

# NEW ZEALAND CLAY TARGET ASSOCIATION INC

## COUNCILLOR MANUAL



May 2020

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## **RELEVANT STATISTICS**

There are 8 National Councillors in total; 4 from the North Island and 4 from the South Island whom together with the National President constitutes the elected National Executive of the Association.

## **QUALIFICATIONS**

An aspiring candidate for the position of National Councillor must first signify in writing their willingness to stand for the position and must be a financial bona fide member of an Affiliated Club. They must have been regularly nominated and subsequently elected to the position by only those Clubs that are domiciled within the Island in which they are a registered member.

Council have the power to co-opt people onto Council if there is a vacancy.

## **NATURE AND SCOPE OF THE JOB**

First and foremost should be the desire and a firm commitment to the responsibilities attached to the position plus a genuine belief that they can, and will, make a worthwhile contribution towards the improvement and advancement of Association affairs.

A Councillor must at all times endeavour to faithfully represent the views and interests of members of the Association in an impartial fashion even to the extent of subjugating their own personal interests, when circumstances dictate, for the eventual benefit of the members they represent.

In order to accomplish this goal successfully it is essential that they make themselves readily accessible, in their own area as well as elsewhere, in order that they may listen to their respective points of view. Only if this course is followed can they ensure that when a subject is being discussed by Council at a meeting they can then realistically and impartially debate the topic, thus creating the situation whereby they can vote accordingly on the matter, confident that the best interests of Clubs and the Association in general are being served.

One of the most difficult things to do as a Councillor, when they all have our favourite disciplines, is to set aside their personal sectorial interests and consider the ramifications of any suggested changes for our sport. This is why we have specialist interest groups (subcommittees); i.e. Skeet, DTL, Sporting ISSF, and Secondary Schools - we seek their opinions on decisions we are about to consider. However, the final decision will always fall to the Council after weighing all competing interests and hopefully in an unbiased manner.

Once a subject has been fully debated, voted upon and a democratic decision arrived at by members of Council they should (irrespective of whether they personally may favour the result) act upon that decision as far as implementing its outcome is concerned, thus supporting Council and its members in this regard.

A Councillor should in no way publicly denigrate their colleagues or Council, either individually or collectively, as such action can only serve to undermine members' confidence in their elected representatives and in no way serves the best interests of the Association as a whole.

A Councillor cannot be parochial in either their views or debate and should at all times be prepared to listen to the opposing point of view at every level, i.e. Member to Member, Club to Club, Province to Province, Island to Island as well as Nationally.

Being a member of Council entails attending as many Association events as their personal commitments will allow so that the membership as a whole has the opportunity to discuss with

them, on a one to one basis, matters which may concern them regarding the future welfare of the sport. Only in this fashion can a Councillor reasonably expect to bring to Council deliberations an informed opinion, which in turn should thus assist Council members to arrive at a just and equitable resolution of the matter being reviewed by them.

It is a Councillor's duty to act with regard to any irregularity that they may observe in the conducting of shoots at all levels of competition, to ensure that just and equitable standards are maintained at all times. In order to do this they should be conversant with the Rules of the Association and should at all times be seen by members to be just and impartial in their interpretation and application of the rules. Before taking action on their own initiative however, Councillors should first draw the attention of Shoot Management to those aspects considered being at fault and endeavouring to have the matter satisfactorily resolved by them.

A Councillor should at all times act in a manner which befits their position as a member of the National Executive and at no time place themselves in any situation which belittles Council's overall standing in the eyes of the members. It should be remembered that the position of Councillor carries with it the responsibility of ensuring that whatever the circumstance, or subject, paramount above all else should be the continuing future welfare of the Association. Any action whatsoever taken by a Councillor, which subsequently has a detrimental affect upon the well being of the sport, can only be considered to be a failure on the part of the individual concerned.

The position of Councillor can sometimes prove to be a lonely and thankless one, on occasions resulting in personal abuse, primarily due to lack of communication or understanding by individuals of the reasons why a decision has been made. To be truly successful a Councillor requires not only personal impartiality and dedication but also the ability to listen, evaluate then communicate and above all to give of oneself with no thought of reward. The motivating factor should be a conviction and desire to make a beneficial contribution towards the improvement of our chosen sport, from which we all derive pleasure and enjoyment in a wide variety of ways.

Finally it must be realised that the position of National Councillor carries with it the ultimate responsibility of making a personal contribution towards assisting in the effective administration of the Association and it's affairs for the eventual benefit of every member, not sectarian interests alone.

Only by keeping this key aspect foremost in the mind will the Association and its members be successfully served by a Councillor in the discharging of their duties.

## DUTIES OF A COUNCILLOR AT NZCTA EVENTS

If you are a Councillor allocated by the Council to attend an event, there are certain matters that require attention other than the formal prize giving (which incidentally should be daily). Remember to take your formal gear (Number one's) to not only any NZCTA event you are allocated to, but also any Assn event you attend. You should also have with you a current NZCTA rule book. The NZCTA Rule book is available either from the National Office or on the Assn's Web Site.

1. At least one month before the event ring the conduction ground's President and check out all is in order - clays, ammo catering, entry forms, referees, shoot marshal, shooters reps, skeet & trap distance pegs. Ensure they will ring the National Office if badges have not been received one week before the event. Check that target prices and entries are as per NZCTA Rules. Is a photographer available? This can be either in digital or traditional form. Who from the club is doing a report (including results) for Gunshot and the Website? Has anyone from the club contacted the Press to advise them this event is happening?
2. Each day of the event - check entry forms are correct e.g. North/South teams match etc. - Check who is Shooters' Representative.
3. Check trap settings yourself unless you have faith in traps set by current NZCTA Referees. Are all marker pegs in position?
4. Monitor trap settings and how the office is getting on during the day. Are the referees doing their job correctly?
5. Who are the Referees?
6. Are markers and scorers being marked on each score card?
7. Prize-giving. This is an NZCTA event run by the club and accordingly Councillors only should be doing the Presentation - not the local President whom you may ask up on the first and second day to begin the proceedings, thank his team and introduce the Councillors. Before or after the prize giving all Councillors should bring those gathered up to date with new or interesting Council matters.
8. Is there a photographer available? Who will write the Gunshot article and remember to promptly forward it (and the photographs) to the National Office? If the Association's digital camera is to be used, make sure the user knows how to use it (eg photos to be taken on fine resolution and up close to subjects).
9. Cards - there is still some consternation on how to complete these and the 200 target rule off is not always being done. It is worth your while checking in the afternoon if there are any office problems in completing the cards. Another regular problem is the payment of High Gun monies. Are you aware of the correct division? Remember all shooters are eligible for the High Gun badges irrespective of having paid the \$2 (\$1 to HOA and \$1 to grade winners) as the money is a sweep that is optional.
10. Are the sweep payouts being posted? Is the \$5.00 optional sweep being conducted correctly? The money must be paid out as a normal sweep (50% to 1<sup>st</sup>, 35% to 2<sup>nd</sup>, 15% to 3<sup>rd</sup>), not paid out to 1<sup>st</sup> placing as has happened.
11. Who is sending the results to the Press and Gunshot? (see media sheet)
12. Are all shooters present currently registered? Ask at the office if all shooters have handed in their cards. If any shooters have not go and ask them to do so. Personally have a quick look

through the handicap cards to check if all the cards have the current year's stickers on them. Take a note of those that are not current and contact the National Office on Monday and request the appropriate letters to be sent to those people.

In summary, many of you will find the above self-explanatory and probably carry out the above and other duties. However, even if it is not your Province, Island or allocated event, you are still an NZCTA Councillors and must ensure the shoot runs smoothly.

It is advisable to always take your presentation clothes (black jacket, tie, grey trousers) with you when attending an Association event, even if you are not rostered on to officiate.

## **CHECKING AND REGRADING HANDICAP CARDS**

Make sure this does not interfere with the functioning of the office.

Checking handicap cards – at an appropriate stage during the day check that handicap cards from all competitors have been handed in to the office.

Check the handicap cards all have the current year stickers on. If any do not – take a note of the shooters names and NZCTA numbers and advise Adrienne. She will deal with this matter from there.

Regrading – If you receive a complaint or become aware that a shooter may not be competing in their appropriate grade the following is a guideline of what do to.

- At all times be discrete and courteous. Remember while investigating the issue, it may not be a deliberate act on behalf of the shooter.
- Get the handicap book and check back on all records that are recorded in the book. This will ensure that the mathematics is correct.
- The shooter must agree at this point that the scores recorded are accurate.
- If there is a wide variance in the occasional score this must be questioned with the shooter.
- If a reasonable explanation cannot be obtained from the shooter then a regrading may be required.

Any regrading must only be done in exceptional circumstances in a non-confrontational manner.

## **DUTIES OF A COUNCILLOR REGARDING MEETINGS:**

1. Attend Council Meetings. Be well read on all communications; if in doubt ensure communication with other Councillors has taken place.
2. Communicate with Association members:
  - a. Talk to them; get to know their feelings on different problems.
  - b. Attend as many club shoots in your area as you can.
  - c. Ask for time to speak at presentations to pass on to members what is happening at Council.

## **SUB COMMITTEE CONVENORS**

Set a work programme for your subcommittee; communicate with the members of your sub committee to ensure that the work programme is up to time. If members of your sub committee are not performing their duties find out why and if not able to resolve the matter, bring it to the attention of the President.

## **SUB COMMITTEE MEMBERS AND ALL COUNCILLORS**

Remember, when you offered your services for Council you made a commitment to Association members to work on their behalf for the benefit of Clay Target Shooting. If you don't perform you have failed your members.

## **NZCTA PRESENTATIONS;**

A guide for Councillors

The presentations at NZCTA championships are the responsibility of the NZCTA and those Councillors present. It is expected that Councillors travelling to any NZCTA Championship should include their No1's (Black trousers, black shoes, white shirt, black blazer and tie).

At some point during the day, lay out the medals/badges (that the club will have) in the appropriate order on the presentation table. You may have to ask the Club President where the best place for this is. Ask who is taking the photos and where they will be doing this.

Presentations are a two-person job; one to read out the names and one to present the medals. Work out who is doing which job and if a sponsor is going to be involved. If a sponsor is to be involved, then they may require help to ensure the correct medals or badges are given out. If a sponsor has donated product, familiarise yourself with the prize table and who gets what.

Prior to the actual presentation, check the presentation list to ensure there are no gaps. Check any pronunciation of unusual names. If the office staff doesn't know; ask the individual how to say their name. You may want to ask how many targets a particularly long or interesting shoot off went so you can make comment on this, or if anything else unusual has happened. Check how the sound system works if you are not familiar with it.

If there is a sponsor, arrange prior to the presentations if they wish to speak. Ask the sponsors if they want to help in handing out the medals or prizes.

You should discuss with the host club President if he wishes to say a few words before the presentations. This is optional for them but they may wish to publically thank the workers from the club.

At the start of the presentations, welcome everyone to the event and make any comments from Council. This may be new rules or something specific about the shoot. Thank the host club and the club President for running the event. At this point you could comment on the state of the grounds or anything else that is relevant. **Keep all comments positive.** You may wish to thank the office, kitchen and bar staff plus the shoot marshall and all the workers at the event.. Thank any sponsors of the event. If they wish to speak, the beginning of the presentations is the time they do this.

If there are any mistakes that come to light during the presentations, i.e. someone says they didn't win that particular badge, immediately ask the office to check the result. Advise that there appears to be an error which is getting sorted and you will come back to that grade and move on with the other grades then come back to that one when you can.

The High Gun is the only person who is always asked if they wish to say a few words. This is done before they get their photo taken (as it can be difficult to get them back later). Only in exceptional circumstances would another winner be asked to speak. Once you have called a name, give them a few seconds to get to the presentation area, then call the next name. Do not wait until the first person has been given their badge to call the next person as this takes too long. Remember to advise the winners to go to the photography area for the photos.

At the end of the presentations, tell everyone that the presentations have finished, so they know that's the end and they can go home. Something like "That's the end of the presentations, thank you for staying to honour the winners. I hope everyone has a safe journey home."

If there are any medals/badges not presented (ie the people have gone home) hand these in to the office.

## **COUNCIL CONVENTIONS**

The following are the conventions and protocols that all NZCTA Councillors are expected to adhere to.

### **Council meetings:**

Agenda items must be notified to the Executive Officer at least 7 days prior to the Meeting. Any discussion documents must also be sent to the Executive Officer 7 days prior to the meeting.

Councillors are expected to attend all Council Meetings and be fully briefed on issues to be discussed.

To avoid "hasty legislation" any significant agenda items should be notified in advance.

If any Councillor is unable to attend a Council meeting they must advise both the President and the Executive Officer at the earliest possible instance.

Cell phone use during a Council meeting must be kept to a minimum.

Formal meeting rules apply and all speaking is done through (and with the permission of) the Chair.

### **Expenses:**

Councillors will have all reasonable expenses paid by the Association to attend Council meetings. This includes travel, accommodation and meals. Councillors pay any bar tab themselves.

A GST invoice must support all expenses claimed.

The Executive Officer will make accommodation arrangements. Councillors are expected to share rooms with each other (where practicable). If Councillors specifically want a room to themselves then they should let the Executive Officer know well in advance of the meeting and be prepared to pay half the cost of the room.

If a Council meeting is being held in conjunction with a championship, any additional accommodation, travel or meal expenses must be paid by the individual. In some instances the Association will pay this and on-charge the individuals. These accounts must be paid promptly.

### **Collective Responsibility of Council:**

Once Council makes a decision all Councillors are expected to publicly support the decision, regardless of their own personal view. Careful thought should be put into each decision as once made and publicized any reversal of the decision can undermine the Council in the eyes of the members. If in doubt – ask if the decision can be delayed until further information is available or discussion can take place.

### **Public Support:**

A Councillor should in no way publicly denigrate their colleagues or Council, either individually or collectively; as such action can only serve to undermine members' confidence in their elected representatives and in no way serves the best interests of the Association as a whole.

### **Communication:**

A Councillor cannot be parochial in either their views or debate and should at all times be prepared to listen to the opposing point of view at every level, i.e. Member to Member, Club to Club, Province to Province, Island to Island as well as Nationally.

Councillors are expected to communicate with the President on all matters of significance.

Communication is not a one-way street - if you don't hear anything for a while - ask!

### **Attendance at Championships:**

Councillors will be allocated various Championships where they are expected to officiate. This involves prior discussion with the host club to ensure the organising is sufficient to ensure a smooth running championship. Councillors must act with polite respect towards the host club and their volunteers and employees.

If unable to attend a designated Championship a replacement Councillor must be allocated at the earliest possible time. It is sometimes not possible to have a Councillor in attendance at a NZCTA Championship. In these cases a Life Member, Club President or respected member can be called

upon to officiate on behalf of the Association. The nominated Councillor must ensure that the person who fills this role is briefed on the expectations on them.

Councillors are urged to attend their Island DTL Championships.

All Councillors are expected to attend the National DTL Championships. The airfare only will be paid to the Councillors of the other Island to attend the Nationals. Councillors will be expected to act as Shoot Marshall during the course of the Nationals. This involves taking an active roll in the presentations at the end of each day. A roster for Shoot Marshall's is drawn up during the course of the week.

All Councillors are expected to attend the Annual General Meeting of the Association.

#### **Standard of Dress:**

The dress code for Council meetings is tidy casual.

Councillors are expected to wear their Number 1's (Black Trousers (or skirt for Ladies), White shirt, NZCTA tie, Black jacket, black shoes) when conducting presentations at Championships. It is advisable to take this formal gear to all major tournaments.

#### **Behaviour:**

A Councillor should at all times act in a manner which befits their position as a member of the National Executive and at no time place themselves in any situation which belittles Council's overall standing in the eyes of the members.

#### **Media Releases:**

The President is the spokesperson for any media releases. He may appoint an alternative person at his discretion but Councillors should refrain from making statements to the news media on behalf of the Association unless they have spoken to the President first.

#### **A note on Remits:**

Definition of a remit:

➤ *Remit. Refer (a matter for decision) to an authority.*

*A remit is a request from a body (the membership) for a committee (the executive) to make a decision on an issue. The voting which is carried out by clubs at the AGM decides whether or not the issue will appear on the executives agenda or not. At the same time, it gives the executive an idea of the level of support for the initiative. Thus, if a remit is accepted by a majority vote, that majority assures the membership that the executive will investigate and determine the issue. The vote has no bearing on the outcome of the issue.*

There are many factors which may change between the time the remit is drafted and the AGM vote. There is also the requirement of the executive to ensure that the majority of shooters are considered in any changes, and the simple fact that the clubs vote on the remits without any benefit of open discussion or explanations. Remits are simply the membership tasking the executive to investigate and decide on an issue. The executive does consider all remits – even the ones which are lost at the AGM.

In our Constitution, the rules by which NZCTA is run, there is no definition of a remit. In fact, the word 'remit' is mentioned only once in our Constitution and where it is mentioned, all it says is that we will hear remits at the Annual General Meeting. However, the above definition has been used in the past as a guideline for the NZCTA Council.

If a club or members of our association wish to put forward a Notice of Motion they can do so by sending it to the Executive Officer not less than seven weeks prior to the date of the next Annual General Meeting, in accordance with our Constitution. If a Notice of Motion was passed by a two-thirds majority then it is binding on the council to see it is implemented. This is the only time the Council (Executive) are bound by a vote taken at an Annual General Meeting. The council is in no way bound to implement a remit which is passed at our Annual General Meeting. *It is merely a notice from the meeting for the councillors to seriously consider a given situation and we will at our Council meeting give serious consideration to this remit and others.*

## **MEMBERSHIP**

All Councillors should be actively encouraging new members to the NZCTA. This can be done in a variety of ways. The most productive way is for clubs to support the aims of the Association and encourage new shooters who compete at their club to join the Association.

With the structured membership categories, membership to the Association can provide for the needs of all clay target shooters

Councillors should talk with the club presidents in their areas and those they travel to and ask what they do to attract new shooters and what they do as a follow up when new shooters turn up at their grounds. It isn't good enough that new people turn up at clubs and get ignored then drift away looking for a friendlier sport to participate in. Do all clubs have a policy that any new faces are greeted by a club official, shown around the facilities, given a try at the sport and the differences in the disciplines explained. The new person should be contacted after the initial visit and invited back to the club for the next club shoot. Perhaps an offer to pick them up may be all it takes to make them feel welcome. What do clubs do to encourage shooters who are new to the sport to actually hit the targets? Are there any coaching facilities available from the club or is there someone in the area that can be called on for help with coaching?

The Association brochure "Want to try Clay Target Shooting?" should be distributed to all clubs and clubs should be actively and constantly encouraged to distribute these to all new participants. They will not encourage shooters to join the Association if they are hidden away in a drawer out of sight. Could a copy be pinned on the club's notice board and some be put in a prominent place on the Office counter or Bar (or both). Councillors should always have 3-4 of these with them at all times.

A membership application is attached and should be photocopied and given to all prospective new members. Ask each club secretary if they have one available for new members. This should be in the secretaries manual.

Make yourself familiar with the different types of membership categories and what they offer so you can explain this to clubs and new members. Perhaps a mention of this at presentations could be in order.

## **MEDIA**

All Councillors who are assigned to officiate at an NZCTA tournament must ensure that the club has made prior contact with their local media to make them aware that the event is happening. Have the club allocated someone to send the results in to the local paper immediately after the shoot. This is best done on the Sunday night if possible to get the results in the next day's paper but obviously if the shoot runs late then the next day will have to do.

Councillors are urged to make personal contact with the media person in their area and encourage club President's to do the same in their area. The benefits of having a personal relationship with the media cannot be underestimated.

If the event is a Provincial or major trophy shoot then it might only be appropriate to send the results to the local papers. If a shooter from another area wins then the newspaper in their area should also be advised. In many instances the NZ Press Association put up the news items (results) and local papers pull off what they wish to print. A brief comment on the top shooters performance followed by the results makes more interesting reading than simply a list of names and scores. This can simply be advising of where the shooter comes from or how many shoot off targets they had to shoot to win or simply how many shooters competed for and where they came from.

It is important that someone (either Club official, councillor or Adrienne) let the news media know the results as soon as possible. Each Councillor assigned to an event should sort this out prior to the event.

If the results are sent to Adrienne in email form they can be posted on the Association's web site the same day they are received – photos can come later if they aren't digital. If digital photos are supplied then ask the photographer to send the best quality ones the camera can take. These should be either put on a CD and posted or emailed to the National Office. All photos must state who they are of. Printed photos should be colour and labelled on the back with the names of the shooters and the event i.e. "Waikato Provincials". Clubs shouldn't expect the photos back – they should keep the negatives and print an extra set if they want a copy of the photos.

A write up on all NZCTA Championships is expected for Gunshot. This should be more than just a list of results. Councillors are urged to encourage the club's use of the NZCTA web site. If results are sent to the National Office in electronic form (email) then a simple transfer is done to post the results. For the specific format of the results clubs should look to the format in gunshot. Both Gunshot and web site results only show the event, winners' names and places. They do not include any write-ups. If a story is to be attached to a set of results then this would feature as a shoot report article and should preferably have photos as well. This information is detailed in the Secretaries manual that all clubs should have.

## **TERMS OF APPOINTMENT FOR REFEREES**

### **1. Method of Appointment**

(a) All official referees are appointed by the Council in accordance with the constitution clause 13(a).

The following details are given for the guidance of Councillors and prospective referee candidates.

(b) Should a club wish to nominate a shooter as an official referee, then a written nomination should be made to the National Secretary. The Council will consider the application and will need to be satisfied that the candidate's attitude, practical ability and application of the rules on the mark are of a high standard along with his/her knowledge of the rules.

(c) If the candidate satisfies the Council that he/she meets the required standard, then the candidate be appointed to the panel of official referees, and the Council shall be responsible for confirming the appointment in accordance with the constitution.

(d) The term of office of referee shall be one year.

(e) Referees shall have the right to be reappointed in accordance with the procedures above at the expiry of their term.

(f) Referees may relinquish their positions by resignation in writing to the Association at any time.

(g) Any official referee who refuses to officiate at a National or their own Island tournament without satisfactory reason when requested to do so, may have his/her authority revoked by the Council.

(h) Council shall be responsible for investigating any complaint made against any referee and shall recommend a course of action. Such complaints must be made in writing to the National Secretary of the Association.

(i) Official Referees are automatically appointed as Range Safety Officers and are able to put shooters through the Range Safety Officers examination. The Range Safety Officers examination paper is available from the National Office. A 75% pass rate is the benchmark to achieve a pass. All answer papers must be returned to the National Office where an identification card is issued. Any candidate who sits the Range Safety Officer test and has a percentage pass in the 70-74% area will be credited with a pass if, in the opinion of the Referee he/she is considered to be a suitable prospect. Their answer paper should be endorsed accordingly.

### **2. Referee's Identification**

(a) Official referees will be provided with badges.

(b) Badges will remain the property of the Association and must be returned to it when the member ceases to be an official referee.

### 3. **Duties of Official Referees**

(a) Official referees are responsible for the interpretation and implementation of the shooting rules of the Association on the field to which they have been assigned, and for the controlling of the area to the rear of the field used by other shooters and spectators.

(b) They must be constantly alert, impartial and courteous though firm in the handling of shooters and other persons in the area affected by their jurisdiction.

(c) The referee shall be responsible for the implementation and maintenance of the safety standards of the sport. He/she may interrupt the shooting on any field at any time in the interest of safety. (For penalties see rules Section 2 10.6 and 10.7).

(d) The referee shall have the authority to refuse to commence competition if, in his opinion, the safety precautions relative to competitors, field personnel or spectators are inadequate.

(e) Where no Jury has been appointed, official referees shall be responsible for ensuring correct trap settings both before and during the competition. They shall be present at the ground at least one hour before the competition commences to ensure that the trap to which each has been assigned may be set. The referee may suspend shooting when targets from any trap are repeatedly irregular and order the trap adjusted or repaired.

(f) The use of official referees is mandatory at National and Island shoots and official referees attending these tournaments must officiate if requested to do so. There will be at least 5 referees appointed for Nationals and 3 for Islands who will act in a supervisory capacity. Relief referees may be approved by the NZCTA Council to officiate at these tournaments where insufficient official referees are available. It is strongly recommended that clubs hosting Provincial, District and Open shoots engage official referees to either act as referees on the mark or oversee referees appointed from squads.

(g) It is recommended that as a matter of courtesy referees should enquire of squads prior to the commencement of shooting if there are any questions of rules or regulations.

(h) Where no Jury of Chief Range Officer has been appointed, official referees shall liaise closely with the shoot management and shooters representative(s) to ensure that all matters pertaining to the conduct of the tournament are carried out thoroughly, to ensure that equity of competition is maintained at all times amongst competitors, and to ensure that all matters relating to the provisions of the shooting rules are implemented and enforced.

(i) Relief referees shall not take over a field until competitors have completed the round being fired except in the case of emergency.

### 4. **Payment of Official Referees**

(a) Clubs conducting New Zealand, Island, Provincial and approved District championships shall pay official referees not less than a daily rate as determined from time to time by the Council, such rate to cover out-of-pocket expenses and obligation of referees to manipulate electric pulling apparatus.

- (b) The current rate is:
  - (i) Open Shoot to District tournaments \$25.00 per day
  - (ii) Provincial Championships \$35.00 per day
  - (iii) Island Championships \$40.00 per day
  - (iv) National Championships \$50.00 per day

5. **Authority to Consult Shooter's Representative(s)**

- (a) An official referee shall have the authority to approach and consult with the Shooter's representative(s) on any matter on which he desires further opinion before making a decision.

## **RANGE SAFETY OFFICERS**

Councillors are able to put through any shooter they see suitable as Range Safety Officers. A copy of the test paper is available from the National Office.

This test is an "Open Book" test where shooters are encouraged to have the rulebook and use it during the test. The aim is to make these Range Safety Officers familiar with our basic rules and know where in the rulebook to look for something.

Once the test has been marked then the paper should be returned to the National Office where a Range Safety Officers card is issued. Shooters should carry this card with them at all times when attending a shoot.

As a guideline to the safety requirements which Range Safety Officers are expected to uphold, below are listed some points.

- A workable safety plan must be developed for each individual range.
- Basic assumptions are that all shooting takes place in the direction of the targets, that shooters always keep their firearms unloaded and actions open when arriving or departing a range: that firearms are always unloaded except when the shooter is in a position on the firing line; that users will use only firearms with which they are familiar and will always use the proper ammunition.
- No range should be in operation without at least one range officer present. The range officer, who must be qualified by the National Association, is in charge of the course of fire and is responsible for the correct briefing of competitors. He/she has complete authority on matters of safety.
- Users must obey the rules of the range and conduct themselves in a responsible manner.
- Each range must be engineered specifically to accommodate the chosen shooting activity. Use of the facility outside its design limits violates accepted practices and breaches the concepts of a safety plan.
- Rules and supervision are desirable to encourage safe and enjoyable use of a range. In addition to firearm handling and hours of operation. Rules must address the particular circumstances or limitations of the individual range.
- A first aid kit is an essential item on every range. Every club operating on a range has a responsibility not only to provide an adequate first aid kit but also to ensure members who are capable of applying first aid to a satisfactory standard are present during range activities.

**NEW ZEALAND CLAY TARGET ASSOCIATION INC.**

PO BOX 5355, PAPANUI, CHRISTCHURCH 8542

Email: nzcta@xtra.co.nz

**REGISTRATION APPLICATION 2020**

This form is to be used by those wishing to register with the NZ Clay Target Assn for the year 1st January to 31 December 2020. Please tick the box appropriate to which category of membership you wish to apply for.

- Full Registration \$90.00 \*  Per Person Note 1
- Family Registration \$60.00 \*  Per Person Note 2
- Junior Registration \$35.00 \*  Per Person Note 3
- Social Registration \$40.00 \*  Per Person Note 4
- Gunshot Only \$28.00
- Overseas Gunshot \$38.00

Payment may be made via internet banking into our account 02 0816 0018166-00. For new members please quote your name as a reference. For existing members please quote your NZCTA number as a reference. New members must send this completed form to the National Office. Existing members only need to send this form if your details have changed.

Paid by Internet Banking  Date..... or Cheque attached

\* Reducible after 30 June each year to new members only. (Not applicable to existing members or those not paid within 5 years). Reduced fee is: Full \$52.50, Family \$37.50, Junior \$20.00, Social \$27.50

Note 1: Full competitor’s registration. Able to shoot at any event at any club. Includes Gunshot, able to shoot any event at any ground.

Note 2: Must live at the same address where one member of the family has paid Full Registration. No Gunshot Magazine. Able to shoot at any event at any ground.

Note 3: Under 18 year old on the 1<sup>st</sup> January of the year of registration. Must be under 18 on the day of competition.

Note 4: Competition at local club only. Gunshot magazine available for additional \$28.00. Daily fee (\$10) to shoot NZCTA events.

NZCTA No \_\_\_\_\_

(For existing members)

\* Have you previously been a member of the NZCTA or any other overseas shooting body? Yes / No

If yes; What was your previous grade or percentage?

Please state what discipline(s) this relates to and the date of your last grade/percentage.

\* **Surname:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Mr/Mrs/Miss** (Please circle one)

\* Preferred Christian Name \_\_\_\_\_

\* Full Postal Address : \_\_\_\_\_

\* Post Code: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Bus Phone No \_\_\_\_\_

Mobile \_\_\_\_\_

\*E-Mail Address: \_\_\_\_\_

\* **NZCTA Club :** \_\_\_\_\_

(Club Fees apply)

\* Date of Birth : \_\_\_\_\_

(Compulsory all shooters.)

\***Firearm Licence Number:** .....

(If not a Firearm Licence holder please put “N/A”)

**\* Compulsory Fields**

From time to time the Association receives requests for information about members. This is usually a shooter or club secretary wishing to contact another shooter. Where the National Secretary believes the providing of this information is appropriate and in the interests of our sport the information is given out subject to your prior approval. Please signify that you agree to the information held by the NZCTA being disclosed. (This information is never given out to commercial interests)

..... Signature

**I agree / disagree to the information held by the Association concerning me being disclosed.**

**Please cross one out and sign above.**

## MEMBERSHIP CATEGORIES

Category name	Juniors	Social Registration	Family	Full Registration
<b>Target Groups</b>	Under 18 year olds on the 1 <sup>st</sup> January of the year of registration. (Note 4). Must supply date of birth.	Local club only. Corporate. Hunters. Cosi club members. Practice only. Unregistered sporting grade. Must supply date of birth.	Family members living at the same address where one member of the family has paid Full Registration. Must supply date of birth.	Full competitors Must supply date of birth.
<b>Cost</b>	\$35.00	\$40.00	\$60.00	\$90.00
<b>Able to shoot</b>	Any event at any ground. (Club champs may require separate club fee)	All club events at own club only. (Note 2)	Any event at any ground. (Club champs may require separate club fee)	Any event at any ground. (Club champs may require separate club fee)
<b>Restrictions</b>	None	No NZCTA matches. (Note 1) No Open matches. No other clubs.	None	None.
<b>Comes with</b>	Rule Book. (Note 3). Handicap Book. Gunshot.	Rule Book. (Note 3). Handicap Book.	Rule Book. (Note 3). Handicap Book.	Rule Book. (Note 3). Handicap Book. Gunshot.
<b>Options</b>		Gunshot @ \$28 (additional) Daily fee to shoot some events. (Note 1)		

Note 1 These members can shoot at NZCTA matches by paying a daily fee of \$10 (a two day provincial would cost \$20), over and above all other championship costs and levies. This applies to National, Island, Provincial and Zone matches and is there to allow restricted shooters to experience and participate in a championship event without having to commit to full membership.

Note 2 Exception: Cosi club members at Cosi club shoots held on NZCTA grounds.

Note 3 Rule Book will only be issued to new members, although they are available on request to existing members.

Note 4 For competition, Juniors must be under 18 on the day of the competition (DTL and Skeet). Other disciplines have discipline specific categories.

Once your application form has been processed by the National Office your handicap book (for new shooters) or sticker (for returning members) shall be forwarded to your nominated club. Club membership fees are additional to NZCTA registration fees.