

Trophy Policy



Policies & Procedures for NZCTA Trophies

Last Updated Apr 2023

Introduction

This document covers the policy and procedures around donating a trophy to the NZCTA, the ownership of trophies, naming rights, designs, protocol at presentations and care of trophies.

All new and existing trophies are covered by this policy.

Definitions

For the purposes of this document Trophies means all cups, trophies, shields and other awards given as recognition of winning NZCTA events.

New Trophies

Donating Trophies to the NZCTA

To donate a trophy to the NZCTA, an application must be made in writing to the NZCTA Council, and be approved at a Council meeting. The application should include:

- The name of the trophy donor/s (individual, family or organisation)
- A description of the type of trophy intended to be donated
- Purpose of the trophy such as whether there is a particular competition or event where the trophy will be awarded and any rules that should apply e.g. 5 person teams, must be from the same club, max. of two A graders etc
- Reason for the trophy i.e. if the trophy is a memorial, give a short description of the person being remembered and why

Type and Design of Trophies

NZCTA trophies must be appropriate to the event where they are being awarded, and should be sturdy and well made to stand the test of time. Anything other than a standard “cup” type trophy must have the prior approval of either the NZCTA President or the Executive Officer.

Trophy Suppliers

There are no stipulations on where donated trophies are to be purchased from.

Naming and Engraving of New Trophies

All trophies must be clearly engraved with New Zealand Clay Target Association and the name of the event or category that it is being awarded for.

For example:

*New Zealand Clay Target Association
New Zealand Double Rise Championship
Super Veterans
Donated by Neil & Wilma Berry*

The initial engraving on donated trophies is at the cost of the donor. This includes the event name (as above). If the event being recognised is not new, the history of previous winners should also be engraved on the trophy.

Presentations

Where possible, the NZCTA will provide the trophy donor with the opportunity to present the trophy for the very first time. All subsequent presentations will be done by the NZCTA Councillors and the donor will not be given the opportunity to present the trophy at subsequent NZCTA Championship presentations.

Ownership

Once a trophy has been donated to the NZCTA all claims of ownership by the donor are relinquished and the NZCTA has sole responsibility for the trophy. Where possible, any change to the event, the trophy, or the rules surrounding it being awarded will be discussed with the donor before being made.

Existing Trophies

Trophies to be kept in New Zealand

All NZCTA trophies must be kept in New Zealand (Rule 1.32).

Any overseas visitors who win an NZCTA trophy are permitted to retain the trophy for the duration of the tournament in which they won the trophy but must leave the trophy at the NZCTA club grounds at the end of the tournament.

New Zealand shooters are permitted to take NZCTA trophies home.

Care of Trophies

The NZCTA expect all care to be taken of trophies. The Executive Officer must be notified immediately of any damage to any trophy.

Repairs to any trophy must not be carried out without the prior approval of the Executive Officer. Care must be taken to have only recognised silver repairers re-attach handles of cups as unqualified repairer's work can result in repairs that do not last.

Any theft or loss of any trophy must be notified to the Executive Officer as soon as possible.

Engraving on Trophies

It is the responsibility of the current winner to ensure their name is correctly engraved on the trophy, along with the year they won the trophy. The cost of this is to be paid by the current winner.

If a year has been missed on a trophy the current winner should contact the Executive Officer to check if this is correct.

Return of Trophies

It is the current winner's responsibility to ensure all NZCTA trophies are cleaned and engraved and returned to the appropriate event the following year in time for presentation to the new winner.

Ownership of Trophies

The NZCTA at all times retains ownership of all trophies. The winning of any trophy does not in any way infer any ownership rights.