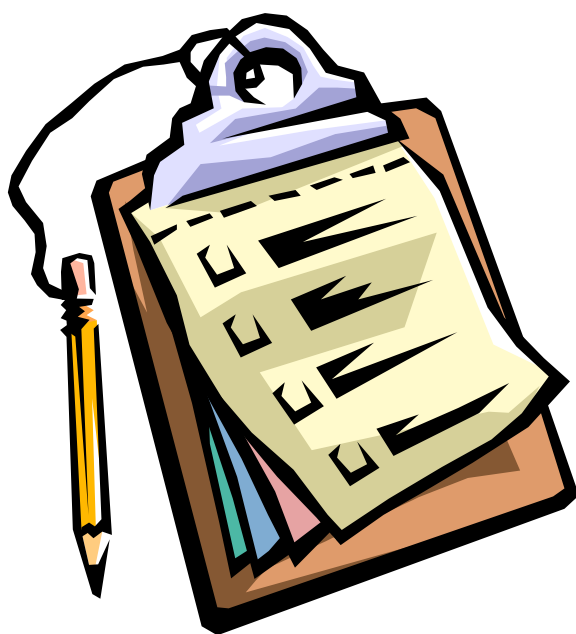


NEW ZEALAND CLAY TARGET ASSOCIATION

SECRETARIES MANUAL



August 2019

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This manual is intended to help Club Secretaries hosting Association Championships and Open Shoots.

It is also to be used as a reference document and learning tool.

1. SHOOT PREPARATION

If your club has been allocated an Association Championship you will be advised early in the following year when Council allocate all the Association matches for the following year.

If you are running an Open shoot you will need to apply to the Executive Officer as soon as your committee sets a date. The National Office keeps a register of all Open Shoots so neighbouring clubs do not run big shoots on the same day, thus competing for attendance.

All Open Shoots and Championships need advertising in Gunshot. You must be mindful of the publication dates and close off date for advertising. Sometimes this can be at least 2-3 months before your shoot. Gunshot is printed every two months (ie Jan/Feb, Mar/April, May/June). The close off date for advertising is the first of the month prior to issue. This means that for the March/April issue, copy must be at the National Office before the 1st of February.

Some things that should be included in the advertisement are:

- a. Number of targets per event. If this is an Association Championship the number of targets is set by Council and clubs may charge up to 31 cents per target (Inclusive of GST) at Islands and Provincials.
- b. Cost of targets, or cost per day.
- c. Entry fee. At NZCTA Championships this is set by Council.
- d. Number of grades. If you are deviating from the standard Association percentages per grade, this must be advertised. No deviation is permitted for NZCTA Championships.
- e. Sweeps - are they optional or compulsory and how much are they.
- f. Starting time and any close off times for entries
- g. Contact phone number (usually Club President and/or Secretary)
- h. Order of events
- i. Do you want to advertise a close off time for entries?
- j. Any other information you think is relevant. The value of trophies is always of interest to prospective competitors.

Most clubs prefer to take either a half or full page advertisement but you can have either a single or double column. The Executive Officer can advise you on this if you are unsure.

So, prior to advertising you must have the program finalised. There are quite a number of other things that need organising at an early stage. These include:

- a. Targets - make sure enough will be available and put into trap houses.
- b. Ammunition - will there be plenty of stock available for sale. Is a separate person required to organise the sale of ammo on the day? Remember the laws on selling ammunition only to firearms holders.

- c. Traps - make sure these are checked and ready. Will there be a trap mechanic available on the day? Is a spare trap available?
- d. Grounds - is all maintenance up to date, lawns mowed etc.
- e. Catering - has this been organised?
- f. Bar - has this been organised?
- g. Trappers - have they been organised?
- h. Staff - Do you need extra help in the office. Who will write up the score-board, write up the handicap cards, clean up rubbish? Who will be the Shoot Marshall? Have you organised Official Referees?
- i. Trophies and Prizes. The Association will provide all the badges and sashes for any Association Championships (Nationals, Island and Provincials). If any Association cups and trophies are to be presented the Executive Officer will write to the previous winner reminding them to return the cup.
- j. Office equipment - do you have enough scoresheets, pencils, pens, scoreboard markers, bulldog clips, paper, labels, handicap return forms etc
- k. Raffles - is someone allocated to organise and sell raffles?

l. Photographer and shoot write up. It is a requirement of Open Shoots and Association Championships that a write up be done for the next issue of Gunshot. Please try and include some human interest information, rather than just a list of scores (which of course should be included, preferably at the end). When taking photos it is usual to have the first place winner in the centre, the second place to the left (looking at the people) and the third place winner to the right. Photos should be supplied as either colour prints with the name of the shooters written on the back of the photos or as digital photos that are clearly named with the event (eg Single Rise B Grade). Please do not expect to receive the printed photos back – it is suggested you get an extra set printed if your club wish to keep a copy.

Digital photos should be preferably in Tiff format or otherwise JPEG format. Please send the highest resolution photos your camera takes – do not crop the photos or embed the title into the photo.

It should be noted that there are two kinds of reports for Gunshot:

Shoot results that go in the back of the Gunshot in the “Around the Clubs” section. This is strictly results (names and scores). Results go to 3 places only for each grade. No other information or photos of the shoot is included.

Shoot reports These include photos, results and a write up of what happened. Shoot reports go in the front of Gunshot and should make interesting reading. Here you can include human interest pieces, thank your sponsors and make mention of anything else you feel suitable.

Both reports must in Microsoft Word format (see separate information on Gunshot Reports).

Closer to the day an entry form should be prepared and photocopies run off. At club shoots it is quite acceptable for shooters to enter at the office without filling anything in although you can of course have an entry form if you find it easier. At larger shoots including Open Shoots and Championships, it is advisable to have an entry form.

SAMPLE APPENDIX A

For Provincial and Island Championships a sample entry form will be supplied with the badges.

The entry form should set out the events in order and the exact costs. The shooters must know what options are available to them and how much it will cost. Try to keep these forms as simple as possible. You might wish to have a tear off strip at the side or bottom of the form to indicate what events the shooter has entered in and what squads they are in.

Remember: To include categories such as Ladies, Junior, Veteran and Super Veterans if applicable to your shoot.

Squad sheets can be written up in advance with the event and squad numbers saving some time on the day. If you run a manual system then your Master Sheet or book can be written up.

Remember to collect your float (this will need to be adjusted according to the size of the competition and the anticipated numbers.)

2. ON THE DAY

It is suggested you get there in plenty of time to get yourself organised so when the shooters do finally enter and squad up you are ready for them. Typically shooters are slow to enter and squad each morning so it is important you can take their entries as quickly as possible. If you are expecting a large number it is a good idea to have the entry forms available away from the office window. This leaves the window free for you to take entries from those who have already filled in the entry form that speeds things up considerably.

Note that only financial members of the Association are entitled to enter competitions. All shooters must present their handicap book with a current year sticker on the front. If a shooter does not do this then you must take their NZCTA registration fee and pass this on to the National Office. If they have already paid, then this will be reimbursed to them.

When score sheets start coming back in from the traps, try to process them as soon as possible.

A couple of things to watch out for are:

- a. Have you got all the scoresheets? Keep a track of the squad numbers as sometimes scoresheets end up in car boots or left on the traps!
- b. Watch out for possibles or other high scores in each grade which may be required for a shoot off.

Remember to put the sweeps and Championship payouts on the noticeboard as soon as possible so shooters can see these. Try and get the shooters scores on the score-board as quickly as possible so the shooters can check these. You should also put the shooters grade on the score-board so they can be checked for any possible errors.

For larger shoots it is sometimes an advantage to have a running total of each shooters sweep and championship payouts, rather than have lots of envelopes for the same shooter. This is done by having the envelopes in either shooter number or alphabetical order and simply write on the outside the amount and a brief description of what it was for. Then when the shooter comes to collect their payouts this can be done in one lump sum after adding all the amounts. **SEE APPENDIX B**

This helps with your cash management. You will be less inclined to run out of small change. If you want the shooters to sign something to receipt getting this money, you can either record it on the envelope and the shooter can sign this and leave it with you, or you can total them on your master sheet and leave a column for the shooter to sign this.

SEE APPENDIX C

Most clubs have a separate handicap Officer for large shoots or Championships. This works very well as it frees up the Secretary to organise the shoot offs and calculate the sweeps etc. Try and ensure the handicap cards are done as soon as possible. (See separate notice re handicapping).

For Association Championships there will be a Councillor (or Councillors) who will conduct the presentations, usually after the opening remarks by your Club President.

The Councillors will collect the badges from you well prior to the presentation taking place and arrange them on a table or similar place.

The grade certificates will be provided by the National Office. These are given to grade placegetters who do not get a badge. **DO NOT WRITE NAMES ON THESE** – they are meant to be blank as they have the individual event and place pre-printed on them.

It is not necessary to hand out any sweep or championship money at the presentations. In fact, for Association Championships it is best not to as everyone will either get a badge or a certificate.

Make sure you have a presentation list prepared.

APPENDIX D

Try and make these presentations lists as clear as possible. It is not always easy for Councillors to stand up in front of a large crowd and make these presentations so the less “cluttered” the presentation lists are the easier they are to read. You may want to go over these with whoever is

doing the presentations so they know exactly what is what and you may be able to help them with difficult pronunciations.

How to Handicap

Each time a shooter competes at your club the shooters' handicap books must be filled in for the appropriate discipline. If you are having a 100 Target DTL shoot, then this is recorded in the DTL discipline.

Say a shooter shoots 98 out of the 100, then this is recorded in the *Day Score* column as 98/100. This is added to the cumulative score.

So the handicap book would look like this:

Club attended	Date	Day Score	Cum. Score	% Grade
Existing records			96 / 100	92.9%
Record your club	Date of shoot	98 / 100	194 / 200	

Now, because a new percentage is calculated after every 200 targets shot, you need to work out the shooters new percentage.

(If the Cumulative Score does not reach 200 targets at this stage, then only the day score and cumulative score is recorded in the handicap book and no new % grade calculations are required)

The percentage out of the 200 targets is calculated. Divide the 194 by 200 and this gives you 97%. Then the new 97% is added to the old percentage (92.9%) and this figure is halved.
 $97 + 92.9 = 189.9$. 189.9 divided by $2 = 94.95$ – rounded up to 95%.

Now you rule off under the 200 targets and put the 200 target percentage (97%) on that line, and the new percentage on the next line.

Club attended	Date	Day Score	Cum. Score	% Grade
Existing records			96 / 100	92.9%
Record your club	Date of shoot	98 / 100	194 / 200	97.0%
				95.0%

Then the details are recorded on to the Handicap Adjustment Return (see next page for example) and sent to the National Office, along with the daily levy (\$3.00 per shooter per day for club events).

Please round all percentages to one place (eg .00 to .04 go down, .05 to .09 go up)

Remember to include shoot off targets.

Remember that shooters Grades move up every 200 targets, but they have to shoot 2 lots of 200 targets to move down a grade. If a movement down a grade requires a further 200 targets, please mark this beside the % Grade eg B *Grade further 200 Tgts*.

Novelty match targets, practice targets, handicap match targets, Minis, ball trap, single barrel or double rise targets and targets shot off a common mark other than 15 metres shall not count in arriving at DTL percentages.

Full Handicapping and grading procedures are in the NZCTA Rule Book, Section 7

NEW ZEALAND CLAY TARGET ASSOCIATION INC

Handicap Adjustment Return

.....
(Club Name)

SHOOT DATE

NUMBER OF SHOOTERS

NZCTA Number	Name	Discipline	Previous %	Current %	New %
1000	B.Brown	DTL	92.9	97.0	95.0

DISCIPLINE: Down the Line (DTL), Standard Skeet (AMS), ISSF Olympic Trap (OT), ISSF Olympic Skeet (OS), ISSF Double Trap (DT), Sporting Clays (SC) Club and Championship, 5 Stand Sporting (5S) Club and Championship.

Note: DTL includes single rise and points score on a "broken targets" basis.

Please round all percentages to one place (eg .00 to .04 go down, .05 to .09 go up)

This return is to be posted to NZCTA, PO Box 5355, Christchurch, within fourteen days of the shoot being held.

3. AFTER THE SHOOT

As soon as possible after the completion of the shoot, forward the levies applicable to the Executive Officer along with the write up and photos and any handicap adjustments. The daily \$4.00 per shooter per day levy for club shoots and handicap adjustments are sent on a Shoot Levy Return form. **APPENDIX J**

The \$4.00 daily levy is for every shooter per day. This does not include Association Provincial, Island or National Championships as this daily levy is included in the entry fee. A portion of every shooters entry fee at NZCTA Championships is retained by the host club and a portion is sent to the Association. You will be sent a price list with the badges that shows the breakdown.

When hosting sporting clay Championships, the daily levy is included in the entry fee PLUS an additional \$3.00 daily levy. This additional \$3.00 must be clearly identified as the Sporting Clay levy. This additional \$3.00 goes into a development fund for the sporting shooters.

With any return sent to the National Office, please clearly mark whom it is from and what it is for. With returns for larger shoots there could be quite a number of different things included in your payment.

A sample return form is on **APPENDIX E**

There are block of these forms available from the National Office. Your club may have it's own return form or you may choose not to use these but please, just make sure it is clear what you are sending in.

Clubs have signed an agreement for hosting NZCTA Championships. This includes clubs agreeing to send the write-up, results, photos and fees to the National Office no later than 14 days after the event. There is a financial incentive, by way of a 50% reduction in the Championship Fee to clubs who pay within this 14 day period. The Championship Fee is the charge to clubs for hosting the event, and will be sent to clubs with the badges for the event.

4. MISCELLANEOUS INFORMATION

REGISTRATION APPLICATIONS

All current shooters are sent an account for their next year's registration fees at the end of the financial year (31 December). Shooters may choose to pay their registration fee to you at a club shoot. Existing NZCTA members must pay the full fee (appropriate to their category of membership) regardless of when during the year they pay – there are no discounts for paying late in the year!

Please forward this on to the National Office as soon as possible. There are Registration Application forms available for this purpose. It is important that any registration payments are clearly identified – the best form of identification is their NZCTA number. Remember to advise the National Office if any details need to be changed.

The usual procedure is when shooters pay their annual registration application to the National Office a new sticker for the front of their handicap book is sent to the club secretary. This is your opportunity to collect any club subscriptions from that shooter. You must ensure that the new sticker is put over the top of the old one on the correct handicap book.

Occasionally a shooter requests their new sticker to sent direct to them. This is usually because they intend to shoot before seeing their own club secretary. You will be notified in writing of the shooter concerned when this happens.

New shooters (those that have never been a member or have not been a member in the last 5 years) are entitled to pay a reduced fee after the end of June each year.

If they are a new shooter then details required are:

- ◆ Name (First and Surname)
- ◆ Address (including new Post Code)
- ◆ Telephone numbers (home/work/cell) and email address
- ◆ Club that they wish to affiliate through
- ◆ Date of Birth
- ◆ Firearms Licence Number (if they have one)

The starting percentages for each discipline are outlined in the Rule Book (Section 7 Handicapping & Grading Procedures)

HANDICAP BOOKS

The Association supplies a new on-going handicap book. Each year the shooters receive a new sticker for the front cover. Shooters must continue to use these handicap books until they are full when a replacement one will be sent on application at no charge. The scores from the old book must be carried forward into the new book and the old book clearly marked "cancelled" on each page.

If a shooter loses their handicap book a replacement book can be supplied for a small fee. The percentages for each discipline will be shown on the sticker on the front.

LONG RUN AWARDS

There are application forms available (at no cost) from the Forms page on the web site. All Long Run Applications must be accompanied with the payment for the badge and a copy of the relevant score sheets.

Often shooters will have to collect these from other clubs. Please ensure there is no "cross over" of disciplines. For example, only one discipline per long run. The disciplines and target breaks are stated on the Long Run Application Form.

APPENDIX F

NAME BADGES

Shooters can have made for them personalised name badges. All Secretaries are urged to encourage new members to purchase these as they are a valuable way of identifying individuals and allowing other shooters to get to know their name.

These are available from the National Office. To order these, just include the payment and a note of the persons name (written clearly so the spelling is easy to read). These are returned to club secretaries when as soon as they become available (usually between 2-4 weeks). The cost of these is outlined on the Price List.

SCORE SHEETS

The Association has scoresheets available. Samples are **APPENDIX G** (single), **APPENDIX H** (double) and **APPENDIX I** (4 squad).

These come in bundles of 500 squads. These are available from the National Office.

CHANGE OF ADDRESS

If you or any of your members change address during the year, please advise the National Office as soon as possible.

RULE BOOKS

The Association Rules are available at no charge from the National Office. Your club should have one on hand at all times.

Any changes to the rules are advised to clubs by way of a circular and to members by way of Gunshot and on the Web Site.

The latest version is available on the NZCTA Web Site.

FINAL NOTE

If you are new to the job, please don't think you are on your own. Feel free to phone the Executive Officer as often as you need to. There is as much help for you as you want in order to get you up and running.

If you are an existing Secretary, you may just need a reminder on a certain procedure - again, help is only as far away as the telephone, or an email.

FINALLY - I hope you enjoy working for your club. It can be a very satisfying and enjoyable job.

APPENDIX A **Sample PROVINCIAL ENTRY FORM**

Office Use only
Shooter No

NAME **NZCTA NUMBER**

DTL GRADE **SKEET GRADE**

LADY..... JUNIOR VETERAN
 (TICK ONE IF APPLICABLE)

\$5 Opt Sweep
 (Tick if entering)

Day 1

25 Skeet	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	7.00
		25.00	
10 Pr Double Rise	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	5.60
		23.60	
15 Minis	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	4.20
		22.20	
30 Triples (18m)	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	8.40
		26.40	

Day 2

25 Single Rise	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	7.00
		25.00	
25 Points Score	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	7.00
		25.00	
25 Single Barrel	Entry	15.00	
	Comp. Sweep	3.00	
	Targets	7.00
		25.00	

HIGH GUN	2.00
NORTH/SOUTH SKEET	5.00
NORTH/SOUTH DTL	5.00

TOTALS

All events plus Optional Sweeps, High Gun and North/South	\$219.20
All Championships - no Opt. sweeps, High Gun or North/South	\$172.20
All 7 Championships Plus High Gun entry, No North/South or Opt. Sweeps	\$174.20

Shooter No:	Skeet	Double Rise	Triples	Minis	Single Rise	Points	Single Barrel
Squad:							

APPENDIX B

SAMPLE OF PAYOUT ENVELOPE

Shooter No 1	Joe Bloggs		
	Comp Sweep	Opt Sweep	Champ
S/Rise	2.50	15.00	4.50
S/Barrel	3.00	10.50	8.00
Points	5.00	12.00	7.00
Total Payout:	\$67.50		

APPENDIX C

SAMPLE OF PAYOUT ENVELOPE

Shooter No 1 **Joe Bloggs**

S/R Sweep	2.50
S/R Championship	5.00
P/S Sweep	1.25
D/R Sweep	7.00

\$15.75

Received

Signed

APPENDIX D

PRESENTATION LIST

South Island Single Rise Championships

	name (see note 1)	Club (see note 2)	Score (see note 3)
HOA	Joe Bloggs	Anywhere Club	50/50
A GRADE			
1st	Sue Smith	Beenthere Club	49/50
2nd	Brian Been	Stilltogo Club	47/50
3rd	Tim Brown	Black Club	46/50
B GRADE			
1st			
2nd			
3rd			
C GRADE			
1st			
2nd			
3rd			
LADIES			
JUNIORS			
VETERANS			

notes

1. Try and include first name as well as surname. If pronunciation could prove difficult try and get this sorted out before the presentation.
2. Include their club (from handicap book)
3. It might be relevant to include the number of shoot off targets taken to establish the winner.
4. You may wish to add some other relevant details.

New Zealand Clay Target Association Inc
Po Box 5355, Papanui, Christchurch

Payment Form

(use separate form for shoot levies)

Club Affiliation for year ending \$.....

Registrations:

..... Full members @ \$ \$.....

..... Family Members @ \$ \$.....

..... Junior Members @ \$ \$.....

..... Other (Please specify) @ \$ \$.....

Other:

..... Long Run badges @ \$ \$.....

Gunshot Advertising \$
Invoice.No:

Miscellaneous (Please specify) \$

TOTAL CHEQUE ENCLOSED \$.....

APPENDIX F

NEW ZEALAND CLAY TARGET ASSN INC PO BOX 5355 PAPANUI, CHRISTCHURCH

LONG RUN APPLICATION

Long run badges are awarded for straight runs in the following disciplines:
DTL, Handicap by Distance, Double Rise, Single Barrel, Minis, Skeet, Sporting Clays, Compak, ISSF Trap, ISSF Skeet, Ball Trap.

Applications may be made for the following multiplies of targets: 50,75,100,200,300,400 etc.
Over 350 targets a badge showing the exact number of target will be made.

APPLICATION FORLONG RUN AWARD
(please state number of targets and discipline)

Name of applicant

Full address of applicant
.....
.....

NZCTA Registration No

Details of Scores: (Please attach all relevant score sheets)

DATE: CLUB: MATCH: SCORE:

It is hereby certified thatis a registered
member of theClub, and that they broke
..... targets as detailed above while shooting under the conditions
applicable to Long Run Badges.

PRESIDENT

SECRETARY

COMMITTEE PERSON

PLEASE ENCLOSE THE FEE OF \$20.00 PER BADGE WITH THIS APPLICATION

TARGET PRODUCTS (1978) LIMITED
Treneglos Street, P.O. Box 2145, Walsbyke
Telephone (03) 688-2126, Facsimile (03) 688-2125



•The Smoking Clay



SQUAD NO.

DATE: _____

IBIS Clay Target Traps

APPENDIX G

CLUB			EVENT																								
No.	Name	Hdcp																									
1	A	A	1	3	4	5	6	7	8	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total	
		B	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		49
2	A	A																									
		B																									
3	A	A																									
		B																									
4	A	A																									
		B																									
5	A	A																									
		B																									
6	A	A																									
		B																									

A denotes 1 to 25
B denotes 26 to 50

OFFICIAL SCORE SHEET OF N.Z. CLAY TARGET ASSOCIATION (INC).

**Treneglos Street, P.O. Box 2145, Washdyke
Telephone (03) 688-2126, Facsimile (03) 688-2126**



IBIS Clay Target Traps

DATE _____
SQUAD NO. _____
EVENT NO. _____
CLUB _____

[illegible]

SCORER - REFEREE

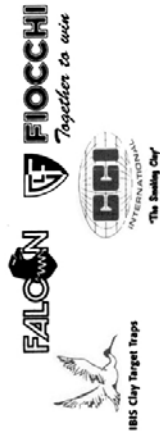


IIIOI

Together to win



APPENDIX I



DATE _____
 SQUAD NO. _____
 EVENT NO. _____
 CLUB _____



TARGET PRODUCTS (1978) LIMITED
 The Kings Arms, PO Box 245, Walsby,
 Telephone (018) 686-2126, Faxing (018) 686-2126

IBS Clay Target Traps

No.	Name	Hicap	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total
1																												
2																												
3																												
4																												
5																												
6																												

1																												
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5																												
6																												

Appendix J

NEW ZEALAND CLAY TARGET ASSOCIATION INC

(Club Name)

SHOOT DATE NUMBER OF SHOOTERS

[illegible]

DISCIPLINE: Down the Line (DTL), Standard Skeet (AMS), ISSF Olympic Trap (OT), ISSF Olympic Skeet (OS), ISSF Double Trap (DT), Sporting Clays (SC), Compak (C).

Note: DTL includes single rise and points score on a "broken targets" basis.

Please round all percentages to one place (eg .00 to .04 go down, .05 to .09 go up)

This return is to be posted to NZCTA, PO Box 5355, Christchurch, within fourteen days of the shoot being held.