



Club Secretary

HANDBOOK

2026

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1.Australian Clay Target Association Ltd

The ACTA Ltd is a Company Ltd by Guarantee registered with the Australian Securities & Investments Commission. The members of the ACTA are the State and Territory Associations (NSW covers the ACT), along with their member Clubs.

The ACTA is affiliated with its general interest group, Shooting Australia and, through it, with the International Shooting Sports Federation (ISSF), the Australian Olympic Committee and the Australian Commonwealth Games Federation. International Clay Target Shooting Federation (ICTSF), National Sporting Clays Association (NSCA), National Skeet Shooting Association (NSSA), Fédération Internationale de Tir aux Armes Sportives de Chasse (FITASC).

2.Central Services provided by the ACTA

ACTA Membership benefits:

Insurance:

- [Personal Accident Insurance – Death and Income](#)
- [Directors and Officers Insurance](#)
- [Club Public Liability, Members Public Liability and Travelling Teams](#)
- [Firearms](#)

Affiliated disciplines:

- [ACTA Trap](#)
- [ACTA Skeet](#)
- [ACTA ISSF](#)
- [ACTA English Sporting](#)
- [Compak](#)
- [Universal Trench](#)
- [Competition at Club, Zone, State](#)
- [National and International level representation \(Sporting, Trap , Skeet, ISSF\)](#)

National data-base access

- [Membership renewals online by individuals and Clubs.](#)
- [Access to personal data such as address & phone.](#)
- [Club, State, Zone access at different levels. National access \(club secretary through to State secretary\) to all shooters through player directory: details: Name, Club, Grade, Handicap, Financial status.](#)
- [My Page for all ACTA members.](#)

Affiliation

- [International affiliation with the ICTSF.](#)
- [Affiliation with Shooting Australia.](#)
- [International Affiliation with National Skeet Shooters Association \(NSSA\)](#)
- [International Affiliation with National Sporting Clays Association \(NSCA\)](#)
- [International Affiliation with Fédération Internationale de Tir aux Armes Sportives de Chasse \(FITASC\)](#)

Government Representation.

- [Representation and lobbying for the rights to own and use firearms without unnecessary regulations that provides no community benefit.](#)

Historical.

- [ACTA provide the largest free online searchable database of shooting publications for the shotgun sports.](#)
- [Clay Target magazines are available from issue No 1. This is a truly valuable historical database for the sport](#)

Australia Wide access to Clay Target shooting

- [Membership of the ACTA provides the opportunity for practice and competition at any of over 240 affiliated clubs within Australia.](#)
- [Many of these clubs now have excellent camping facilities available for travelling members, in many cases free.](#)

Sport Development

- [Accreditation courses and registration, referees, Coaching](#)
- [Online registration and payment for National events](#)
- [Clay Target magazine on-line](#)
- [Progressive website with online forms](#)
- [National Shooting Ground](#)
- [Sponsorship of National Events](#)
- [Support for State and Club Sporting Grants](#)
- [Mobile App – provide proof of membership electronically](#)

MCMS (My Clubs My Scores)

- [MCMS Shooting Program free to clubs](#)
- [Automatic updating of handicaps and grades](#)
- [Ease of nominating online](#)

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
Shooting Grounds:	Lot 72 Tasman Road WAGGA WAGGA NSW 2650
Reception, Shoot Results, Referees, Coaching, Camping	Jenny Robinson info@claytarget.com.au
Administration, Events & Memberships	Jenny Robinson admin@claytarget.com.au
Accounts	Judy Ferry accounts@claytarget.com.au
Media, Marketing Facilities Coordinator, CT	bookings@therangefunctions.com.au ctsn@claytarget.com.au
Executive Officer	Les Kadziela les.kadziela@claytarget.com.au
National MCMS/Handicap Supervisor	Les Kadziela mcms@claytarget.com.au
National Rules Supervisor	Jim Shepherd Nat.rules@claytarget.com.au
National Coaching Supervisor	David Coleman coaching@nswcta.org

WEBSITE

www.claytarget.com.au

SECRETARY ACCESS

<http://secure.claytarget.com.au/cta-wrap-staff/workflows/STAFF.TABBED.FIND>

MEMBER MY PAGE ACCESS

<http://mypage.claytarget.com.au>

also available for log in via the ACTA website and mobile app

MEMBER MOBILE APP – ACTA MEMBER via the app store on your phone

4.State Association Contact Details

STATE	SECRETARY	PRESIDENT
NSW	Ms Kathleen DAWE PO Box 1003 WAGGA NSW 2650 TEL: 02 6931 9980 FAX: 02 6931 9981 www.nswcta.org Email: nswcta1@bigpond.com	MOB: Email:
VIC	Mr Mark ZIELENZA PO Box 2778 SEAFORD VIC 3198 MOB: 0481 954 627 www.vcta.com.au Email: secretary@vcta.com.au	Mr Chris LANGRIDGE MOB: 0419 512 119 Email: langridge.trading@hotmail.com
QLD	Mrs Brenda COLLINS MOB: 0467 056 928 www.claytargetqld.org.au Email: qcta.noms@gmail.com	Mr Julie ALLEN MOB: 0427 624 183 Email: b.j.allen@skymesh.com.au
SA	Mrs Deb McPHERSON PO Box 1430 MURRAY BRIDGE SA 5253 MOB: 0411 615 369 www.sacta.com.au Email: secretary@sacta.com.au	Mr Len DECANDIA Box 1589 MT GAMBIER SA 5290 MOB: 0412 512 440 Email: turnleftatparadise@activ8.net.au
WA	Ms Rose REYNOLDS-DAVIS MOB: 0488 777 175 www.wacta.net Email: secretary@wacta.com.au	Mrs Julie SANTOSEFARO MOB: 0401 769 499 Email: president@wacta.com.au
TAS	Mr Matthew PONSONBY-CLOVER MOB: 0429 960 774 Email: secretary@tcta.com.au	Mr Jake WILSON MOB: 0407 133 570 Email: president@tcta.com.au
NT	Mrs Natasha CONROY MOB: 0432 103 696 Email: ntctasecretary@gmail.com	Miss Renee BARRETT Mobile: 0422 465 181 Email: ntctapresident@gmail.com

5. Memberships

Memberships 2026

As of the
1st November 2025
the ACTA will be accepting
2026 memberships only.

**2025 memberships
will not be processed after the 31st October 2025.**

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.

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 ACTA Board or any duly authorised committee or other entity with delegated authority.

REGISTERED SHOOTERS

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 arrears with his or her registration fees.

Non-members may shoot at designated practice days (3 times only before they must register) and NOT under any circumstances at a club competition day.

Policy

Any person shooting at an 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. 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 www.claytarget.com.au) or section 5.3 in this Secretary Handbook.

5.2 Registration

Member Renewal Procedure

Club Secretary

Renewing a current Financial Member between 1st November and end of February

- Open the ACTA database - <https://secure.claytarget.com.au/cta-wrap-staff/workflows/STAFF.TABBED.FIND>
- Log In using your Member No. and password, you will need to be listed as a committee member (secretary) to have access. If you have any issues to this point please contact the National Office on 02 6938 2121 or via email admin@claytarget.com.au for assistance.
- Click on the club tab and then your club name – please check and correct all club information. All club details including bank details need to be current. Club bank details need to be entered so that funds can be paid back to your club when your members renew via MyPage.
- Click on the members tab – here you have options to show active members (default), lapsed members or all members. All lists are alphabetical.
- Click on the member number of the member you wish to renew (highlighted in blue on the left) – please take the time to check and update all information from the 2026 membership renewal form that the member has given you **BEFORE PROCESSING THE RENEWAL**.
- All member information needs to be correct or it will be transferred incorrectly into MCMS and the mobile App.
- This process is for all current 2025 financial members who are renewing with the same category for 2026 before the 31st December 2025. From 1st January those members who have not renewed will show as unfinancial but can still be processed.
- Go to the membership area and click on invoice club, follow the prompts through to completion. Use the 'return to main screen' option at the top of the page to return to your member listing and proceed to your next member to be renewed. **The ACTA invoices Clubs for national, state and zone (where applicable) fees, and distribute those as part of our services. This is only done when Clubs renew online on behalf of a member. When a member renews themselves, these fees are paid by the member directly to the ACTA, which we forward to the relevant body.**
- An invoice will be emailed to the club so that you can reconcile with your renewed members.
- **Please note the following member types still need to be submitted with a registration form to the National Office; New members or complimentary new members, ACTA (not club) Life Members; Concession/Loyalty Members, those changing categories, Members renewing at a different club and members who have been lapsed more than five years.**
- **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 ACTA for regulated events and for internal purposes.

Renewing a lapsed Member

- Go to your members tab via the database and click on the button under the current financial members list that is showing for lapsed members (as it defaults to the financial members). This will swap the lists around and bring up your lapsed members so you can see them all. You open up the member file the same way as you would for a financial member by clicking on the blue member number on the left. Once the members file has opened, you will see the status box says lapsed and there is the word reinstate in that box in the

bottom right hand corner. Click on the word reinstate and make the necessary selections with the effective year indicating 01/01/2026. **This will show them as financial again but you will still need to process a payment by clicking on invoice club and following the prompts as if you were renewing a financial member.**

- 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 use the members, membership number already issued to renew. These members will need to be sent into the National Office for processing via your Club Admin login just like a new member.
- When submitting membership to the National Office using the registration form, please ensure you only tick one category. If using a complimentary membership please tick the relevant category of membership required. For Eg; Complimentary Full Member.

Member Renewal Procedure

Individual Member - Via My Page

- Open the ACTA website www.claytarget.com.au and click on My Page link in the top right hand corner under Quicklinks.
- Log In using your ACTA Member Number and password. If you do not have a password as yet, you can click on forgotten password as long as you have a current email address listed on your file or it will not work. If you have any issues at this point please contact the National Office on 02 6938 2121 or email admin@claytarget.com.au for assistance.
- Once you have access to your My Page area, **please take the time to check all your details are correct.**
- Incorrect details can be changed by you manually. This will only include your address, email, phone number, password and occupation. Any other change required will need to be done by your club secretary, eg: name or DOB.
- Click on the renew membership tab icon – follow the prompts to renew your membership. Processing your membership this way means that the ACTA will collect the ACTA fee, the state fee, zone fee (if applicable) and the club fee and pay these back to the relevant bodies on your behalf. This is done on a regular basis. If you are unsure that you have the correct information for example category, please do not process yourself but contact your club. An automatic receipt will be issued once you are financial via email and it will also be saved on your record.
- **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 ACTA for regulated events and for internal purposes.

5.3 Membership Categories & Fees

CLUB AFFILIATION – For the 2026 membership year is **\$263**

FULL MEMBER - This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

\$137.00

PARTNER MEMBER - This membership is available to the partner of a full member, living at the same common address. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

\$96.00

VETERAN MEMBER - This membership is available to a persons 65 years or older as of the 1 January 2026. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

\$96.00

CONCESSION/LOYALTY - This membership is available to persons with 30 years or more continuous Full membership with the ACTA. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with their approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

\$96.00

JUNIOR MEMBER - This membership is available to people under the age of 18 years as of the 1 January 2026. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

\$45.00

RECREATIONAL MEMBER – Can shoot non-competitively (targets/practice only) at any ACTA Club. This category of membership is **\$70.00**

COMPAK MEMBER – this category of membership is to shoot the Compak discipline only
This category of membership is **\$50.00**

IF DATE OF BIRTH, EMAIL AND PHONE NUMBER IS NOT SUPPLIED THE MEMBERSHIP WILL NOT BE ABLE TO BE PROCESSED

COMPLIMENTARY MEMBERSHIPS FOR CLUBS

Each membership year, clubs are entitled to two (2) free complimentary memberships to use. This can be used on any category of membership and will include the membership fee and new joining levy. ACTA fees only.

5.4 2026 Registration Summary

FULL ADULT MEMBER	\$137
PARTNER MEMBER <i>(Partner to a Full Adult Member at the same common address)</i>	\$96
VETERAN 65 years at 31 December 2025 <i>(Date of birth must be supplied)</i>	\$96
CONCESSION/LOYALTY 30yrs continuous Full membership	\$96
JUNIOR MEMBERS Under 18 years at 31 December 2025 <i>(Date of birth must be supplied)</i>	\$45
RECREATIONAL MEMBER Shoot targets ONLY and practice at any ACTA club.	\$70
COMPAK MEMBER Shoot Compak discipline only	\$50
NEW SHOOTER LEVY <i>(Applies to All new Memberships except Juniors and Complimentary Free Limited Members)</i>	\$10

5.5 Half-year Membership

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

*Membership only after the **1st July 2026***

Forms must be dated later than 1st July and be received in the National office after 1st July 2026. This includes past members who have not been members for five years or more.

\$93 + levy \$10 = \$103

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 & Recreational members.

6. Club Shoot Report

Shoot reports are to be submitted via the ACTA website www.claytarget.com.au

- Go to the Results tab and click on Submit Shoot Results or by using the Quicklinks and clicking on Submit Shoot Results. Please view the sample if this is your first time on our site.
- Proceed to enter the results for your event.
- You will receive an email confirmation once you submit your results.
- If you do not receive the confirmation email your results have not been submitted to our office
- It will time out after 60 minutes from inactivity if not submitted.

Please ensure that the report has people's names spelt correctly. To make the report neat and easy to read please use a Christian name, surname and result. Please contact the ACTA office if you are having difficulty. We are working on a new process to use the results directly out of MyClubsMyScores and will advise once up and running.

7. How to find a member

- Log into the database.
- Click on the player directory located on the first page after login, in the bottom right hand corner.
- Enter the member number or name and click FIND. Here you can check if the member is financial, their handicaps and grades.
- MCMS will automatically update handicaps and grades directly to the member database after a competition has been completed if the club is using the program.

8. Break Badges

All Club Break Badges are \$15.00 each GST included.

25 metre Handicap Metal Badges are \$5.00 each GST included

National Break Badges are \$20.00 each GST Included

Break Badge Request forms are available via the club admin login (via Quicklinks) on our website www.claytarget.com.au. They are interactive and once lodged you will receive a confirmation email and the Break Badge request will be emailed to the ACTA office.

If a break is being claimed for example for Double Rise which is not thrown on an oscillating trap, it will therefore not terminate a break if shot between 2 rounds of

single targets. It stands to reason then that shooting single targets between 2 rounds of Double Rise would also not terminate a Double Rise break.

9. Stationery

Stationery items are available from the National Office. An order form is available via the club admin login (via Quicklinks) on our website www.claytarget.com.au. The forms are interactive and once lodged you will receive a confirmation email and the order will be emailed to the ACTA office. Postage & handling is charged on all orders.

10. Clay Target (Online Magazine ONLY)

The closing date for advertising in the CT magazine is the 5th day of the month prior to the following month's issue eg: the June issue will close on 5th May. The CT magazine will then be published online the first day of the month. Members will receive an email containing the magazine in the middle of the month prior to going public. Eg: May issue will be received mid April.

To ensure you get your Stories, ads, photos and sponsor Logo's in the online magazine we require the following: should the requirements not be met the article/ads will not be processed.

- **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 must be in Word format**
- **The copy must be sent electronically via email**
- **The copy must arrive by the deadline**

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. Advertising Rates for Clubs

The rates are indicated below

Full page advert	\$100
1/2 page advert	\$50
1/4 page advert	\$30
1/8 page advert	\$20

All prices include GST

CLOSING DATES FOR CT

<i>MAGAZINE MONTH</i>	<i>CLOSING DATE</i>
January 2026	5 December 2025
February	5 January
March	5 February
April	5 March
May	5 April
June	5 May
July	5 June
August	5 July
September	5 August
October	5 September
November	5 October
December	5 November
January 2027	5 December 2026

These dates are subject to change when necessary and will be advised in the magazine prior.

12. Club Information

12.1 Collection of Membership Fees

Members have the option of paying their fees to their club. The club secretary renews the member via the ACTA database:

<https://secure.claytarget.com.au/cta-wrap-staff/workflows/STAFF.MEMBER> .

The club will be invoiced for the ACTA component, state and zone fees (if applicable).

RE: Member Renewal Procedure – Club Secretary (ref. 5.2)

Members also have the option of paying the ACTA/State/Zone/Club fees by accessing their My Page via <http://mypage.claytarget.com.au> using their credit card. All fees are collected and the ACTA pay the State/Zone/Club fees back to each entity.

RE: Member Renewal Procedure – Individual Member Via MyPage (ref. 5.2)

12.2 Notification of Office Bearers

All clubs are required to update their Office Bearers, both after their AGM and when changes occur. Remove old Office Bearers from the database. All clubs are required to provide their minutes upon completion of AGM each year.

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.

This information will be available to:

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

12.3 Privacy Laws

Club Secretary's will be able to access all details of their members, additionally they will be able to access limited information on all ACTA members for the purpose of conducting a shoot.

12.4 Club Delegate

Every Club is entitled to elect one Club Delegate. This person acts as the Club Representative to the ACTA.

This person is eligible to vote on behalf of your club at the ACTA AGM. In the event the elected delegate cannot attend the AGM a proxy may be appointed on the form supplied online by the ACTA.

12.5 Member Mobile App

The ACTA has introduced a user friendly mobile app for all financial members. This app can be downloaded via the google play store or iPhone app page. The App is called **ACTA Member**.

The App will include the following:

- Easy access to show proof of membership
- Barcode facility
- Access to log into your members My Page for updating of personal information

12.6 Members Transferring Clubs

If a shooter wishes to transfer to another club during the membership year (as a current financial member) they must get a release from their current club and get accepted by the club that they are wanting to join. This can be done online by the club secretary via the club admin login. Only one transfer is allowed in a membership year. Club transfers should ideally take place upon renewal of membership.

12.7 Shooting Rules

Copies of the current Shooting Rules can be downloaded from the ACTA website www.claytarget.com.au. These rules regulate the sport of clay target shooting. Please familiarise yourself with them.

12.8 Constitution

All ACTA affiliated member clubs are required to abide by the ACTA Ltd Constitution. This is available to be downloaded from the ACTA website.

12.9 Incorporation

What Incorporation Means:

Incorporation is a system of registration which gives an Association/Club 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/Club to be audited (where required) and lodge financial returns annually. Being incorporated requires that the Association/Club comply with

the provisions of the Associations Incorporation Act, regarding the running of the Association/Club and requires the Association/Club to hold a Public Liability Insurance Policy (Note the ACTA provided Insurance Policies are sufficient). NOTE: The ACTA does not provide Building Insurance.

Why Incorporate?

An Association/Club 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/Club 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/Club, the ultimate responsibility for debts and other legal obligations will usually rest with them. This will be the situation even if the Association/Club is operating according to a written constitution or set of rules. As per the ACTA Constitution, Clubs are required to be incorporated.

Links to State Incorporations Act for reference

NSW - <https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-007>

NT - <https://legislation.nt.gov.au/en/Legislation/ASSOCIATIONS-ACT-2003>

QLD - <https://www.legislation.qld.gov.au/view/pdf/2022-06-22/act-1981-074>

SA

<https://www.legislation.sa.gov.au/lz?path=%2Fc%2Fa%2Fassociations%20incorporation%20act%201985>

TAS - <https://www.legislation.tas.gov.au/view/html/inforce/current/act-1964-064>

VIC - <https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/017>

WA-

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_28811.pdf/\\$FILE/Associations%20Incorporation%20Act%202015%20-%20%5B00-b0-02%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_28811.pdf/$FILE/Associations%20Incorporation%20Act%202015%20-%20%5B00-b0-02%5D.pdf?OpenElement)

12.10 What does the ACTA Expect of Clubs?

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

- Prompt attention to the renewal of members
- Abide by the ACTA Constitution.
- Early submission of competition reports for publication in the monthly CT magazine.
- Conduct of competition within the rules.
- **That Clubs must be incorporated.** Address inquiries to your appropriate State/Territory department. A copy of the club incorporation certificate is to be sent to the National Office.
- That Clubs will adhere to the rules regulating insurance coverage.
- Early advice to the National Office when our help is needed.
- Provide a copy of the minutes of AGM each year.

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.
- Outstanding fees are due 20th of each month following the date of invoice.

12.12 Administration Information

A regular service of important administrative information is provided on the ACTA website www.claytarget.com.au please check the latest news tab for regular updates and notifications & also through the monthly Australian Clay Target magazine. The National Office is happy to help with any requests that you may have.

12.13 Club Affiliation

Club and State affiliations are now due and payable by the 31st December 2025 for the 2026 shooting year. The fee for 2026 is \$263.00 inclusive of GST.

How does a new Club become affiliated?

- Contact the State/Territory Association to seek approval for affiliation and an inspection of the Clubs facilities.
- Contact your State Firearms Authority for regulation requirements.
- 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 \$263. 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 Public Liability Insurance

A certificate of Currency is available on the website www.claytarget.com.au

12.15 Database Policy

A copy of this Policy is enclosed on page 20.

12.16 Privacy Policy

A copy of this Policy is enclosed on page 21.



AUSTRALIAN CLAY TARGET ASSOCIATION DATABASE ACCESS POLICY

The intended use of the Stratum site (known as the Database) is to keep records of all members of the Australian Clay Target Association (ACTA).

Database access is given to those users, (by the ACTA Membership Coordinator), who are authorised by each Club, Zone or State to access these records. This will occur following the online procedure when completing the Board Election form on the ACTA website. Access is limited to the following;

- a) Club – Secretary* (access will be given to all members in their club)
- b) Zone – Secretary* (access will be given to all clubs and members in their zone)
- c) State – Secretary* (access will be given to all clubs and members in their state)

All Secretaries will also be able to look up and confirm any ACTA Member's Financial / Membership status as well as Grade / Handicap from the ACTA database.

* The Club's Secretary position will be the only position normally entitled to access to the database. The only exception to this is, where a Club Secretary is unable to perform this task, the Club will name and authorise another appointed Executive member from their Club to obtain database access.

Clubs, Zones and States can have up to three (3) members delegated in the secretary position if they need to have more administrators. This is provided upon written request to the ACTA Membership Coordinator.

A record of all access is logged on the database. If a person gives their login to another individual and there is a breach of privacy or confidentiality, the person whose login was used will be held responsible.

The ACTA has a Privacy Policy in place for persons accessing the private information of Members (i.e.: the ACTA database).

PRIVACY POLICY

This Document

This document explains the Privacy Policy of Australian Clay Target Association (ACTA) ABN 14 590 029 414 Where the words we, us, our or ACTA have been used they refer to Australian Clay Target Association.

Our Privacy Policy

We are covered by the Australian Privacy Act and the associated Australian Privacy Principles (APPs), which set out standards for the collection, use, disclosure and handling of personal information. To make inquiries about any privacy issue with our Company you may contact our Executive Officer by calling 02 6938 2121.

Personal information is essentially information or an opinion about a living individual whose identity is apparent or can reasonably be ascertained from the information or opinion (e.g. a name and address).

This Privacy Policy applies to personal information collected by us and explains how we collect, use, disclose and handle it as well as your rights to access and correct your personal information and make a complaint for any breach of the Australian Privacy Principles (APP's). Our Privacy Policy applies to any personal information we collect, use or disclose after 21 December 2001. It does not apply to our employee records.

What is Personal Information?

The Privacy Act defines 'personal information' as:

"Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a. whether the information or opinion is true or not; and
- b. whether the information or opinion is recorded in a material form or not."

What is Sensitive Information?

"Sensitive information" is a subset of personal information and means:

"information or opinion about an individual's; racial or ethnic origin, political opinions or associations, religious beliefs or philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record, health or genetic information and some aspects of biometric information. (Biometric information is an electronic copy of your face, fingerprints, iris, palm, signature or voice).

Generally, sensitive information has a higher level of privacy protection than other personal information.

What kinds of personal information do we collect and hold?

The kinds of personal information we collect and hold vary depending on the services we are providing, but generally can include:

- Your contact information such as full name (first and last), e-mail address, current postal address, delivery address (if different to postal address) and phone numbers;
- Details relating to your employment (if applicable) or your previous employment;
- Your date of birth
- Insurance history;
- other information specific to our products or services such as your opinions, statements and endorsements collected personally or via surveys and questionnaires, including but not limited to your views on the products and services offered by the ACTA; and
- If you are requesting products or services from us, we will collect any relevant payment or billing information, (including but not limited to bank account details, direct debit, credit card details, billing address, premium funding and instalment information

The type of sensitive information we may collect generally includes:

- Club membership information to enable sports participation.

How do we collect and hold personal information?

We only collect personal information by lawful and fair means and where it is reasonably necessary for, or directly related to, one or more of our functions or activities.

Unless it is unreasonable or impracticable for us to do so, or as provided otherwise under this Privacy Policy, we will collect your information directly from you or your agents.

We attempt to limit the collection and use of sensitive information from you unless we are required to do so in order to carry out the services provided to you. However, we do not collect sensitive information without your consent.

We hold the personal information we collect within our own data storage devices or with a third party provider of data storage.

We discuss the security of your personal information below.

The purposes for which we collect, hold, use and disclose your personal Information

We collect, hold, use and disclose your personal information where it is reasonably necessary for, or directly related to, one or more of our functions or activities. These will usually include but not exclusive to our National events, coaching, refereeing, and to meet any obligations we have at law e.g. We also use it for direct marketing purposes explained in more detail below.

For example, we usually need to collect, hold, use and disclose personal information where:

- we are providing personal advice, so we can provide this advice to you;
- we arrange nominations for National Championships, Coaching courses and provide your

information to International, State, Zone and Clubs in relation to the sport.

We do not use or disclose personal information for any purpose that is unrelated to our services and that you would not reasonably expect (except with your consent). We will only use your personal information for the primary purposes for which it was collected or as consented to.

The third parties can include our related organisations.

These parties are prohibited from using your personal information except for the specific purpose for which we supply it to them and we take such steps as are reasonable to ensure that they are aware of the provisions of this Privacy Policy in relation to your personal information.

We also use personal information to develop, identify and offer products and services that may interest you, conduct market or customer satisfaction research. From time to time we may seek to develop arrangements with other organisations that may be of benefit to you in relation to promotion, administration and use of our respective products and services. See direct marketing explained in more detail further below. We do not use sensitive information to send you direct marketing communications without your express consent.

If we do propose to disclose or use your personal information other than for the purposes listed above, we will first seek your consent prior to such disclosure or use.

What if you do not provide some personal information to us?

If the required personal information is not provided, we or any involved third parties may not be able to provide appropriate services or products. If you do not provide the required personal information we will explain what the impact will be.

What do we expect of you/ third parties we deal with when providing personal information about another person?

If we give you personal information, you must only use it for the purposes we agreed to. Unless an exemption applies or we agree otherwise, you must meet the requirements of the Privacy Act, when collecting, using, disclosing and handling personal information on our behalf. You must also ensure that your agents, employees and contractors meet the above requirements.

How do we manage the security of your personal information?

We take reasonable steps to ensure that your personal information is safe. We retain personal information in hard copy records and electronically with us or our appointed data storage provider(s). You will appreciate, however, that we cannot guarantee the security of all transmissions of personal information, especially where the internet is involved.

Notwithstanding the above, we endeavour to take all reasonable steps to:

- * protect any personal information that we hold from misuse, interference and loss, and to protect it from unauthorised access, modification or disclosure both physically and through computer security measures;
- * destroy or permanently de-identify personal information in accordance with the Privacy Act.

We maintain computer and network security; for example, we use firewalls (security measures for the internet) and other security systems such as user identifiers and passwords to control access to

Data quality

We take reasonable steps to ensure that personal information is current, accurate, up-to-date and complete whenever we collect or use or disclose it.

Throughout our dealings with you we will take reasonable steps to confirm the details of your personal information we hold and ask you if there are any changes required.

The accuracy of personal information depends largely on the information you provide to us, so we rely on you to:

- let us know if there are any errors in your personal information you become aware of; and
- keep us up-to-date with changes to your personal information (such as your name or address).

This will be able to be completed by you on line by accessing your file

Access to and correction of your personal information

You are entitled to have access to any personal information relating to you which we possess, except in some exceptional circumstances provided by in law. For example, we may refuse access where the:

- information may have an unreasonable impact on the privacy of others;
- request is frivolous or vexatious;
- information relates to existing or anticipated legal proceedings and would not be accessible by the process of discovery in those proceedings;
- information would reveal our intentions in relation to negotiations in such a way as to prejudice those negotiations.

Where providing access would reveal evaluative information generated by us in connection with a commercially sensitive decision-making process, we will provide an explanation for the decision rather than direct access to the information.

If we refuse access or to give access in the manner requested by you we will let you know why in writing and provide you with details about how to make a complaint about the refusal.

If we make a correction to your personal information we may retain a copy of the previous information for our records or as required by law.

If you wish to access your personal information please write to The Executive Officer, 308 Copland St, Wagga Wagga NSW 2650 or email eo@claytarget.com.au or ring 02 69 382121
In most cases we do not charge for receiving a request for access to personal information or for complying with a correction request.

Do we transfer information overseas?

Any personal information provided to the Australian Clay Target Association may be transferred to, and stored at, a destination outside Australia, including but not limited to New Zealand, Singapore, United Kingdom and the United States of America. Details of the countries we disclose to may change from time to time. Personal information may also be provided to Clay Target Associations outside Australia when required for World competitions.

When we send information overseas, in some cases we may not be able to take reasonable steps to ensure that overseas providers do not breach the Privacy Act and they may not be subject to the same level of protection or obligations that are offered by the Act. By proceeding to acquire our services and products you agree that you cannot seek redress under the Act or against us (to the extent permitted by law) and may not be able to seek redress overseas. If you do not agree to the transfer of your personal information outside Australia, please contact us.

Direct Marketing

We may use your personal information, including any email address you give to us, to provide you with information and to tell you about our products, services or events or any other direct marketing activity (including third party products, services and events which we consider may be of interest to you). Without the limitation just described, if it is within your reasonable expectations that we send you direct marketing communications given the transaction or communication you have had with us, then we may also use your personal information for the purpose of sending you direct marketing communications which we may consider may be of interest to you. We may request our related parties to contact you about services and products that may be of interest to you.

Our Website

You are able to visit our website without providing any personal information. We will only collect personal information through our websites with your prior knowledge for example where you submit an enquiry or application online.

Email addresses are only collected if you send us a message and will not be automatically added to a mailing list.

Cookies

A cookie is a small string of information that a website transfers to your browser for identification purposes. The cookies we use may identify individual users.

- Cookies can either be "persistent" or "session" based. Persistent cookies are stored on your computer, contain an expiration date, and are mainly for the user's convenience.
- Session cookies are short-lived and are held on your browser's memory only for the duration of your session; they are used only during a browsing session, and expire when you quit your browser.
- We may use both session and persistent cookies. This information may be used to personalise your current visit to our websites or assist with analytical information on site visits.
- Most internet browsers can be set to accept or reject cookies. If you do not want to accept cookies, you can adjust your internet browser to reject cookies or to notify you when they are being used. However, rejecting cookies may limit the functionality of our website.

Complaints

If you do have a complaint about privacy we ask that you contact our office first to help us to assist you promptly. In order to resolve a complaint, we:

- Will liaise with you to identify and define the nature and cause of the complaint;

- May request that you detail the nature of the complaint in writing;

- Will keep you informed of the likely time within which we will respond to your complaint;
- Will inform you of the reason for our decision in resolving such complaint; and
- Keep a record of the complaint and any action taken in the Register of Complaints.

If you have a complaint please either email The Executive Officer, eo@claytarget.com.au or 308 Copland St, Wagga Wagga NSW 2650 or ring 02 6938 2121 the Executive Officer will then attempt to resolve the issue or complaint.

When we make our decision, we will also inform you of your right to take the matter to the Office of the Australian Information Commissioner (OAIC) if you are not satisfied. In addition if you have not received a response from us of any kind to your complaint within 30 days, then you have the right to take the matter to the OAIC (contact details are provided below).

How to contact us and opt out rights

If you wish to gain access to your personal information, want us to correct or update it, have a complaint about a breach of your privacy, wish to withhold your consent (opt out) of providing consent to any of the uses of your information including receiving offers of products or services from us, or have any other query relating to our Privacy Policy, contact our Executive Officer during business hours on: eo@claytarget.com.au

We welcome your questions and comments about privacy.

This Privacy Policy is current from 12 March 2014. In the event that this Privacy Policy or any part thereof is amended or modified in the future, the revised version will be available by contacting our office or on our website.

You can also obtain information on privacy issues in Australia at the Office of the Australian Information Commissioner ("OAIC") website at www.oaic.gov.au or by contacting the OAIC by email at enquiries@oaic.gov.au or by calling on 1300 363 992.