

# SUBCOMMITTEE POLICY

For Sporting Clays, DTL and Skeet



Ratified by NZCTA Council May 2020

This document sets out the over-arching policy for all New Zealand Clay Target Association subcommittees. Subcommittees have been established in most disciplines of the sport. Some disciplines have individualised activities they are to undertake.

## **AIMS AND OBJECTIVES**

The role of subcommittees is to assist the national executive in the management and administration of their respective discipline and are appointed under the following rule of the NZCTA Constitution.

Clause 18(n) Subcommittees:

- (1) It may appoint subcommittees for special purposes to deal with matters which may arise from time to time. The subcommittees 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) Subcommittees shall not have the power to co-opt further members.
- (3) The Chairman shall ex officio be a member of all subcommittees.

Subcommittees have been established to provide feedback to the Council in respect to their discipline and to provide assistance with the running of NZCTA events. Subcommittees are made up of interested shooters who can assist in guiding the direction of the discipline. All this must happen under the umbrella of the NZCTA Executive.

## **COMPOSITION**

NZCTA President (ex officio)

Two Council representatives as joint convenors, preferably one from each Island.

The subcommittees shall have a maximum of eight members. Four per Island (geographically spread if suitable candidates are available). The Council convenors shall be responsible for identifying suitable people.

All positions are for a 12-month period with re-selection to be done annually according to the discipline specific policy.

Members are to be ratified annually by the NZCTA Council at the first Council meeting following the NZCTA AGM.

## **COMMUNICATION**

Convenors as Council representatives shall have the responsibility to oversee and manage the subcommittee. The role of the convenors is to act as the intermediaries between the Executive and the subcommittee, representing the views of one to the other. The role of the convenors is to assist the subcommittee coming to a consensus but in the event of a vote the convenors shall have no voting rights on the subcommittee.

Subcommittees shall record minutes of meetings and supply these to Council in a timely manner. All proposals or recommendations to Council shall be provided in writing and approved by the subcommittee before submission to Council. Where recommendations or submissions have been made to the Council by a subcommittee and the subcommittee has not agreed unanimous support for this submission amongst themselves, then if the submission goes forward to the Council the number of committee members for and against the submission should be indicated in the document.

Following Council meetings, Convenors will provide a written report to the subcommittee on those matters that affect that discipline or require consideration by the subcommittee. This will also include notification of the date for the next Council meeting to ensure subcommittees have reasonable notice to formulate submissions to Council.

All submissions to Council will be presented by the Convenors and will be thoroughly considered by Council. Should any recommendation not be approved by Council, it shall be referred back to the

subcommittee with an explanation, and the subcommittee shall have the opportunity to revise the recommendation for resubmission if appropriate.

## **EXPECTATIONS OF THE NZCTA COUNCIL**

To provide a framework for each discipline to operate under. This framework is set out in the sub-rules that have been individualised for the specific discipline.

To support subcommittees via the Convenors.

Convenors will notify subcommittees of the next Council meeting as soon as this date is available to allow subcommittees time to prepare proposals.

To alert subcommittees of any issues that may arise or impact on that discipline.

The NZCTA will maintain a web page for each discipline.

## **EXPECTATIONS OF THE SUBCOMMITTEES**

To assist the NZCTA Council in planning the development of the discipline. This allows the discipline to develop in an organised, progressive manner.

Council must approve all initiatives prior to any implementation/adoption.

To canvas the members where possible or as appropriate to establish the needs and wishes of members with regard to their discipline.

To alert (via the convenor) Council to any issues that may arise or impact on that discipline.

To attend, where possible, NZCTA events in the discipline.

To carry out duties to assist Council, including but not restricted to –

- Comment on proposed new rules or review existing rules as required. Expand to include proposed rule changes must be fully (and completely) reworded with any existing rule identified and include the implications of the proposed change, the start date for the change and any financial implications of any proposed change.
- Where a set rotational calendar does not exist, provide the following year's calendar with suitable venues by early April each year.
- Advise and comment on selection criteria for teams, including New Zealand representative teams as required. The criteria must include start and finish time of selection, how many teams are likely to be selected, how team ties are broken, any entry fee and any team and manager payments.
- Review rules for team events as required.
- Recommend to Council the appointment of a team manager at least two months before any competition, to be ratified by Council.
- Assist host clubs in the running of NZCTA Championships. The types of tasks required include (but is not limited to);
  - Assisting with trap settings
  - Assisting starting events by refereeing first squads
  - Being shooters' representative
  - Serving on a Jury
  - Assist Shoot Marshall with organizing squads
  - Putting out and collecting squad cards
  - Reminding final squads of the day of their responsibility to referee at the beginning of the next day
  - Locate and remind first squads of the next day of their responsibility to be on time the next morning
  - Assist with presentations if Councilors not present or short of numbers

- Attend and assist with organizing Hall of Fame functions
- Any other reasonable request from shoot management for assistance.

A number of disciplines now make use of modern technology and have established social media to communicate with members. Subcommittees are reminded that not everyone utilises these tools and all notifications of NZCTA championship shoots, their results, team selections and other significant information must be sent to the national office for publishing on the official NZCTA website and in Gunshot.

## **FUNDING**

Each discipline has the income (shoot levies, team entries etc) and expenses (team payments etc) run through a discipline specific reserve account. This tracks the income and expenditure for disciplines.

These discipline reserve accounts and the payment of the \$1 (less GST) portion of the \$4 daily levy is now standardised across all NZCTA disciplines to give a clear picture of the amount of income that each section of the sport generates and this, in turn, gives disciplines guidelines on the amount of funds available for expenditure.

The NZCTA has adopted a policy where all NZCTA representative teams will have their team entries paid for by the NZCTA from the consolidated fund. See separate Team Policy Document (available on NZCTA website).

The NZCTA will also pay for one polo shirt for each team member – also from the consolidated fund. Additional polo shirts and other items (ie caps) can be supplied to team members but this must be at their cost. The NZCTA supplies each team member two NZCTA banners, also funded from the consolidated fund.

Any additional individual funding for team members for teams would come directly from the discipline Reserve Account. Any amount in the Reserve Account at any time is the total that can be allocated at any one time. It is not able put a Reserve Account into a negative position. Any request for team funding for teams must come to the NZCTA Executive via the subcommittee convenor.

Any funding requests for other expenses from the Reserve account must come to the NZCTA Executive via the NZCTA discipline subcommittee convenor. These funding requests must include clear budgets and expected costs with anticipated outcomes.

Payments from the Reserve accounts will not be approved retrospectively unless under special circumstances approved by the NZCTA council.

## **MEETING COSTS**

Electronic meetings are the preferred option for meetings.

If meetings are called at NZCTA events, the convenors will ensure they do this only at events where the shooters are already attending and therefore will incur no costs in attending the meeting.

## **SPORTING SUBCOMMITTEE SUB-RULES**

- Provide the NZCTA Executive, via the Convenor, for distribution prior to the first full Council meeting after the AGM with a full list of host clubs and dates for the Sporting and Compak Championships for the following year. Host clubs must be fully aware of their obligations in hosting a NZCTA Championship. This includes the appropriate fees and levies are to be charged and paid to the NZCTA, sponsors requirements are catered for and only reasonable costs are charged. Any additional charges for trap levies and hire are clearly identified.
- Liaise with the Oceania representative (currently Ray MacFarlane) to facilitate New Zealand clubs hosting FITASC events eg Grand Prix and Oceania's.
- To identify a responsible person who may act as the NZCTA representative at the FITASC annual meetings (if appropriate). This person must get prior direction of both the majority of the subcommittee and NZCTA Council prior to voting on any issue that will impact on the sport in New Zealand. A written report from the meeting is to be submitted to the NZCTA Council, via the Convenor as soon as possible after the meeting.
- To identify NZCTA team selection processes for any teams not identified in the NZCTA Rule Book. All team selections must comply with the Teams Policy.