

NEW ZEALAND CLAY TARGET ASSOCIATION INC

COUNCILLOR MANUAL



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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.

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 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 should be in digital form and all photos must be appropriately named. Who from the club is doing a report (including results) for Gunshot and the Website?
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? Make sure the photographer knows how to take these photos (eg photos to be taken on fine/high 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 1st, 35% to 2nd, 15% to 3rd), not paid out to 1st 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.

CONFLICT OF INTEREST

All members of the NZCTA Council are required to submit a Conflict of Interest Declaration annually, no later than the end of March each year.

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 the 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 publicly 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 14 days prior to the Meeting. Any discussion documents must also be sent to the Executive Officer 14 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 and calls taken outside the meeting room.

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 and meal arrangements for the duration of the meeting. Advise the Executive Officer if you have any special dietary or accommodation needs.

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. Councillors from the other Island to where the DTL Nationals are held, if not competing, will be paid an equivalent of a Economy Air Fare, or \$350 maximum, plus one night's accommodation, to travel to the Annual General Meeting on production of a receipt.

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 Championships.

All Councillors are expected to attend the National DTL Championships, specifically the AGM. The airfare only will be paid to the Councillors of the other Island to attend the DTL 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.

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?

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/RESULTS

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. Digital photos are to be supplied - ask the photographer to send the best quality ones the camera can take. These should be emailed to the National Office. All photos must state who they are of. Photos should be labelled with the names of the shooters. "A Grade Skeet 213". The "213 refers to the placings left to right 2nd, 1st, 3rd.

A write up on all NZCTA Championships is expected for Gunshot. This should be more than just a list of results, it should include details of the event, results and photos. For the specific format of the results clubs should look to the format in gunshot. Both Gunshot and web site results for club shoots 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 would have photos as well. This information is detailed in the Secretaries manual that all clubs should have.

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 and on the NZCTA website.

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 if they pass. 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 2026

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 2026. 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 \$30.00
- 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 1st 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
Target Groups	Under 18 year olds on the 1 st January of the year of registration. (Note 3). 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.
Cost	\$35.00	\$40.00	\$60.00	\$90.00
Able to shoot	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)
Restrictions	None	No NZCTA matches. (Note 1) No Open matches. No other clubs.	None	None.
Comes with	Gunshot.	Gunshot.	Gunshot..	Gunshot.
Options		Gunshot @ \$30 (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 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.