive of GST

Full page advert	\$395
½ page advert	\$230
¼ page advert	\$165
⅛ page advert	\$120

### CLOSING DATES FOR CTSN

<i><b>MAGAZINE MONTH</b></i>	<i><b>CLOSING DATE</b></i>
March	20th January
April	20th February
May	20th March
June	20th April
July	18th May
August	20th June
September	20th July
October	19th August
November	20th September
December	19th October
January 2013	20th November 2012
February 2013	14th December 2012

## 12. Club Information

### 12.1 Collection of Membership Fees

Members pay these monies to their clubs. Clubs remit to the National Office of the ACTA, where central computer records are maintained for use throughout the organisation.

### 12.2 Notification of Office Bearers

All clubs are required to notify changes to club Office Bearers, both after their AGM and mid term should changes occur. It is essential that we have business hours contact details for at least one committee member to discuss club business and list on the website along with the name and contact details of the person who handles the accounts.

You must notify:

- The appropriate State/Territory department
- ACTA
- State Association
- Zone Association

### 12.3 Privacy Laws

Club Secretary's may **apply in writing on Club letterhead** for a list of their current members at any time. This list will contain the member's name and shooting grades, however due to Privacy Laws the ACTA is unable to give out personal details of its members. eg Telephone numbers and/or addresses.

### 12.4 Club Delegate

Every Club is entitled to elect one Club Delegate. This person acts as the Club Representative to the Zone, State and ACTA. Each of these Associations should be advised of your Club Delegate.

This person is eligible to vote on behalf of your club at all Zone meetings, State and ACTA AGM's. Only club Delegates are eligible to be elected as Zone Delegates. In the event the elected delegate can not attend the AGM a proxy may be appointed on the forms supplied by the ACTA at the appropriate time.

### 12.5 Duplicate Handicap Cards

The current enclosed "ACTA Handicap Book/Label Order Form". Clubs administer the replacement of books and labels by using this form. The three main instances where replacements will be required are as follows:

- a) Full Handicap Books will be replaced by the ACTA at no cost to the member. The Club Secretary is to verify that the book is full and is to sign the form accordingly.
- b) For members who have lost their handicap books, they pay the club directly for a duplicate book and label (\$10) and the club will then be invoiced upon ACTA's receipt of the order form.
- c) Members who lose their label before attaching it to the book will receive a replacement label at no cost, however it will be noted on the label that it is a re-print.

### 12.6 Members Transferring Clubs

If a shooter wishes to transfer to another club during the membership year they may only do so with the approval of the applicable State Association. Only one transfer is allowed in a membership year.

## 12.7 Shooting Rules

Copies of the current Shooting Rules are available from the National Office or can be downloaded from the Website. These rules regulate the sport of clay target shooting. Please familiarise yourself with this book.

## 12.8 Constitution

All ACTA affiliated member clubs are required to abide by the ACTA Constitution. Copies of the ACTA Constitution have been circulated to all member clubs. Additional copies are available from the National Office or can be downloaded from the website.

## 12.9 Incorporation

### **What Incorporation Means:**

Incorporation is a system of registration which gives an association certain legal advantages in return for accepting certain legal responsibilities.

Although there are benefits to be gained from incorporation, there are also obligations and limitations. Incorporation requires the payment of application fees, obliges the association to be audited and lodge financial returns annually. Being incorporated requires that the association comply with the provisions of the Associations Incorporation Act, regarding the running of the association and may require the association to hold a public liability insurance policy (Note the ACTA Public Liability Policy is sufficient)

### **Why Incorporate?**

An association that remains unincorporated has no separate legal identity from its members. This means that the committee members are individually liable should something go wrong. Such an association must rely on individuals to do things for it in their own names. As the management committee members are the ones who normally make and implement decisions for an association, the ultimate responsibility for debts and other legal obligations will usually rest with them. This will be the situation even if the association is operating according to a written constitution or set of rules.

### **Requirements after Incorporation**

Once the certificate of incorporation has been issued, the association must:

- 1: obtain a common seal (rubber stamp) with the association's full name (including the word "Incorporated" or "Inc") and the words "Common Seal".
- 2: open a bank account in the association's name. The bank may require a copy of the rules and/or wish to sight the original certificate of incorporation. The people who are appointed signatories to the account will need to comply with the identification requirements of the bank.
- 3: keep a set of books to record the financial transactions of the association and a register of members and committee members, folder or book to keep minutes of committee meetings and general meetings must also be kept.
- 4: arrange with the Registrar of Titles for property which is registered in the names of trustees to be transferred to the association.

## 12.10 What does the ACTA Expect of Clubs?

The ACTA Executive seeks the assistance of all officials to attend to requests, documentation, accounts etc promptly and by the due dates.

- Prompt dispatch of documentation on matters of registration and handicapping.
- Early submission of competition reports for publication in the monthly CTSN.
- Conduct of competition within the rules.
- **That Clubs will be incorporated.** Address inquiries to the appropriate State/Territory department.
- That Clubs will adhere to the rules regulating insurance coverage.
- Early advice to the National Office when our help is needed.

## 12.11 Trading Terms

While reasonable credit facilities are extended, this is a courtesy to clubs, which is not to be misused. It is therefore expected that:

- Daytime contact details of Treasurer/Secretary are provided to the ACTA and updated as necessary.
- **Clubs will pay within 30 days of date of monthly statement.**
- A cheque, money order or credit card details will accompany orders for cash sale items.
- Clubs failing to meet these requirements may risk having their affiliation with the ACTA cancelled.

## 12.12 Administration Information

A regular service of important administrative information is provided through the monthly Australian Clay Target Shooting News & through newsletters sent out periodically by the Executive Officer. Your State Secretary should be able to assist you directly with initial setting up of membership & reporting systems, but we are happy to answer your direct requests to us.

## 12.13 Club Affiliation

Club and State affiliations are now due and payable for the 2012 shooting year. The fee for 2012 is \$310.00 inclusive of GST and your invoice has been included in this Secretary's pack.

### **How does a new Club become affiliated?**

- Contact the State/Territory Association to seek approval for affiliation and an inspection of the Clubs facilities.
- Pay to the State Association its affiliation fee. The State Association will submit their recommendation for affiliation with the ACTA.

On receipt of the submission from the State Association the ACTA will process the affiliation and forward to the Club the appropriate paperwork, which will include the affiliation invoice for \$310. The Club will be required to ensure the following:

- Affiliation is maintained with the ACTA and your State Association.
- ACTA Constitutional requirements are met.

## 12.14 Personal Accident Insurance Cover

The ACTA has a "one in all in" insurance scheme for its registered members. The cost of this is included in the club's affiliation fee.

The benefits and conditions of this accident insurance scheme are detailed in a summary of the policy conditions, which is available from the National Office and will be provided in the form of a flyer upon registration. This covers members from age 3 – 85. We have been granted an extension of the age group through our insurer. Maximum age is normally 80.

## 12.15 Public Liability Insurance

Clubs and their Members benefit from the ACTA's \$20 million public liability insurance. This policy provides members, clubs and other insured persons/entities cover whilst Clay Target Shooting and when involved in activities that are sanctioned by their Club or by the Australian Clay Target Association Inc. Cover also provides Member to Member Liability.

As part of the ACTA rules and regulations, it is a requirement all associated and affiliated clubs have all persons who shoot at their Club be registered with their Club and the ACTA. Coverage under the Liability Policy does not apply to any individual shooting at your club unless they are fully registered, approved and paid up members of the ACTA. This however, does not apply if they are a trainee, an authorised visitor (non licensed new member) or a member of the public who may wish to join. Should a non registered individual wish to join, they will be provided Temporary Cover and be allowed up to a maximum of 3 visits before being required to join the ACTA.

**Non shooting members are covered e.g. volunteers.** There must be a visitor's book for visitors to sign upon entry into the Club Grounds.

**Any shooter registering and signing a nomination form would be deemed to be signed in.**

**Cover is provided for:**

- Australian Clay Target Association Inc the Executive Committees
- State Associations and Executives
- Zone Associations and Executives
- Clubs and Executives
- Members of the ACTA
- Range Staff
- Voluntary Workers
- Authorised Visitors

### **Scope of Cover**

This policy provides protection for insured entities and persons that are held liable for a negligent act that results in property damage or bodily injury anywhere in the world but excluding USA & Canada.

**Cover is not provided for:**

- Members who have not paid their ACTA membership for the current year. Due and payable 31 December.
- Members of clubs not affiliated with the ACTA. (Max of 3 visits per year rule applies as per 12.15).