

# **NZCTA Secondary School Shooting Sub-committee Policy**



**Adopted May 2016**

**To be reviewed 2018**

This Document sets out Policy for the administration of Secondary School Shooting. The NZCTA has a Sub-committee to administer this area of shooting under the umbrella of the NZCTA Council. The duties and responsibilities of both the Council and the Sub-committee are set out below.

### **Mission Statement**

To foster and promote secondary school clay target shooting in New Zealand and provide sustainable competition for all levels of secondary school participation.

### **Background**

The School Committee was established in the 1990's to give those interested the opportunity to coordinate the growth and direction of Secondary School shooting.

The school shooting programme consists of two areas of competition

- Regional circuits to foster entry level competition run by clubs and schools
- NZCTA Island and National Championships.

The NZCTA Executive acknowledges that school shooting is a distinctive activity in our area of operations. This area offers the potential for the most growth within our sport and provides a pathway to lifelong participation in this sport. The contribution of school personnel, coaches, club officials and parents plays a major part in the success of school shooting.

### **Authority to Appoint Sub-Committee**

Under the NZCTA Constitution: Clause 18(n) The NZCTA Council has the following powers:

#### **Sub-committees:**

- (1) It may appoint sub-committees for special purposes to deal with matters which may arise from time to time. The sub-committees shall be subject at all times to the Council and shall report back to the Council before taking any action upon the matters for which they were created.
- (2) Sub-committees shall not have the power to co-opt further members.
- (3) The Chairman shall ex officio be a member of all sub-committees.

### **Duties of the NZCTA Executive**

#### **Administration**

1. The NZCTA shall appoint representatives to work with the Secondary School Sub-committee. Ideally there shall be one Councillor from each Island appointed. The NZCTA President shall be ex-officio on the Secondary School Sub-committee. The Councillors shall be intermediaries between the Executive and the Sub-committee, equally representing Council views to the Sub-committee and Sub-committee views to Council.
2. Communicate to the Secondary School Sub-committee, via the NZCTA Councillors and/or the Executive Officer, any issues that may impact on secondary school shooting.
3. All general communication to the Secondary School Sub-committee will be via the Island coordinators.
4. The Executive Officer will attend the annual meeting of the Secondary School Sub-committee to provide assistance and take the minutes of these meetings.
5. NZCTA will maintain a web page for Secondary School shooting, including events, results and news via the NZCTA website.
6. NZCTA will provide administration services via the Executive Officer for school shooting. This includes providing quarterly financial reports (account transactions) starting from the 1<sup>st</sup> January and a comprehensive Annual Report 14 days before the Secondary Schools AGM.

Administrative services also include; loading information on the web page, collecting shoot fees, disbursing shoot programs, advertising championships, ordering medals, trophy accountability, apportioning fees into school reserve account, liaising between school committee and NZCTA Executive.

7. The NZCTA organises, advertises and collates the annual Secondary School Postal Competition.

### **National and Island Competitions**

1. The NZCTA will guarantee that the Island and National Secondary School Championship events will continue.
2. The NZCTA will work with the current sponsors of the Island and National Secondary School Championships (e.g. Beretta, Fish & Game NZ and Kilwell NZ) to maintain their valued sponsorship.
3. The NZCTA will actively seek out new sponsorship in the event of the withdrawal of the current sponsor(s). The Secondary School Reserve account will be used to maintain the current level of sponsorship if required.
4. Ordering all medals and badges required for Championships. Ensuring medals and badges are at the host club for championships.
5. Ensure all Championships are allocated to host clubs in a timely manner. Island championships will be held on Island graded grounds and National championships will be held on National graded grounds. Applications to hold the Island and National Secondary School events will be made to NZCTA.
6. Provide a NZCTA representative to present medals at Island and National Championships

### **Duties of the Secondary School Sub Committee**

1. To recommend rules and policies as deemed required for the administration of school shooting.
2. Advise NZCTA of any issues that may impact on school shooting. The initial point of contact shall be the NZCTA Councillors appointed (see Administration Clause 1 above).
3. Coordinate local shoot programmes and submit relevant information to the NZCTA for display on the NZCTA web site.
4. To meet once a year (that is funded by the NZCTA from the school reserve funds) to plan and coordinate developments in Secondary School Shooting if required.
5. To liaise with clubs running regional circuit shoot if required.
6. The Island coordinators will organise the trophies for the Island and National championships

### **Process of Secondary School Sub Committee Appointments**

1. Ideally the committee shall consist of three representatives and a co-ordinator from each island. Six of these members are required for a quorum.
2. Nominations shall be called for in the July Gunshot (close off date for this is 1 June) and on the NZCTA website. Nominations shall close at the end of August each year.
3. Nominations shall be sent to the NZCTA Secondary School convenor with a brief description of the person's experience. A list of all nominees along with the provided description shall be published on the NZCTA school webpage.
4. At the Annual Meeting held at the NZ Secondary School Championships the positions for the sub-committee shall be voted on by a method determined at the meeting.
5. The NZCTA Council shall make the final ratification of any members of the Secondary School Sub Committee.

### **Process for Policy Recommendations from the Sub-committee to Council**

1. All policies and rules formulated by the Sub-committee shall be submitted to the NZCTA Executive in the form of Recommendations. Voting figures for all recommendations shall be provided at the time of presentation. The Island Co-Ordinators will present recommendations to Council on behalf of the Sub-Committee.
2. Should a recommendation from the Secondary School Sub-committee not be approved by the NZCTA it shall be referred back to the Secondary School Sub-committee along with an explanation, and/or suggested alterations, if appropriate. For recommendations with at least a 75% majority support from the sub-committee there shall be opportunity for further discussion between Council and the Sub-committee with the option of re-submitting the recommendation in its original or revised form for re-consideration. The NZCTA would be expected to show full justification for not approving the recommendation.

### **Fees and funding**

The current fee structure is: (Prices quoted include GST)

At club level a daily \$3.00 levy is paid to the NZCTA. Of this \$1.00 goes into the Secondary School Reserve Fund and \$2.00 goes to the NZCTA Consolidated Fund.

At Island Championships \$5.00 of the DTL entry fee and \$3.00 of the Skeet entry fee goes to the Secondary School Reserve Fund.

At National Championships \$5.00 of the DTL entry fee and \$3.00 of the Skeet entry fee goes to the Secondary School Reserve Fund.

The NZCTA subsidises the host clubs by;

- not charging the standard Championship fee when hosting a school Championship. At present the amount of this subsidy is; Island Championship- \$120.00, National Championship- \$200.00
- not charging the club for advertising the events in Gunshot. The amount of this subsidy is \$180.00 per full page advertisement.
- providing sponsorship for the North vs South event. This provides free membership for the Island North South DTL and Skeet team members. This sponsorship package has a membership value of \$770.00 (22 Juniors, currently @ \$35)

These subsidies are provided to reduce the cost to students.

- NZCTA will provide sponsorship for the top 5 boys and top 3 girls from the North South DTL competitors for free entry into the Mackintosh qualifying events at the following DTL Nationals plus 1 slab (250 rounds) of ammunition for each competitor. This sponsorship package has a potential value of \$1840.00 (depending on what type of ammunition they shoot and how many attend the DTL Nationals)
- The NZCTA has a policy of keeping the Junior Registration Fee at the minimum to encourage junior shooting. Currently the Junior Registration fee is \$35.00. Of this \$25.00 is apportioned to the Gunshot magazine, the balance of \$10 is all that the NZCTA retains to cover the cost of membership, including the Handicap Book and the cost of public liability insurance.

### **School Shooting Reserve Account**

All funds received from Secondary schools shooting during the financial year will, (in accordance with the fees and funding structure), be deposited into a "paper" account called the School Shooting Reserve Fund. All expenses relating to school shooting that have been approved by the NZCTA Council shall come out of the School Shooting Reserve Fund.

At the end of the financial year, once all income and expenses have been received and financial reports completed, any funds above \$50,000 will be transferred to the NZCTA consolidated fund.

If the Secondary School Sub-committee requires funds from the Secondary School Shooting Reserve Fund, then a written proposal must come to a NZCTA Executive meeting via the NZCTA School Shooting Councillor(s) and be approved by the council in a timely fashion. All proposals must include a full budget of expenses and outline what the funds are required for and the expected benefits for the NZCTA members. Payments from the Secondary School Shooting Reserve Fund will not be approved retrospectively unless under special circumstances approved by the NZCTA council.

An administration and general operating fund of \$500 pa will be available from the School Shooting Reserve Fund for access by Island Coordinators subject to sub-committee approval for reimbursement by NZCTA upon presentation of receipts.

There shall be no interest from any money in the School Shooting Reserve Fund paid into the School Shooting Reserve Fund. This fund is a paper account only. There is no separate bank account and the funds are accumulated with other NZCTA funds held on deposit.

Should the current sponsors discontinue their funding the NZCTA will guarantee that North Island, South Island and National Championships in the current format will be continued by the NZCTA going forward with the NZCTA funding all medals and associated costs for these events from the consolidated fund. The trophy prize portion of these events will continue at current levels of funding without a sponsor if one is unavailable, with funding for this drawn from the secondary school shooting reserve fund.