

# **The Australian Clay Target Association**



## **2017 Club Secretary Handbook**

# Contents

1. Australian Clay Target Association Inc
2. Central Services Provided By The ACTA
3. National Office Contact Details
4. State Associations
5. Memberships
  - 5.1 *Membership Policy*
  - 5.2 *Registration*
  - 5.3 *Membership Categories & Fees*
  - 5.4 *Registration Summary*
  - 5.5 *Half-Year Membership*
6. Club Shoot Report
7. Handicap & Grade Changes
8. Break Badges
9. Stationery
10. Clay Target Shooting News (CTSN)
11. Advertising Rates
12. Club Information
  - 12.1 *Collection of Membership Fees*
  - 12.2 *Notification of Office Bearers*
  - 12.3 *Privacy Laws*
  - 12.4 *Club Delegate*
  - 12.5 *Duplicate Cards*
  - 12.6 *Members Transferring Clubs*
  - 12.7 *Shooting Rules*
  - 12.8 *Constitution*
  - 12.9 *Incorporation*
  - 12.10 *What Does The ACTA Expect Of Clubs?*
  - 12.11 *Trading Terms*
  - 12.12 *Administration Information*
  - 12.13 *Club Affiliation*
  - 12.14 *Personal Accident Insurance Cover*
  - 12.15 *Public Liability Insurance*

# 1. Australian Clay Target Association Incorporated

The National Sporting Organisation for the sport of clay target shooting in Australia is the Australian Clay Target Association.

The ACTA is a body incorporated under the Victorian Associations Incorporation Act 1981. The members of the ACTA are the State and Territory Associations (NSW covers the ACT). Locally based clay target shooting clubs elect office bearers from their State and Territory Associations.

The ACTA is affiliated with its general interest group, Shooting Australia and, through it, with the International Shooting Sports Federation (ISSF), the Australian Olympic Committee and the Australian Commonwealth Games Federation.

## 2. Central Services provided by the ACTA

### ACTA Membership benefits:

#### Insurance:

- [Personal Accident Insurance – Death and Income](#)
- [Directors and Officers Insurance](#)
- [Club Public Liability](#)

#### Affiliated disciplines:

- [ACTA Trap](#)
- [ACTA Skeet](#)
- [ACTA ISSF](#)
- [ACTA 5 stand Sporting](#)
- [ACTA English Sporting](#)
- [ACTA Sportrap.](#)
- [Competition at Club, Zone, State](#)
- [National and International level representation \(Sporting, Trap , Skeet, ISSF\)](#)

#### National data-base access

- [Individual page details are available to every member.](#)
- [Membership renewals online by individuals and Clubs.](#)
- [Access to personal data such as address & phone.](#)
- [Club, State, Zone access at different levels. National access \(club secretary through to State secretary\) to all shooters through player directory: details: Name, Club, Grade, Handicap, Financial status.](#)

## Affiliation

- [International affiliation with the ICTSF.](#)
- [International Affiliation with Shooting Australia.](#)
- [International Affiliation with National Skeet Shooters Association \(NSSA\)](#)
- [International Affiliation with National Sporting Clays Association \(NSCA\)](#)

## Government Representation.

- [Representation and lobbying for the rights to own and use firearms without unnecessary regulations that provides no community benefit.](#)

## Historical.

- [ACTA provide the largest free online searchable database of shooting publications for the shotgun sports.](#)
- [Clay Target Shooting News magazines are available from issue No 1. This is a truly valuable historical database for the sport](#)

## Australia Wide access to Clay Target shooting

- [Membership of the ACTA provides the opportunity for practice and competition at any of over 270 affiliated clubs within Australia.](#)
- [Many of these clubs now have excellent camping facilities available for travelling members, in many cases free.](#)

## Sport Development

- [Accreditation courses and registration, referees, Coaching](#)
- [Online registration and payment for National events](#)
- [Clay Target Shooting News magazine, Print and on-line](#)
- [Progressive website with online forms](#)
- [National Shooting Ground](#)
- [Sponsorship of National Events](#)
- [Support for State and Club Sporting Grants](#)

## Junior Development

- [Junior Academy](#)
- [ISSF program](#)
- [National Camps](#)

## Coming up: 2016-2017

- [Integrated shoot Scoring program through website.](#)
- [Online automatic updating of handicaps](#)

### 3.National Office Contact Details

Postal Address: PO Box 466  
WAGGA WAGGA NSW 2650

Office Location: 308 Copland Street  
WAGGA WAGGA NSW 2650

Phone: 02 6938 2121  
Fax: 02 6931 0125

Shooting Grounds: Lot 72 Tasman Road  
WAGGA WAGGA NSW 2650

Reception, Shoot Results,  
Club News Jenny Robinson  
info@claytarget.com.au

Membership Maureen Ryan  
membership@claytarget.com.au

CTSN ctsn@claytarget.com.au

Accounts Judy Ferry  
accounts@claytarget.com.au

Administration/  
Events Coordinator Sue Vesperman  
admin@claytarget.com.au

Executive Officer Tony Turner  
execofficer@claytarget.com.au

**WEBSITE**

[www.claytarget.com.au](http://www.claytarget.com.au)

**SECRETARY ACCESS**

<http://secure.claytarget.com.au>

**MEMBER MY PAGE ACCESS**

<http://mypage.claytarget.com.au>

*also available for log in via the ACTA website*

## 4.State Association Contact Details

STATE	SECRETARY	PRESIDENT
<b>NSW</b>	<b>Ms Kathleen DAWE</b> PO Box 1003 WAGGA NSW 2650 TEL: 02 6931 9980 FAX: 02 6931 9981 www.nswcta.org Email: <a href="mailto:nswctal@bigpond.com">nswctal@bigpond.com</a>	<b>Mr Fred RAPLEY</b> 15 Prosser Place TARRAWANNA NSW 2518 MOB: 0408 621 509 Email: <a href="mailto:fred_mary_rapley@bigpond.com">fred_mary_rapley@bigpond.com</a>
<b>VIC</b>	<b>Mrs Judith KENT</b> PO Box 269 CARNEGIE VIC 3163 FAX: 03 9572 0069 MOB: 0408 619 215 www.vcta.com.au Email: <a href="mailto:judithk@bigpond.com">judithk@bigpond.com</a>	<b>Mr Mal DYSON</b> 20 Donaldson Drive WARRNAMBOOL VIC 3280 TEL: 03 5562 7671 MOB: 0407 802 107 Email: <a href="mailto:Malcolm@sldist.com.au">Malcolm@sldist.com.au</a> Email: <a href="mailto:helendyson@bigpond.com.au">helendyson@bigpond.com.au</a>
<b>QLD</b>	<b>Miss Debbie YOUNG</b> GPO Box 947 BRISBANE QLD 4000 TEL: 1300 667 278 FAX: 07 5597 7699 MOB: 0419 880 080 www.claytargetqld.org.au Email: <a href="mailto:admin@claytargetqld.org.au">admin@claytargetqld.org.au</a>	<b>Mr Brian MUIRSON</b> PO Box 931 ROCKHAMPTON QLD 4700 TEL: 07 4922 5889 MOB: 0419 776 608 Email: <a href="mailto:muirsonbt@bigpond.com">muirsonbt@bigpond.com</a>
<b>SA</b>	<b>Mrs Deb McPHERSON</b> PO Box 1430 MURRAY BRIDGE SA 5253 MOB: 0411 615 369 www.sacta.com.au Email: <a href="mailto:secretary@sacta.com.au">secretary@sacta.com.au</a>	<b>Mr Bronte EVANS</b> PO Box 132 STEPNEY SA 5069 MOB: 0438 507208 Email: <a href="mailto:bronte.evans@claytarget.com.au">bronte.evans@claytarget.com.au</a>
<b>WA</b>	<b>Mrs Anita DYAS</b> PO Box 761 COLLIE WA 6225 MOB: 0488 777 175 Email: <a href="mailto:secretary@wacta.net">secretary@wacta.net</a> www.wacta.net	<b>Mr Clint BLEE</b> 9 Jarvis Place KALGOORLIE WA 6430 MOB: 0428 734 052 Email: <a href="mailto:clint.kathryn@bigpond.com">clint.kathryn@bigpond.com</a>
<b>TAS</b>	<b>Mr Alan STYLES</b> PO Box 227 PROSPECT TAS 7250 TEL: 03 6326 8571 Mob: 0439 522 711 Email: <a href="mailto:secretary@tcta.com.au">secretary@tcta.com.au</a>	<b>Mr Paul FRANCIS</b> PO Box 353 QUEENSTOWN TAS 7467 MOB: 03 6471 2383 Email: <a href="mailto:paul.jo.francis@bigpond.com">paul.jo.francis@bigpond.com</a>
<b>NT</b>	<b>Ms Amberley EMMETT</b> 16A Annear Court STUART PARK NT 0830 Mobile: 0412 800 084 Email: <a href="mailto:dctcsecretary@gmail.com">dctcsecretary@gmail.com</a>	<b>Mr Pat COOGAN</b> Mobile: 0428 739 940 Email: <a href="mailto:Patrick.coogan@defence.gov.au">Patrick.coogan@defence.gov.au</a>

## 5. Memberships

### Memberships 2017

As of the  
1st November 2016  
the ACTA will be accepting  
2017 memberships only.

**2016 memberships  
will not be processed after this date.**

#### 5.1

#### The ACTA policy on Members & Visitors:

##### Preamble

Member shooters, clubs and states are bound by a common set of rules and procedures as defined within the ACTA Constitution / Statement of Purposes, ACTA Rules, regulations, determinations, resolutions and policies. Sections 9(a) and 9(b) of the ACTA Rules summarise the arrangement:

##### EFFECT OF MEMBERSHIP

All classes of Members acknowledge and agree that:

- (a) These Rules constitute a contract between each of them and the Association and that they are bound by the Rules and the Regulations;
- (b) They shall comply with and observe these Rules and the Regulations and any determination, resolution or policy which may be made or passed by the Executive Committee or any duly authorised committee or other entity with delegated authority

##### REGISTERED SHOOTERS

**The Association shall keep a register of shooters and no person may enter or compete at an Association competition, event, or at any competition or event conducted by a Member State or Member Club appointed for that purpose, unless such person is registered with the Association as a registered shooter and is not in arrear with his or her registration fees.**

**Non-members can only shoot at designated practice days (3 times) and NOT under any circumstances at a club competition day.**

##### Policy

Any person shooting at a ACTA affiliated Club or Ground must be either a current member of the ACTA or a genuine visitor.

A genuine visitor may shoot at an ACTA member club however they must sign the visitor book. Membership of an ACTA member club must also include membership of the relevant State Association and the ACTA. ACTA offer several classes of membership (see website [www.claytarget.com.au](http://www.claytarget.com.au) ).

**Visits referred to above include practice, target only competition and competition.**

## 5.2 Registration

# Member Renewal Procedure

## Club Secretary

- Open the ACTA database - <https://secure.claytarget.com.au>
- Log In using your Member No. and password, you will need to have accessed the MyPage portal and be listed as a committee member with authorisation from your club. If you have any issues to this point please contact the National Office on 02 6938 2121 or via email [membership@claytarget.com.au](mailto:membership@claytarget.com.au) for assistance.
- **Please Note:** Family members cannot share an email address in this system. All members must have an individual email address.
- Click on the club tab and then your club name – please check and correct all club information. All club details including bank details need to be current.
- Club bank details need to be entered so that funds can be paid back to your club when your members renew via MyPage.
- Click on the members tab – here you have options to show active members (default), lapsed members or all members, the list is alphabetical. You can only renew active members (2015 members) any lapsed member needs to be sent in on the form available on our website.
- Click on the member number of the member you wish to renew (highlighted in blue) – please take the time to check and update all information from the 2016 membership renewal form that the member has given you **BEFORE PROCESSING THE RENEWAL**.
- All member information needs to be correct or the members renewal sticker will be incorrect.
- Go to the membership area and click on invoice club, follow the prompts through to completion. Use the return to main screen option at the top of the page to return to your member listing and proceed to your next member to be renewed. **The only fees that will be invoiced are the ACTA fees.** Processing membership this way means you keep the club fees and are responsible for paying the zone & state fees.
- The members renewal sticker is then placed in a queue to be printed at the National Office and mailed the next working day.
- An invoice will be produced and emailed so that you can reconcile with your renewed members.
- **Please note the following member types still need to be submitted with a registration form to the National Office; New members or complimentary new members, ACTA (not club) Life Members; Concession/Loyalty Members, Lapsed Members ie; not financial 2015, Members renewing at a different club.**
- If the person has not been a member for five (5) years or more they are to be registered as a new member and are required to pay the New Shooter Levy.
- Any member re-registering after a period of non-registration shall be placed in the same grade and handicap as when they were last registered.
- When submitting membership to the National Office using the registration form please ensure you only tick one category. If using a complimentary membership please tick the complimentary column as well as the category of membership required.
- **Privacy Section:** The ACTA protects the privacy and security of information provided by you. The ACTA will use your personal information to process your registration details; to disclose to Clubs affiliated with ACTA for regulated events; and for internal purposes.



# Member Renewal Procedure

## Individual Member - Via My Page

- Open the ACTA website [www.claytarget.com.au](http://www.claytarget.com.au) and click on Member Log In.
- The ACTA has not previously collected email addresses, so even if you provided your email address to your club via your member renewal form there was no provision to forward it to the ACTA. If you are unsure contact your club secretary or the ACTA.
- Log In using your Member No. and password. You need to have provided your current email address to the ACTA for the forgotten password link to work. If you have any issues to this point please contact the National Office on 02 6938 2121 or via email [membership@claytarget.com.au](mailto:membership@claytarget.com.au) for assistance.
- Family members cannot share an email address in this system. All members must have their own email address.
- Once you have access to your MyPage area, **please take the time to check all your details are correct.** If your handicap is incorrect please contact your club secretary to have it updated.
- Processing your membership if your details are incorrect will mean that your 2016 membership sticker will be incorrect. Incorrect details can be changed by you manually. The ACTA will not be reissuing stickers where the member has not updated their information before processing.
- Click on the renew membership tab – follow the prompts to renew your membership.
- Processing your membership this way means that the ACTA will collect the ACTA fee, the state fee, zone fee (if applicable) and the club fee and pay these back to the relevant bodies on your behalf. This is done on a monthly basis.
- Your renewal sticker is then placed in a queue to be printed at the National Office and mailed the next working day.

### 5.3 Membership Categories & Fees

**CLUB AFFILIATION** – For the 2017 membership year is **\$341**

**FULL MEMBER** - This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

**\$138.00**

**PARTNER MEMBER** - This membership is available to the partner of a full member, living at the same common address. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

**\$84.00**

**VETERAN MEMBER** - This membership is available to persons who are eligible to apply for a pension/65years at 31 December of the year their membership is due, date of birth is required. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

**\$84.00**

**CONCESSION/LOYALTY** - This membership is available to persons with 30 years or more continuous Full membership with the ACTA. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with their approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

**\$118.00**

**JUNIOR MEMBER** - This membership is available to people under the age of 18 years at 31 December the year their membership is due. Date of birth is required. This category of membership provides the member with rights to shoot at any affiliated Club in Australia (with the clubs approval), they are eligible to shoot Zone, State and National events and selection for ACTA national teams.

**\$40.00**

**NEW START MEMBER** - Open to NEW members only for a period of one membership year to shoot competitively at member's HOME club ONLY. CTSN not available with this category. This category of membership is **\$84**

**RECREATIONAL MEMBER** - Shoot non-competitively at any ACTA Club. CTSN not available with this category. This category of membership is **\$60**

#### **IF DATE OF BIRTH IS NOT SUPPLIED THE MEMBERSHIP WILL NOT BE ABLE TO BE PROCESSED**

Each registered Member (Except Club Only) receives a Handicap label, which must be attached to the current Handicap Card and presented at all competition events. This Handicap label, as well as providing proof of membership, records each Member's official grade and handicap.

Every registered Member, with the exception of Partner members, Club Only, New Start and Juniors, will receive a monthly copy of the Clay Target Shooting News (CTSN) posted to their mailing address. Juniors who have no other family members at common address may apply to their HOME CLUB ACTA to receive the CTSN.

## 5.4 2017 Registration Summary

<b>FULL ADULT MEMBER</b>	<b>\$138</b>
<b>PARTNER MEMBER</b> <i>(Partner to a Full Adult Member at the same common address)</i>	<b>\$84</b>
<b>VETERAN</b> 65 years at 31 December 2015 <i>(Date of birth must be supplied)</i>	<b>\$84</b>
<b>CONCESSION/LOYALTY</b> 30yrs continuous Full membership	<b>\$118</b>
<b>JUNIOR MEMBERS</b> Under 18 years at 31 December 2015 <i>(Date of birth must be supplied)</i>	<b>\$40</b>
<b>NEW START</b> Open to NEW members only for a period of one membership year to shoot competitively at members' HOME club ONLY.	<b>\$84</b>
<b>RECREATIONAL MEMBER</b> Shoot targets ONLY and practice at any ACTA club.	<b>\$60</b>
<b>NEW SHOOTER LEVY</b> <i>(Applies to <b>All</b> new Memberships <b>except Juniors and Complimentary Free Limited Members</b>)</i>	<b>\$6</b>

## 5.5 Half-year Membership

*Applies to **NEW***

***'Full Adult'***

*Membership only after the **1st July 17***

*Forms must be dated later than 1st July and be received in the National office after 1st July 2016*

**\$84 + levy \$6 = \$90.**

*Half-year Membership is at a reduced rate and is not half price*

**Please note:**

**Half-year Membership does NOT apply to Veterans, Partners, Junior, New Start & Recreational members.**

## 6. Club Shoot Report

Shoot reports are to be submitted via the ACTA website [www.claytarget.com.au](http://www.claytarget.com.au)

- Go to the news-results tab, then submit club results please view the sample if this is your first time on our site.
- Proceed to enter the results for your event.
- You will receive an email confirmation once you submit your results.
- If you do not receive the confirmation email your results have not been submitted to our office

Report must be submitted within **seven (7) days** of the completed program through the WEB SITE. Late reports **WILL NOT** be published.

Please ensure that the report has people's names spelt correctly. To make the report neat and easy to read please use a Christian name, surname and result. Please contact the ACTA office if you are having difficulty.

**If your report does not appear in the CTSN the following may have occurred: -**

1. The office received the report too late for the current issue.

**From the 1<sup>st</sup> November 2015 the ACTA will not accept shoot results in any other format.**

## 7. Handicap & Grade Changes

It is recommended that all Clubs appoint a Club Handicapper. It is sometimes very difficult for the Club Secretary to conduct all aspects of the shoot office as well as fill out Handicap Cards.

For grade/handicap changes the club secretary needs to log in to the database <http://secure.claytarget.com.au>

If you are updating grades/handicaps for your own members you need to do the following;

- Go to the members tab on your club page
- Click on the member number that you wish to update
- Go to the competition grades section and click edit
- Update grade/handicap and save
- This has updated the database you still need to manually update the front of the members handicap book.

If you are updating grades/handicaps for visiting members the following applies;

- Log in to the database
- Click on the player directory
- Enter the member number or name and click find, here you can check if the member is financial
- Click on view handicap, here you can edit and save the changes
- This has updated the database, you still need to update the front of the members handicap book

**From 1<sup>st</sup> November 2015 this is the procedure for all grade/handicap changes.**

## 8. Break Badges

All Club Break Badges are \$10.00 each GST included.  
25 metre Handicap Metal Badges are \$5.00 each GST included  
National Break Badges are \$15.00 each GST Included

Break Badge Request forms are available via the club log in (not database) on our website [www.claytarget.com.au](http://www.claytarget.com.au) They are now interactive and once lodged you will receive a confirmation email and the Break Badge request will be emailed to the ACTA office.

**Please refer to**    **Rule 4.23 for Break Recognition conditions (Trap & ISSF).**  
                          **Rule 8.23 for Break Recognition conditions (Skeet).**  
                          **Rule 11.21 for Break Recognition conditions (Sporting).**

**From the 1<sup>st</sup> November 2015 the ACTA will not accept any other form of Break Badge request.**

## 9. Stationery

Stationery items are available from the National Office. An order form is available via the club log in (not database) on our website [www.claytarget.com.au](http://www.claytarget.com.au) The forms are now interactive and once lodged you will receive a confirmation email and the order will be emailed to the ACTA office. Postage & handling is charged on all orders.

**From the 1<sup>st</sup> November 2015 the ACTA will not accept orders in any other format.**

## 10. Clay Target Shooting News (CTSN)

The closing date for advertising in the CTSN is the **last working day prior to 20th** of the month prior to publication and delivery eg: the June issue will close on 20th April. The CTSN will then start being delivered mid May. **The closing date for the February 2017 publication will be the Friday 9th December 2016.**

To ensure you get your Stories, ads, photo's and sponsor Logo's in the magazine we require the following:

- **Photo's must be 5 megapixels or larger sent as an attachment.**
- **Sponsor Logo's Attached, (if you want to show us how the ad should look by all means add them in but send the original logo's as attachments).**
- **All copy must be in Word format.**
- **The copy must be sent electronically via email**
- **The copy must arrive by the deadline**

**Photos should not be embedded in Word documents (except to indicate placement of photos); photos need to be supplied as separate attachments saved as a JPEG file.**

Photos that are out of focus, too light or dark with bad definition, or those supplied in too small a size and considered not suitable for reproduction will not be used in this publication.

## 11. Advertising Rates for Clubs

Full page advert	\$437
1/2 page advert	\$257
1/4 page advert	\$187
1/8 page advert	\$133

All prices include GST

### CLOSING DATES FOR CTSN

<i>MAGAZINE MONTH</i>	<i>CLOSING DATE</i>
March	20th January
April	20th February
May	13th March
June	20th April
July	19th May
August	18th June
September	20th July
October	18th August
November	20th September
December	20th October
January 2018	20th November 2017
February 2018	11th December 2017

**These dates are subject to change when necessary and will be advised in the magazine prior.**

## **12. Club Information**

### **12.1 Collection of Membership Fees**

Members have the option of paying their fees to their club. The club secretary renews the member via the ACTA database <http://secure.claytarget.com.au> . The club will be invoiced for the ACTA component only of the fees.

RE: Member Renewal Procedure – Club Secretary

Members also have the option of paying the ACTA/State/Zone/Club fees by accessing <http://mypage.claytarget.com.au> using their credit card. All fees are collected and the ACTA pay the State/Zone/Club fees back to each entity on a monthly basis.

RE: Member Renewal Procedure – Individual Member Via MyPage

### **12.2 Notification of Office Bearers**

All clubs are required to change club Office Bearers, both after their AGM and when changes occur. This is to be done through their access to the ACTA database <http://secure.claytarget.com.au>

It is essential that we have business hours contact details for at least one committee member to discuss club business and list on the website along with the name and contact details of the person who handles the accounts.

This information will be available to:

- The appropriate State/Territory department
- ACTA
- State Association
- Zone Association

### **12.3 Privacy Laws**

Club Secretary's will be able to access all details of their members, additionally they will be able to access limited information on all ACTA members for the purpose of conducting a shoot.

### **12.4 Club Delegate**

Every Club is entitled to elect one Club Delegate. This person acts as the Club Representative to the Zone, State and ACTA. Each of these Associations should be advised of your Club Delegate.

This person is eligible to vote on behalf of your club at all Zone meetings, State and ACTA AGM's. Only club Delegates are eligible to be elected as Zone Delegates. In the event the elected delegate can not attend the AGM a proxy may be appointed on the forms supplied by the ACTA at the appropriate time.

## **12.5 Duplicate Handicap Cards**

Clubs administer the replacement of books and labels by using the "ACTA Handicap Book/Label Order Form" This form is available via the club log in (not database) on the ACTA website [www.claytarget.com.au](http://www.claytarget.com.au) the form is interactive so when you lodge the request you will receive a confirmation email and the form will be emailed to the National Office.

The three main instances where replacements will be required are as follows:

- Full Handicap Books will be replaced by the ACTA at no cost to the member. The Club Secretary is to verify that the book is full and confirm on the form
- For members who have lost the handicap book, they pay the club directly for a duplicate book and label (\$10) and the club will then be invoiced upon the ACTA receipt of the order form.
- Members who lose their label before attaching it to their book or the label is lost in the mail will receive a replacement label at no cost, however it will be noted on the label that it is a reprint.

From the 1<sup>st</sup> of November 2015 the ACTA will not accept orders in any other format.

## **12.6 Members Transferring Clubs**

If a shooter wishes to transfer to another club during the membership year they must get a letter of release from their current club and a letter of acceptance from the club that they are wanting to join. These letters need to be forwarded to their State Office. Only one transfer is allowed in a membership year. Club transfers should ideally take place upon renewal of membership.

## **12.7 Shooting Rules**

Copies of the current Shooting Rules can be downloaded from the ACTA website [www.claytarget.com.au](http://www.claytarget.com.au) These rules regulate the sport of clay target shooting. Please familiarise yourself with them.

## **12.8 Constitution**

All ACTA affiliated member clubs are required to abide by the ACTA Constitution. Copies of the ACTA Constitution have been circulated to all member clubs. Additional copies can be downloaded from the ACTA website.

## **12.9 Incorporation**

### **What Incorporation Means:**

Incorporation is a system of registration which gives an association/club certain legal advantages in return for accepting certain legal responsibilities.

Although there are benefits to be gained from incorporation, there are also obligations and limitations. Incorporation requires the payment of application fees, obliges the association/club to be audited (where required) and lodge financial returns annually. Being incorporated requires that the association/club comply with the provisions of the Associations Incorporation Act, regarding the running of the association/club and requires the association/club to hold a public liability insurance policy (Note the ACTA provided Insurance Policies are sufficient). NOTE: The ACTA does not provide building insurance



### **Why Incorporate?**

An association/club that remains unincorporated has no separate legal identity from its members. This means that the committee members are individually liable should something go wrong. Such an association/club must rely on individuals to do things for it in their own names. As the management committee members are the ones who normally make and implement decisions for an association/club, the ultimate responsibility for debts and other legal obligations will usually rest with them. This will be the situation even if the association/club is operating according to a written constitution or set of rules.

### **Requirements after Incorporation**

Once the certificate of incorporation has been issued, the association/club must:

- 1: obtain a common seal (rubber stamp) with the association/club's full name (including the word "Incorporated" or "Inc") and the words "Common Seal".
- 2: open a bank account in the association/club's name. The bank may require a copy of the rules and/or wish to sight the original certificate of incorporation. The people who are appointed signatories to the account will need to comply with the identification requirements of the bank.
- 3: keep a set of books to record the financial transactions of the association/club and a register of members and committee members, folder or book to keep minutes of committee meetings and general meetings must also be kept.
- 4: arrange with the Registrar of Titles for property which is registered in the names of trustees to be transferred to the association/club.

### **12.10 What does the ACTA Expect of Clubs?**

The ACTA Executive seeks the assistance of all officials to attend to requests, documentation, accounts etc promptly and by the due dates.

- Prompt attention to the renewal of members and the updating of grades/handicaps using the online system
- Early submission of competition reports for publication in the monthly CTSN.
- Conduct of competition within the rules.
- **That Clubs will be incorporated.** Address inquiries to your appropriate State/Territory department. A copy of the club incorporation certificate is to be sent to the National Office.
- That Clubs will adhere to the rules regulating insurance coverage.
- Early advice to the National Office when our help is needed.

### **12.11 Trading Terms**

While reasonable credit facilities are extended, this is a courtesy to clubs, which is not to be misused. It is therefore expected that:

- Daytime contact details of Treasurer/Secretary are provided to the ACTA and updated as necessary.
- **Clubs will pay within 30 days of date of issue of their monthly statement.**

# MEMO TO ALL CLUBS

## 2017 ACCOUNT PROCEDURES

As at the 1<sup>st</sup> of January 2017 all accounts will be emailed to the club contact listed on the ACTA database. Please check your club contact details. Correct if needed and advise our office of the change.

At this stage the accounting program and the database are not linked so if your club makes any changes in the database or requires your accounts to go to a different email address you need to advise the accounts department at [accounts@claytarget.com.au](mailto:accounts@claytarget.com.au)

All accounts are payable monthly ie: invoices dated January are payable by the end of February and so on. Clubs who go beyond our trading terms will be suspended from renewing members until their account is brought up to date.

**No invoices or statements will be posted after November 2015.**

### **12.12 Administration Information**

A regular service of important administrative information is provided on the ACTA website [www.claytarget.com.au](http://www.claytarget.com.au) please check the latest news tab for regular updates and notifications & also through the monthly Australian Clay Target Shooting News. The National Office is happy to help with any requests that you may have.

### **12.13 Club Affiliation**

Club and State affiliations are now due and payable by the 31<sup>st</sup> December 2016 for the 2017 shooting year. The fee for 2017 is \$341.00 inclusive of GST.

#### **How does a new Club become affiliated?**

- Contact the State/Territory Association to seek approval for affiliation and an inspection of the Clubs facilities.
- Contact your State Firearms Authority for regulation requirements.
- Pay to the State Association its affiliation fee. The State Association will submit their recommendation for affiliation with the ACTA.
- On receipt of the submission from the State Association the ACTA will process the affiliation and forward to the Club the appropriate paperwork, which will include the affiliation invoice for \$341. The Club will be required to ensure the following:
  - Affiliation is maintained with the ACTA and your State Association.
  - ACTA Constitutional requirements are met.

### **12.14 Personal Accident Insurance Cover**

A certificate of Currency is available on the website [www.claytarget.com.au](http://www.claytarget.com.au)

### **12.15 Public Liability Insurance**

A certificate of Currency is available on the website [www.claytarget.com.au](http://www.claytarget.com.au)