



West Australian Pistol Association

Red File



Department of
Local Government, Sport
and Cultural Industries



INTRODUCTION

1. This 2019 edition of the West Australian Pistol Association (WAPA) Red File is a manual for administration of clubs. It is provided to help committees run their clubs successfully. As committees turn over, many new office bearers find themselves in need of guidance, particularly in respect of WAPA procedures. This manual is aimed at the club committee, although there are some chapters (particularly 5 and 11) which are intended for the general membership as well.
2. Various WAPA office bearers are mentioned throughout the document. A list of current names and contact details can be found on the WAPA website (www.wapa.asn.au) under the “About” tab on the home page. Select “How we administrate” and “Committee”.
3. Some of the information presented in this file is advice which could be applied readily to any small club or organisation, while other information concerns specific procedures which WAPA affiliated clubs are expected to follow. Forms and various detailed information have been placed in appendices to keep the body of the document easy to read..
4. Although CD copies were distributed before, the Red File is now only available via the WAPA website. Select the “About” tab on the home page, then “How we administrate” and “Red File”. Clubs may find it convenient to print a hardcopy to keep in the club house for easy reference.
5. There is a considerable amount of information on general club management available beyond this manual. In particular the Sport and Recreation branch of the Department of Local Government, Sport and Cultural Industries (DLGSC) publishes a number of excellent short guides for sporting clubs covering many topics (most can be accessed on their website), as does the Australian Sports Commission.
6. Any suggestions for improvements or additions to the Red File are welcome. Please contact the WAPA Secretary in the first instance.

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1 SAFETY AND INSURANCES

Pistol shooting has one of the best safety records of any sport. It is in the interests of everyone involved that this record continues.

1.1 On the Firing Line

The *WAPA Safety Rules* are part of the WAPA Regulations. These can be found on the WAPA website (www.wapa.asn.au). These rules should be considered the minimum necessary for a club to have in place on their range. Individual clubs may at their discretion add additional rules for their own circumstances, but must not delete any of the WAPA safety rules.

Other safety rules which clubs might wish to document include for example:

- Procedures for raising and lowering flags;
- Procedures for individuals practicing;
- Instruction of new members or prospective members, including “probationary” schemes;
- Procedures for issue and control of club pistols.

The WAPA Safety Rules must be displayed on every range in a prominent place so that members will remain familiar with them. New members should be given a copy.

Documenting and displaying any local safety rules will also help to ensure that there are no lapses when experienced members are not present.

WAPA regulation 22 requires any accident or near miss involving a firearm to be reported to WAPA in writing. For clubs affiliated with two associations, an accident report should be submitted to WAPA even if the accident occurred during a match sanctioned by the other association.

1.2 Off the Firing Line

Injuries are most likely not to involve a firearm, but common accidents such as falls. A club committee needs to consider safety hazards throughout the range and the activities conducted on the range, just as one would in a workplace, because the club’s legal responsibilities are not dissimilar to an employer’s.

Hazards such as uneven or slippery surfaces need consideration because many ranges in WA are old or of amateur construction. Activities such as carrying heavy objects or using power tools during range preparation and maintenance are potential sources of injury. Club membership often includes a wide range of ages including seniors who may be more prone to falls or suffer strains from over-exertion. Club officials supervising working bees should avoid become complacent about safety just because it is a weekend activity.

The maxim “Spot the hazard, assess the risk, make the change” can be applied to any sporting club.

Medical episodes can occur on club premises regardless of the activity - heart attack, stroke, dehydration for example. Consider how readily an ambulance could find your club in an emergency. Is the address clear or is better signage needed? If members of your club have a

first aid certificate you could post a list of their names and/or photographs permanently on the club noticeboard. If your club can afford it, consider buying an AED – Automated External Defibrillator.

1.3 Legal Obligations

If a club allows a member or visitor who by law is not permitted to use a firearm to have access to a firearm, the club is committing an offence. Such circumstances would include a violence restraining order or a revoked or suspended firearms licence as a result of improper use of a firearm or a violent offence. It is possible that even allowing the person to be on the range where firearms are present might be deemed to be an offence. Club officials must therefore be vigilant to protect themselves from prosecution. Personal friendships or fear of embarrassing someone must not be allowed to compromise the club. Diplomacy is often needed to prevent any offence being taken. The police can confirm if an individual is in this situation.

WAPA must also be advised of members not permitted to use a firearm, in case that member frequents other clubs. Discretion will be used.

Clubs are also required to advise the police in writing if they have any serious concerns about a member's fitness to own a firearm. Reports should be sent to the Officer in Charge, WA Police Services Firearms Branch, with a copy sent to WAPA.

1.4 Liability Issues

A shooter owes a duty to take all reasonable care to other shooters. Officials such as coaches, instructors and supervisors have a greater duty of care. A person with supervisory responsibilities and their club or association could be liable for the negligent supervision of a shooter or inappropriate advice. Negligence in this instance could include failing to give the right advice, or failing to ensure the safe conduct of the activity. A club can be liable for unsafe facilities or practices.

A club has an obligation to inform players of risks and how to minimise them. In pistol shooting, such risks would include hearing or eye damage, which could obviously be minimised by wearing protective ear muffs and glasses.

There is an increasing incidence in Australia of injured sport players taking legal action. It can include criminal and civil action.

Incorporation of a club provides a degree of protection to individuals from liabilities, however a person who goes outside the accepted practices of the club may still be individually liable. The *Volunteers (Protection from Liability) Act 2002* ensures that volunteers' liabilities are transferred to the incorporated organisation for which they are working, provided they are acting within the scope of work or procedures set by the organisation.

The risks to a club can be minimised by doing the following:

- Written evidence that a participant has been informed of the risks, such as a signed acknowledgment form, can improve the chances of successfully defending legal action.
- Ensuring that safety information is not just distributed, but put in practice.
- Disclaimers must be well documented to have legal weight.

- Keep records of any accidents for at least 6 years, as this is the time limit for legal actions to be commenced. Note that in the case of juniors, this time limit does not begin to run until the person has turned 18, therefore a 23 year old could submit a claim for an accident which happened at age 12.

1.5 Visitors

WAPA recommends that clubs adopt in their procedures a “Visitor Declaration Form”. A suggested form is attached at Appendix 1. The purpose of the form is to protect clubs from inadvertently allowing people not permitted to use a firearm from shooting on their range, thereby breaking the law or exposing the club to risk. It is also an acknowledgment that the WAPA safety rules have been received.

Signed copies should be retained.

1.6 Insurances

Insurance basically transfers certain risks from the club to the insurer.

WAPA carries:

- Public Liability Insurance;
 - Personal Accident Insurance, and
 - Associations Liability Insurance (Directors and Officers),
- which covers all WAPA affiliated clubs, including committees, range officers, coaches, members and authorised visitors. Personal Accident Insurance includes travelling to and from ranges and meetings. These policies generally cover all club activities whether on or off the range. Contact the WAPA Secretary if you need to see the policy documents for more detail.

Claims against these policies can be made by contacting the WAPA Secretary who will forward the appropriate forms.

In the event of an incident, whether or not it may lead to a claim, it is vital to record the circumstances as soon as possible to the level of detail required by the insurer. An admission of fault may void the insurance. In some cases WAPA will need to advise the insurance broker if there has been an incident which may lead to a claim.

Clubs should consider taking out property insurance to cover loss or damage to buildings and contents. Insurance is generally cheaper when negotiated as part of a larger group with similar activities.

Some insurance companies offer a discount if the club has a properly structured and instituted risk management plan in place.

1.7 Risk management

The increasing application of law to sport means that sport administrators should be able to identify areas of potential legal risk. A risk management policy or plan has the following benefits:

- It assists strategic planning;
- It reduces unexpected and costly surprises;

- It leads to more efficient allocation of resources.

By identifying, categorising according to severity, and planning action to control the risks, a higher certainty of success will result because effort can be concentrated on the important issues, rather than of spread thinly over many trivial problems. A risk assessment for a new project, event or initiative can be of particular benefit.

WAPA has a Risk Management Plan that can be provided to clubs on request.

Textbooks covering the preparation of risk management plans include:

- Australian/New Zealand Standard AS/NZS 4360 “Risk Management”
- Department of Sport and Recreation “Can You Risk It?, An Introduction to Risk Management for Community Organisations”

2 CLUB STRUCTURE AND MEMBERSHIP

All pistol ownership, licensing and activities in Western Australia comes under the Commissioner of Police, who administers the Firearms Act.

Pistol regulations are more stringent than for other types of firearms.

Pistol Clubs are permitted to form for the purpose of engaging in target shooting of a type approved by the Commissioner. The WAPA shoots matches which fall under one of the following four disciplines:

- ISSF (International Sports Shooting Federation) matches;
- Pistol Australia matches, such as Service Pistol, WA1500, Black Powder and Action Pistol;
- Single Action matches;
- IMSSU (metallic silhouette) matches.

2.1 Who Can Join?

Men and women are eligible for full membership if over the age of eighteen years.

There is also provision for Junior members, but only in accordance with the Section 7 of the WAPA Regulations.

Note that in accordance with ISSF rules a person can compete in junior matches until the year they turn 21, but for the purposes of WAPA fees those over 18 must pay an adult fee.

Clubs must require adult applicants for membership to provide a current National Police Certificate. At their discretion a club can also request two written character references from persons who have known the applicant for at least two years. A club is under no obligation to accept a member, but the reasons for rejection should be defensible if queried by a third party.

Caution should be exercised if the applicant has previously been expelled from another Club or had support for pistols withdrawn. Contact the other club if background information is required.

2.2 Fees

Fees payable to WAPA are set at the Annual General Meeting (AGM) of the association. They are made up of the following:

(a) Club Affiliation Fees:

This is a nominal fee paid by each club to be affiliated with WAPA.

(b) WAPA Capitation Fees:

This fee covers Public Liability, Personal Accident and Associations Liability Insurance premiums and other services funded by WAPA, including coaching and refereeing support and general administration costs.

(c) **Pistol Australia Capitation Fees**

This fee is paid through WAPA to Pistol Australia (PA). It covers the administrative costs and programs conducted by PA and the bi-monthly Bulletin magazine.

All of these fees are collected by the club. The WAPA and PA components are paid to WAPA by November 20th each year.

Current WAPA and PA fees are listed in Appendix 2. The financial year of WAPA is from January 1 to December 31. Fees are due and payable on November 1. Pro-rata fees for people joining mid-year are also listed in Appendix 2.

A person can be a member of more than one club, but need only pay the WAPA and PA capitation fees and magazine dues through one club. That club takes responsibility for enforcing the minimum activity requirements described in chapter 3.

2.3 Associate Membership

If a person is a member of a second club it is considered an associate membership. An associate member pays the full club component of annual membership fees, and is therefore entitled to the full privileges of a normal member. It is the responsibility of an associate member to send scores to his or her home club to prove compliance with the minimum activity requirements discussed in chapter 3.

If entering a State Championship as a team member, a person can only represent their home club.

A club must in no circumstances issue a pistol application form 101 to an associate member.

2.4 Social Membership

Clubs may, if their constitution allows, offer social memberships. A social member does not pay WAPA or PA capitation fees and usually pays only a nominal club fee. A social member is therefore unable to shoot, except perhaps as a visitor on rare occasions. They are covered by public liability insurance as authorised visitors.

2.5 Life Memberships

A Life Member is a person who is recognised by a club for outstanding services to the club for an extended period of time and who, on stepping down from active participation, is available to provide support and guidance. Usually the club undertakes to pay the membership costs of a Life Member, including WAPA and PA capitation fees as are due to those bodies for the term of the Life Membership.

WAPA also has life memberships, which are awarded through nomination by the WAPA Committee. WAPA pays the PA capitation fees and waives the WAPA fee in this instance.

Clubs should be mindful that if membership drops, the ongoing cost of subsidising life memberships can be a burden on the club's diminishing finances.

As an alternative to Life Membership, the club may consider other forms of recognising outstanding services, such as:

- Awarding a club Certificate of Merit, or Appreciation.
- Having his/her name inscribed on an honour board of the Club.
- Naming ranges or buildings after the member.

2.6 Transfers of Life Members

If a Life Member of a Club chooses to join another club, there are a number of options open to the clubs concerned:

- The member may choose to pay per capita fees to the WAPA. through the new club, regardless of what his old club may arrange.
- The Club who bestowed the Life Membership may continue to pay Association and PA dues.
- All parties concerned may negotiate the fees payable.

2.7 Club Committee

The constitution of your club will dictate the makeup of the club committee. It will include at least a president, secretary and treasurer. The larger your club the more positions you can likely have on committee, such as captain, vice captain and coach. Any more than say 10 becomes unwieldy. Chapters 6 and 7 describe the duties of the secretary and treasurer. Assuming your club is incorporated the committee needs to act in compliance with the Associations Incorporation Act 2015.

Under the act no person can be on a committee who:

- is a bankrupt,
- has been convicted an offence in relation to a body corporate or an offence involving fraud or dishonesty punishable by imprisonment for a period of 3 months or more, or
- was a member of any committee who incurred debt while insolvent.

3 ACTIVITY REQUIREMENTS

Private ownership of pistols in WA is based on the principle that members can demonstrate a need to own a pistol to participate in target shooting competition. The Firearm Regulations negotiated between the WA Police and WAPA require that members owning pistols compete in a minimum number of matches each year, and that a record of activity is submitted by the club annually to WAPA. WAPA Regulation 8 details the requirements of Clubs and members.

3.1 Minimum Activity

In accordance with chapter 5, the Club should have a record of whether each member owns pistols in either ISSF, PA, Single Action or IMSSU disciplines. If a member has pistols in only one discipline, at least 6 scheduled matches on different days each calendar year must be shot. For more than one disciplines, four matches in each are required in the year. The matches can be completed at any WAPA affiliated club, open competition, national or international competition.

There is the possibility that some members will complete all of their shoots in a short period and be inactive for the remainder of the year. Clubs can, if they so wish, apply additional attendance requirements over and above those in the WAPA regulations, to maintain more regular attendance. Any penalty for not fulfilling the Club's rules may depend on the powers of the Club's constitution, rules and regulations rather than WAPA's. Clubs cannot reduce the attendance requirements of the WAPA Regulations.

It is the Club's responsibility to monitor compliance by its members and take the appropriate action if the WAPA regulation 6 is not complied with.

It is typically the club scorer/handicapper's role to report to the club committee those members who have not complied.

3.2 Exceptions

A club may grant a leave of absence to a member for a period of six months or more in any year. All applications and approvals must be in writing. The number of attendances required, are reduced according to the period of leave.

The member must deposit all pistols for safe keeping with the Police or other approved body and must provide proof in the form of a receipt.

Unless the Club has its own additional attendance requirements there is no benefit in applying for leave periods of less than six months because the number of shoots required is not reduced. It would however be beneficial for members to notify their Club Secretary of travel plans in case there is any need to maintain contact.

3.3 Records

The Police Firearm Regulations require Clubs to maintain a register of attendances. This register is subject to audit by both WAPA and the Police, and must be provided to Police on request. Because of this external scrutiny it is essential that each Club keeps its attendance register as

accurate as possible. Should the Police find discrepancies it may affect the good relationship between the WA Police and the pistol shooting community.

The Activity Register (Form WAPA 102 at Appendix 3), completed by clubs and submitted to WAPA by 31 January each year, may be forwarded to the Police by WAPA. It is important that it is filled out fully. The comments column should not be used to record excuses that are not valid according to the firearm regulations.

Clubs with computer databases may submit a computer report as the Activity Register provided the information is set out as on the Form 102 and easily readable.

3.4 Caution and Penalties

In January each year the Club must determine which of its members has not met their minimum activity requirements. The member must be requested in writing to attend a committee meeting and explain their inactivity.

Clause 8.6 of the WAPA Regulations sets out the actions available to the committee. The chosen action should be recorded in the “Comments” column of the Form 102 against the member.

The requirement to submit the completed Form 102 by January 31st means that all defaults must be dealt with during the month of January. When the Police audit the forms they will no doubt check that the comments reconcile with the attendances recorded.

The imposition of a penalty by the Club does not mean the Police won't take their own action against the member, which could include cancellation of their firearms licence. Bear in mind that there is no provision in the Firearm Regulations for penalties such as additional shoots. This is purely an internal WAPA practice and not one likely to be supported by Police Licensing Services if it is discussed with them.

If a member is expelled, a follow-up letter to WAPA is required to formalise the expulsion because the appeal provisions of section 22 of the WAPA Constitution then apply. Expulsion may mean that the member cannot join another WAPA affiliated pistol club and must dispose of all pistols licensed through WAPA. Generally the WAPA committee will hold over dealing with an expulsion for one month in case of further advice from the club. The club can withdraw the expulsion and change the penalty within that month if the circumstances change. A standard letter is included at Appendix 11.

Members have the right of appeal within 21 days of the notification of the penalty from WAPA if the penalty is expulsion or suspension for a period greater than 3 months. The appeal is heard by a tribunal of three club presidents or their delegates (not from the member's home club) within 45 days.

If in doubt about the caution and penalty provisions, please contact the WAPA Secretary.

3.5 Good Policy

Some members may find that the end of the year creeps up, leaving not enough time to complete the required attendances. It may help if the Club scorer can keep members up to date with the number of shoots completed and the number outstanding, particularly in the second half of the

year. Members hoping to leave attendances to the last weeks could be caught out by unexpected illness or other commitments, leading to the embarrassment of being called before the committee for default.

It is however important that members take responsibility for their own regular attendance and not become totally reliant on the club keeping track. Members need to be aware that their annual firearms licence renewal could be refused by the Police if their activity has not met the legal requirements.

The issue of penalties is a serious matter, which can easily affect the efficient running of a club if not handled carefully.

Members need not shoot at their home club to register a score. A shooter can attend a scheduled match at any Pistol Australia affiliated club, pay the applicable visitor's fee or range fee and complete the match. The score sheet must be dated and signed by the club captain or other authorised committee member and forwarded to the member's home club (the club through which he or she pays the WAPA affiliation fee). Note that a shoot conducted at a club not affiliated with WAPA does not count, even if a WAPA supported pistol is used.

4 MATCHES, RULES AND GRADES

WAPA conducts the following matches in accordance with the stated rules:

4.1 International Sports Shooting Federation (ISSF) Matches

- 50 metre Pistol (formerly Free Pistol)
- 25 metre Rapid Fire Pistol
- 25 metre Centre Fire Pistol
- 25 metre Standard Pistol
- 25 metre Pistol (formerly Sport Pistol or Ladies Match)
- 10 metre Mens Air Pistol
- 10 metre Womens Air Pistol
- Modern Pentathlon (Pistol Event)
- WSPS Pistol Matches

Separate competition for Juniors is also conducted for all of the above matches.

4.2 Pistol Australia (PA) Matches

- 50 metre Black Powder
- 25 metre Black Powder Aggregate
- Service Pistol
- Service Pistol Unrestricted
- Service Match 25 yards
- Action Pistol
- WA 1500 - Revolver
- WA 1500 - Pistol

4.3 Single Action Match

- Centre Fire match course of fire
- Black Powder Aggregate Match course of fire (shot to BP25M rules)
- 25 Yard Match (Shot to modified service 25 yd Rules)

4.4 International Metallic Silhouette Shooting Union (IMSSU) Matches

- Big Bore Pistol
- Small Bore Pistol
- Field Pistol

Rule books for ISSF and PA matches can be obtained from the Target and Order Secretary through the WAPA website (www.wapa.asn.au). Rule changes occur from time to time and these are usually notified in the WAPA magazine.

ISSF rules can also be found on the ISSF website, at:

www.issf-shooting.org/Rules/rules___regulations.html

Single Action Rules are on the WAPA website under “Events” then “Disciplines”.

4.5 Rule Enquiries

All enquiries relating to range specifications, rule interpretation and pistol specifications should be referred to the Director of the WAPA Referee Council, either direct or through the WAPA Secretary.

4.6 Grades

A shooter’s grade is set by the highest score shot in club or open competition. At Appendix 4 are the scores required to achieve each grade, which are set and amended from time to time by Pistol Australia. They can also be downloaded from the Pistol Australia website www.pistol.org.au under “Events” then “Grade Break Scores”. Except for WA1500, when a member exceeds one of these scores for the first time in a scheduled club match or at an Open the person automatically moves to the next grade. To break grade in WA1500 the requisite score needs to be shot twice.

Master grade may only be attained at an Open (WAPA or other state association sanctioned), State Championship or a National Championship, and will be automatically downgraded after 12 months if not repeated.

Members entering Open competitions must nominate their grades accurately or risk disqualification. Clubs should maintain records of each members grades as the member may forget and need confirmation.

Members who have not shot a score within their grade for twelve months or more may apply to the club scorer to be downgraded. The club scorer must verify that this criteria has been met and at the discretion of the club committee the member’s grade will be adjusted.

4.7 Handicaps

Handicaps are not used for WAPA purposes, therefore there is no official method of determining handicaps. Clubs may determine a method according to their own requirements.

4.8 State Records

New state records can only be set at WAPA sanctioned Opens, State Championships and National Championships. They must be ratified by the WAPA committee before becoming official. WAPA awards a prize of \$250.00 for new state records. More details can be found in the State Records policy on the WAPA website.

5 PISTOL LICENCE APPLICATIONS

5.1 Eligibility

WAPA Regulation 3 states that a financial member may apply to license a first pistol six months after joining a club. After six months the member can apply for one air pistol and/or one rimfire or centrefire pistol. After a further six months additional pistols can be applied for.

A Junior Shooter cannot make application to purchase a pistol until attaining the age of eighteen years. The Junior's sponsor must licence the pistols, possess them and store them as though they were the sponsor's pistols (unless they are on a corporate licence).

A club needs to carefully consider providing club support for a pistol that cannot be used at the club. Ideally a club would support the licence if it is for a match that is conducted on a regular basis by the Club, so that the member has ample opportunity to fulfil the activity requirements in accordance with the WAPA Regulations. The alternative is for the member to shoot as a visitor at another club that shoots the match and meet the activity requirements that way. It is the club's responsibility to decide whether that is a realistic proposition, because at the end of the year if the activity requirement is not met it will be a headache for the club committee. For example if a member has previously shot at another club where the requested pistol could be used, that's a fair indication that the member is serious about using it. On the other hand if the member has never shot outside their home club and doesn't even know the address of a club where the pistol could be used, that's a fair indication that they are just collecting. The club committee needs to consider the information at hand before deciding whether to issue club support in this instance. The club committee has every right to knock back an application if they don't feel it's a genuine need.

5.2 Training

At Appendix 5 is the WAPA approved Firearm Safety Training Course which new members must complete. Also in the appendix is the multiple choice examination which must be passed before a first pistol application can be approved.

The course information consists of:

- The Course Criteria – The knowledge and skills that the trainer must teach,
- The Course Notes – To be studied by the trainee during the course. Trainers must also be familiar with it,
- The Examination Paper and the Answer Sheet – This is a closed book exam to be taken in the presence of an examiner,
- The Feedback Form – This form should be completed by the trainee after taking the exam and returned to WAPA to enable the course information to be fine tuned.

All club secretaries should have been provided with the answers. They should be issued only to examiners as required and not placed in this Red File or left lying around. Alternative question papers and answers will be issued by WAPA as demand dictates.

The WA Police also require Clubs to administer the Firearms Awareness Certificate. This is a separate multiple choice examination that applicants must pass. It can be administered at the same time. At Appendix 6 is information pertaining to the Firearms Awareness Certificate, namely the WA Police Firearm Safety Booklet to be studied by the applicant and the Information Package for firearm clubs and associations. The test, the answers and the blank forms are not included in this Red File. Secretaries should have been provided them separately for confidentiality.

WAPA Regulation 23.2 sets out who can be a trainer. It is recommended that each club makes a list of approved trainers, so that when a new shooter arrives at the range there is no uncertainty over who is able to take charge of the shooter. Ideally the trainee should be coached by the same trainer each session. The Club Coach may be able to oversee the training process and ensure that the course criteria are being followed.

Training sessions should be structured so that the trainee is given the essential safety instructions before firing a pistol. At least the first two live fire training sessions should be conducted “one on one” before the trainer decides whether to put the trainee in with a detail. Obviously the trainee should not be thrown into a service match if the only instruction has been with an air pistol; the training must prepare the trainee for the event that he/she is interested in.

The trainee should bring the Safety Training Register for First Pistol (WAPA form 103 at Appendix 5) to each session for the trainer to initial. This form must be presented duly signed to the club committee with the first pistol application.

5.3 Assessment

All pistol licence applications submitted to a club must be dealt with by the club committee in accordance with WAPA Regulation 3.

The club committee must firstly assess whether the applicant meets the requirements of the Regulations, and secondly that the pistol(s) meet the requirements. First time applicants should have passed the training and all applicants must possess good character and a genuine interest in target shooting. Pistols must meet the allowable types described in Regulation 3 and not exceed the maximum number stipulated.

The pistol must comply with the rules of at least one match recognised by WAPA and on the shooting calendar of the Club. Most centrefire pistols would qualify as either ISSF or PA discipline. The applicant can chose whichever makes the minimum attendance requirements easier to meet (see chapter 4).

The committee is at liberty to either accept or refuse the application outright, or defer approval pending the applicant's improvement of any deficiency in any of the previously mentioned items.

Magnum .22 (5.6 mm) rimfire ammunition and pistols which specifically use this ammunition cannot be used in any ISSF or PA competition, and therefore cannot be licensed through the Association. A handgun specifically designed for target shooting generally refers to a high quality pistol not intended for defence or police use, typically of European manufacture and with an anatomical grip.

Members transferring from another WAPA affiliated club need not serve a probation period if a pistol is already licensed through WAPA. However members of non-WAPA clubs (for example Sporting Shooters Association clubs) must have all pistols intended for use on WAPA ranges approved by the club committee in accordance with WAPA Regulation 12. The formal safety examination process is usually only necessary if there is some doubt over the new member's competence, however range commands vary between associations, so a briefing and informal check may be wise to avoid any confusion on the line.

5.4 Juniors

Junior members if deemed competent and can demonstrate that they are physically able to compete safely may engage in any or all recognised matches. The Safety Training Course is advisable even though the junior may not be eligible to license a pistol. Members may continue to compete in junior matches until the year they turn 21.

5.5 Application Forms

Members wishing to obtain a pistol licence or, to apply for additional pistols should in the first instance complete a "Club" approved application form which, when completed should be presented for Club Management approval or rejection. The club may devise its own form on which the applicant can present all the relevant information. An example is at Appendix 7.

If the application is successful the applicant will be issued with a WAPA form 101 by the Club Secretary. The WAPA Secretary can provide the club secretary with a Word template. Police form LSF24 can also be used. Blank versions of the WAPA 101 form must not be given out, and must be kept secure by the club secretary.

5.6 Firearm Serviceability Certificate

For each pistol being purchased a Firearm Serviceability Certificate must be obtained. It is the responsibility of the Seller to obtain (or provide in the case of Dealers) the Serviceability Certificate, which remains valid for a period of 3 months.

This certifies that the firearm is as described and is in a safe and usable condition. Certificates can only be issued by Clubs or licensed firearm Dealers, Repairers or Manufacturers.

In the case of a club member selling a pistol to another member it is the club that should issue the certificate. At Appendix 8 are guidelines provided by the WA Police for the issuing of Serviceability Certificates. Each Serviceability Certificate must be given a unique sequential number. The number is prefixed by a club number. A list of club numbers is also in Appendix 8. It goes without saying that only one person in the club should issue these certificates to ensure no duplicate numbers are used. That person should be a club committee person with suitable knowledge of firearms such as the club armourer.

Dealers typically charge a fee to issue a certificate. It is up to individual Clubs to decide whether to charge a fee.

5.7 Applications to Firearms Branch

The application must be lodged at a Post Office. The applicant will be required to submit:

- adequate proof of identity;
- an Application for Firearm Licence form which is completed on line and printed out;
- a completed and signed WAPA Form 101;
- a Firearms Awareness Certificate; and
- a Firearm Serviceability Certificate.

A separate support letter, as is typically required with rifle licences, is not necessary as the 101 form or LSF24 form is effectively the support letter.

It is becoming common practice for Firearms Branch to request further information as to why the additional pistol is required, particularly when the applicant already has a pistol of that calibre on licence. Unfortunately the level of justification increases all the time. The WAPA Secretary may be able to provide some advice on successful strategies.

The Police will apply a 28 day waiting period on first pistol licences, in addition to the normal processing period which can vary. Background checks are often made for first licences.

First time applicants may also be required to sign a Statutory Declaration that they have a storage cabinet or safe which meets the Firearms Regulations, in some cases photographic evidence showing the open safe and close ups of the bolts is adequate, or the Police may carry out an inspection. It is wise to obtain and read the relevant sections of the regulations (accessible from the WA Police website) to be sure it is installed correctly, and the required 40mm washers are fitted under the bolt heads. Inspections have caught out people in the past.

5.8 Handgun Register

All clubs are required to maintain a Register of Approved Handguns. The register enables clubs to ensure that the number of pistols held by each member does not exceed the maximum. It may also be requested by the Police.

The register must record for each member (except for associate members) at least the following information:

- Make
- Model
- Serial number
- Calibre
- Barrel length
- Magazine or cylinder capacity
- Handgun type
- Whether specifically designed for target shooting
- Nominated discipline
- Personal or club pistol

When a pistol application is approved and it is confirmed that the applicant has taken possession of the pistol, the details should be copied from the application form to the register. Be aware that sometimes a member may receive a 101 form but not go ahead with the purchase.

Likewise when a pistol is disposed of, the club must be notified so that the pistol can be removed from the register.

Like any record, its accuracy is only as good as the information going in. It is recommended that when setting up the register, or when a new member with firearms joins, photocopies of firearm licences are obtained to confirm the information provided.

It is vitally important that the register is kept confidential and secure to prevent the information being stolen or misused. Only those committee persons with a need for the information (the club secretary and/or club scorer) should have access to the information. It should be kept at home (in a locked cabinet if possible) and files should be password protected.

5.9 Disposal

Members may elect to sell their firearms or transfer them to another shooting association in order to reduce the minimum activity requirements. Regardless of the reason, when a member disposes of a pistol the club must be notified. The club may devise its own form with which the applicant can formally notify the club. An example is at Appendix 7. The club committee must seek evidence of the disposal in the form of a receipt of sale, or a letter from the other shooting association confirming that the pistols are now licensed through that association.

Members transferring to another club should be issued with a Club Transfer Form (WAPA 104).

5.10 Club Pistols

Historically club armourers would be licensed to hold club owned pistols. The club secretary would issue a letter to the member, stating that he or she is a “Named Officer” to hold club pistols, the details of which must be in the letter. The WA Police now prefer that clubs have a corporate licence. Conditions of corporate licences are different to personal licences, but they have some advantages over the old system. For example a club could put a junior’s pistol on the corporate licence if the parent was not interested in shooting, and have an authorised person bring the pistol to the range on shooting days.

It is wise to have a reliable system for keeping track of club pistols, particularly as committee members come and go and some pistols might rarely be used or sighted. If a pistol goes missing it can create serious problems.

6 CLUB SECRETARY DUTIES

6.1 General Duties of the Secretary

- Correspondence

The Secretary should read correspondence promptly and either forward it to the relevant person in the club, respond if a routine matter, or send an acknowledgment of receipt if the issue may take time to resolve. Correspondence should only be left for the next committee meeting if there is adequate time.

The Secretary must have a system of filing and dealing with correspondence to ensure nothing gets lost or forgotten. Opportunities can be missed if correspondence is left too long. Sometimes it can affect the club's reputation and money.

- Reports

Some organisations require an annual report which the secretary must compile from information from other committee members.

- Records

The Secretary must maintain a register of members, the handgun register, the minute book and all legal documents such as constitutions, licences, leases and titles.

- External liaison

The Secretary is often the first point of contact for other organisations and individuals outside the club, including prospective members. The Secretary must present a favourable public image at all times.

Transfer and processing of information to and from other organisations (government, sporting, business) is an integral part of the job.

- Planning

A system for planning the various events and activities that make up the administrative year, ie an annual planner, is useful.

- Meetings

The Secretary's responsibilities in relation to meetings include the following:

- (a) Notices of meetings

These must be sent out in sufficient time (allowing for postage) according to the constitution, or they may be invalid. The notice must mention the time, date, place, nature of business and whether it is an ordinary or extraordinary meeting.

The secretary should also arrange the meeting place.

- (b) The Agenda

The chairperson and Secretary should plan the agenda together.

(c) The Minutes

A correct record of proceedings and attendance is essential, particularly in the event of a dispute. Digital recorders can be useful to fill in any blanks in the written notes. Minutes should be limited to reports, decisions, and actions rather than “he said this, then she said that”.

(d) The Minute Book

A book (or a folder on your computer drive) in which all minutes are sequentially filed is a legal record of the committee’s decisions and must be maintained.

(e) Motions

Motions must be recorded accurately with both the mover and seconder. Read them back before the meeting moves to the next topic.

(f) Actions

The minutes should record, perhaps in a separate column, who is responsible for following up the committee’s decisions.

(g) Numbering

By numbering resolutions a register of resolution can improve efficiency.

(h) Circulating

The minutes of the previous meeting must be circulated before the meeting. The minutes of committee meetings should also be made available to any interested club member.

Obligations to WAPA -

6.2 New Member Procedure

If the club does not have its own application for membership form a standard club membership application form is included at Appendix 9.

After a member is accepted, the club secretary must send the Pistol Australia Member Notification Form (see Appendix 10) to the WAPA Secretary, together with the correct fees. If the new member joins during the year, a pro-rata fee is payable to WAPA according to the rates at Appendix 2. A spreadsheet or Word document containing the information required by the Member Notification Form is an acceptable alternative to a hand written form.

It is important to inform WAPA of new members as soon as possible, as only those members for whom capitation fees have been received are covered by the WAPA insurance policies. WAPA will send the membership card out to new members.

The club should provide all new members with a copy of the club constitution, club rules or by-laws and the shooting calendar.

6.3 Annual Renewal of Memberships

In October of each year the WAPA Treasurer sends to each club an invoice for the renewal of memberships. This will have a list of current members according to the WAPA database. The

club secretary should review this list, strike out the members that have not renewed and add any new members. Care should be taken to ensure that addresses listed are correct. If the total number of members has changed the club should manually adjust the invoice before sending payment plus any associated Pistol Australia Member Notification Form.

The Annual Returns are due with correct club affiliation fee and member capitation fees by November 1st of each year.

Around the end of the calendar year the WAPA Secretary will subsequently forward to each club secretary new membership cards for distribution to their members.

6.4 Transfers

(a) Interclub:

Before accepting a transfer, the secretary of the new club should obtain a Club Transfer Form (WAPA 104) from the secretary of the old club. The form certifies that the member is paid up, and provides details of pistols and grades. If the person is accepted as a member, the pistol details are added to the new club's Register of Approved Handguns and the grades are recorded by the club scorer. The form also states the number of shoots recorded by the member during the year. The club scorer should use that information to determine the number of remaining shoots to meet the minimum activity requirement described in chapter 3.

(b) Interstate:

Using whatever forms are provided by the interstate club, or via a letter if need be, information on financial standing and pistols owned must be provided to the new club. Providing the transferee is financial with an Association affiliated with Pistol Australia, only the WAPA portion of the capitation fee will be payable.

A transfer form can be found on the WAPA website. It should be completed in duplicate by the secretary of the old club of the member wishing to transfer.

The member should give both copies to the secretary of the new club. One of the copies should accompany the new club's notification to WAPA.

6.5 Members File

It is a good idea for each club secretary to maintain a Members File, consisting of:-

- Application for membership forms, with receipt number and acceptance date clearly shown.
- Annual Returns copies (in book form) with the club copy showing any member who became financial after the initial forms were sent to the WAPA and also noting when the capitation fees for them was sent to the WAPA, with cheque number or EFT details.

6.6 Membership Cards

A membership card is issued by WAPA for all new members and membership renewals.

These cards are the only proof of being a financial member of WAPA that the Police will recognise, so all financial members must receive one.

Lost or mutilated cards may be replaced by application to the WAPA Secretary.

6.7 Termination of Membership

Membership can be terminated by resignation, expulsion, lack of attendance, non-payment of fees, or death.

It is the duty of the club secretary to notify these occurrences to WAPA on the Pistol Australia Membership Notification Form within 14 days.

An example of a letter to an un-financial member is at Appendix 11.

6.8 Club Attendance Book

This should be maintained and signed by all members and visitors on entering the range.

Insurance claims may be more difficult to prove without a signature in the attendance book on the relevant day.

6.9 Letters

Outgoing correspondence prepared by the club secretary includes the letters discussed in chapter 6 and included at Appendix 11.

6.10 Meetings and Constitutional Matters

It is the duty of the club secretary to arrange Committee Meetings each month, or as stated in the club's Constitution.

Decide the date of your club's Annual General Meeting well in advance, and preferably after the WAPA Annual General Meeting, so that any increase in membership fees can be passed on to the members.

It is also important to maintain a current set of WAPA Constitution and Regulations.

Another file should be kept for Minutes of the meetings of the Committee of Management of WAPA which are sent to the club each month. A copy is forwarded by the WAPA Secretary to each club via email. One hard copy should be placed on the club's notice board so all members can be made aware of matters relating to the Association.

Any member may have the monthly Minutes of WAPA meetings sent to their email address. Contact the WAPA Secretary, or fill out a copy of the application form at Appendix 12.

Within 21 days of the club's Annual General Meeting, the club secretary must send a list of the club's new office bearers, with names, addresses and telephone numbers, to the WAPA Secretary. The standard form for this information is at Appendix 13.

(Also recommended reading: The Club Secretary web page at www.dsr.wa.gov.au/clubs/how-to-guides/club-roles/secretary)

7 CLUB TREASURER DUTIES

7.1 General Duties of the Treasurer

The club treasurer is required to:

- Ensure that adequate accounts and records exist regarding the club's financial transactions including accurate and up-to-date records of all income and expenditure; A proper accounting package on a computer is highly recommended.
- Co-ordinate the preparation of a budget and monitor performance;
- Issue receipts and promptly deposit all monies received in the club's bank account;
- Make all approved payments promptly;
- Prepare invoices promptly as required;
- Act as a signatory to the club's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member);
- Manage the club's cash flow and be accountable for the club's petty cash;
- Prepare and present regular financial statements to the committee at meetings;
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the committee;
- Ensure that the club complies with the relevant requirements of Part 5 of the Associations Incorporations Act 2015;
- For clubs that have opted to be a GST compliant organisation, regularly file business activity statements;
- Prepare financial accounts for an annual audit or report and provide the auditor with information as required; and
- Prepare an annual financial report.

The treasurer is responsible for club monies and for banking receipts as soon as possible for the maximum return. The treasurer should also budget carefully to ensure that there is always enough cash at the bank to cover cheques.

Clubs with an annual turnover of \$150,000 or more must be registered for the Goods and Services Tax (GST). In this case the treasurer is responsible for submitting returns to the Australian Tax office and would therefore need to be familiar with this aspect of tax law.

Government grants often come with reporting obligations, and the treasurer may need to extract the relevant financial records to submit to the grant agency.

Clubs may expect the treasurer to maintain a record of assets and the depreciation of those assets. A liability register may also be required so that the club knows at any time what its future financial commitments are.

The treasurer should make sure that the clubs financial affairs are kept as simple as possible. He or she should be able to:

- Give members and office bearers information when they need it;
- Give the committee appropriate financial information to enable sound decisions to be made;
- Report on the effects of any decision on the financial status of the club; and
- Satisfy members, through the auditor's report, that their funds have been managed honestly and effectively.

The Treasurer should also be aware of the legal requirement of committee members to declare financial conflicts of interest (described in the Act as “material personal interests”). The Treasurer may need to alert the committee if such a conflict comes up at a committee meeting.

Obligations to WAPA -

7.2 Club Affiliation Fee to WAPA

In accordance with the WAPA Constitution, each club must pay an annual Affiliation Fee. This fee, becomes due on November 1st and must be paid to the Secretary of the Association on or before November 20th each year.

Failure to pay this fee will render the Club un-financial with the Association and liable to penalisation and withdrawal of rights.

7.3 Member Capitation Fees

The club must collect from each of its members a Capitation Fee, which becomes due on November 1st and must be paid to the Secretary of the Association on or before November 20th each year.

The fee, together with Government grants, funds the activities of WAPA. It includes insurance cover and capitation fees payable to the Pistol Australia..

The fees are set annually, in advance, by the members present at the WAPA Annual General Meeting. The fee structure is set out in Appendix 2 or as otherwise notified by WAPA when clubs are invoiced. The WAPA Secretary can advise you of the current fees.

7.4 New Member Capitation Fees

New members who join a club after November 30th in any year pay a pro-rata capitation fee.

A form setting out these fees is sent to each club with the renewal invoice. A paper membership card can be sent to new members, however if near the end of the year the WAPA Secretary may hold off until all members cards are printed.

7.5 Juniors

Confusion often stems with the difference in age limits for fees in contrast to that for competition.

A shooter is deemed to be a Junior for the purpose of fees if he/she has not turned 18 years of age at the date of the Association Annual Return (ie. has not turned 18 by 1st November in that said year).

The Junior age for competition has been tied to that adopted by the ISSF, being under the age of 21 years for the full shooting year.

For example, if a shooter turns 21 years old at any time during the year, even if it be the 31st December, he/she will be deemed a senior shooter for that year.

7.6 Annual Returns

As described in section 6.3 the club must confirm the full names, addresses, etc. of all members (other than social members). These must be returned to the WAPA Secretary with the appropriate fees on or before November 20th of each year.

7.7 Collecting Fees

All club members are required to pay their annual fees on or before the date stipulated by the club's constitution. The club secretary and treasurer must be firm in this matter, or the club may not be in a position to meet its financial responsibility to the Association by November 20th.

If fees are not paid by a due date, a further reminder should be sent, advising that membership will be terminated unless financial obligations are met within a fixed period of time e.g. 7 to 14 days.

Under no circumstances must a club issue a Pistol Application Form 101 to an un-financial member.

7.8 Refunds

Clubs may make any arrangements they wish regarding the refund of club fees if a member leaves the club before the expiry of the annual fee.

However, there will be no refund of the capitation fee paid to WAPA as a bulk of it will have been dispersed to Pistol Australia, insurance premiums, administrations etc.

(Also recommended reading: The Club Treasurer web page at www.dsr.wa.gov.au/clubs/how-to-guides/club-roles/treasurer)

8 STATE REFEREE COUNCIL

The State Referee Council is responsible for a number of activities as outlined below and in the charter which can be found on the WAPA website (www.wapa.asn.au).

8.1 Range Official Training and Accreditation

Under the WAPA Regulations whenever more than two people are shooting together, they must be under the control of a Range Officer. Typically a Range Officer will be supervising a detail of shooters at regular club match, and that person may have formal training or not. It is usually an experienced person familiar with the rules who is allocated to be the range officer for that detail, but sometimes it is a less experienced member who is the only person available.

Ideally, each Club should have at least one Pistol Australia qualified Range Officer. The State Referee Council offers training and accreditation for a number of levels of Pistol Australia qualification:

- Level 1 (Club Level) Range Officer

A Level 1 Range Officer is trained in the fundamentals of safe range control, including how to deal with common malfunctions and rule infractions. It is a one day course with some classroom and practical elements. An add-on module is necessary for dealing with black powder matches. Level 1 suits the needs of most smaller clubs.

- Level 2 Range Officer

A Level 2 Range Officer will have a sound knowledge of the rule book and should be able to deal with most situations on the range. The Level 2 course is much more difficult and requires some study at home before attending a two day course and passing a practical examination. A Level 2 Range Officer can officiate at an open, state championship and national championship event. The qualification is specific to individual disciplines – ISSF, Service/WA1500, Action and Black Powder.

- Judge C

A Judge C is a judge in training. A Judge C will attend opens and state champs and carry out judging duties under the watchful eye of a more senior judge. It would typically take 12 months for a Judge C to be promoted to Judge B.

- Judge B

Every open needs at least one Judge A or B attending to ensure that the event is being held in accordance with the rules, and to help resolve issues that the range officers can't resolve, such as protests. At National Championships every range will have a Judge B supervising. A Judge B wears a blue shirt or jacket when on duty. The qualification is specific to individual disciplines – ISSF, Service/WA1500, Action and Black Powder.

- Judge A

A Judge A is the most experienced level of official on a range in Australia. The jury at a National Championships is made up of Judge A's. Beyond Judge A is an international judge who can officiate at the Olympic Games.

8.2 Equipment and Rule Books

You don't need to be a range officer to own a rule book. Rule books are best downloaded from the Pistol Australia or National Referee Council websites. If you have an old rule book it is wise to check periodically if has been superseded. Scoring gauges and overlays can be bought through the SRC.

8.3 Organising a Range Officers Seminar

To organise a Range Officers' Seminar for your Club (or area) contact the Director of the State Referee Council with a request. You will need to decide whether a level 1 or level 2 course is appropriate and suggest three possible dates for the proposed seminar. When selecting dates, consult the WAPA competition calendar, available on the WAPA website (www.wapa.asn.au) to avoid clashing with any Open Shoot or major competition.

Consult any nearby clubs which may be interested in attending, to boost numbers.

The theory section may be attended by any interested members who may not wish to become Range Officers, but who are interested in scoring, correct range procedure, etc.

Arrange a suitable venue for the theory section. Requirements are:-

- a) Sufficient, comfortable seating, with desks or table arrangements for written examination.
- b) Whiteboard, pens etc.
- c) Space and a power point to set up a projector and screen.
- d) Coffee and tea making facilities, also other catering if desired.

Requirements for the Practical Examination are:-

- a) 25 metre range.
- d) 3 x 25 metre Precision and 5 x International Rapid Fire targets.
- e) At least three shooters who have no intention of becoming Range Officers. These shooters will require a Standard Pistol only and ammunition is supplied by WAPA.
- f) Persons interested in scoring procedure to act as Register Keepers.

There will be a fee, payable by all candidates in addition to the cost of the appropriate rulebook. This fee includes all the paperwork provided, including the pre-course reading, and a Certificate of Registration with PA. This is a one-off fee – if by any chance the candidate is not successful, they may sit again without any further cost.

Please advise the SRC of approximate numbers expected to attend as well as forwarding the fees payable before the commencement of the seminar. With most seminars, at least six participants are required, especially if it requires an expensive airfare for the presenter.

Country clubs are asked to apply to their local Sport and Recreation WA office for funding for a seminar, as they usually have funds set aside for development of local clubs. WAPA cannot apply as it must be done locally. They will often contribute half the airfare and accommodation

for the presenter, and WAPA will pay the rest. Funding approvals can take some time, so the application must be submitted well in advance of the seminar date.

8.4 Holster Proficiency Course

To be permitted to draw from a holster in Service, WA1500 or Action Pistol matches, it is necessary to have a “Holster Accreditation Card”. The card proves that the necessary level of proficiency has been achieved. Shooters must complete the Pistol Australia Holster Course, which is a half day training and examination session conducted by an Accredited Holster Examiner. A shooter undertaking the course can apply to be qualified in the disciplines of either Revolver or Semi Automatic.

It is the responsibility of individual Holster Examiners to arrange and conduct the course at the request of applicants. Clubs or individuals can contact the Director of the State Referee Council to find out the names of accredited Holster Examiners. The course can be conducted with small groups.

There are numerous styles of holster on the market, only some of which are suitable for WAPA shooting. It is highly recommended that a Holster Examiner be consulted before members purchase their first holster. The member may not be able to participate in the course if the holster is unsuitable. In particular cross-draw holsters or duty holsters cannot be used.

8.5 Holster Examiner Accreditation

Clubs may find it useful to have an accredited Holster Examiner within their membership. The State Referee Council from time to time conducts a Holster Examiner Accreditation course. Contact the Director of the State Referee Council to find out more details of this course.

8.6 Range Approval

New ranges and modifications to existing ranges must be approved by the WAPA State Referee Council as well as the WA Police. While the Police will assess a range from a safety perspective, the State Referee Council can certify that the range meets the technical requirements of the match rules. This is essential for a club proposing to hold an Open competition.

A WAPA range assessor can provide informal advice about your range at any time. If you have concerns about butts, walls, baffles, ricochet risks etc it is a good idea to call for their opinion.

More information on range design and construction is in chapter 16.

9 COACHING

The responsibilities of the WAPA State Coaching Council includes:

- the organisation of coaching clinics and seminars. These are generally held on the request of clubs;
- the organisation of courses for club coaches to become accredited, and assistance to further their qualifications;
- coaching of juniors through the Junior Co-ordinator; and
- distribution of training and coaching information and literature to WAPA members and clubs.

Clubs are encouraged to invite and discuss their requirements with the Director of the State Coaching Council. It is only through these requests that the Coaching Council can provide all interested shooters with the information they need to become more proficient at our sport.

9.1 Applications for Coaching

Contact the Director of the State Coaching Council with your request, suggesting three possible dates for the proposed seminar, clinic or coaching school.

When selecting these dates, consult the WAPA competition calendar to prevent a clash with any Open Shoots or major competitions. Obviously the date is dependent on the availability of suitable coaches.

State the duration of the seminar:-

- a) One full day, and whether Saturday or Sunday is preferred.
- b) One and a half days.
- c) Two full days or longer.

It may be appropriate to consult any nearby clubs who may be interested in attending the Seminar, to boost numbers, although the coordinating coach will advise how many people can be realistically accommodated in the program.

9.2 Venues

Arrange a suitable venue for the theory section of coaching. The main requirements of a venue are:-

- a) Sufficient, Comfortable seating
- b) Whiteboard, pens
- c) Space and a power point to set up a projector and screen.
- d) Coffee and tea making facilities and provisions, also other catering if desired.

Requirements for practical work are typically a 25 metre range, targets, and patches.

9.3 Costs

Generally all costs are borne by the WAPA State Coaching Council.

Please advise the S.C.C. or coordinating coach of the numbers expected to attend.

9.4 Juniors

Separate coaching programs for juniors are managed by the Junior Co-ordinator in consultation with the State Coaching Council. Subsidised trips to interstate coaching camps are occasionally available for selected junior shooters. Contact the Junior Co-ordinator for more information.

9.5 Coaching Accreditation

There are various levels of coaching accreditation that can be achieved, ranging from the basic “Club Instructor” to “Club Coach” through to “Competition Coach”.

Club coaches or those instructing new members are encouraged to obtain accreditation to at least Club Instructor. Accreditation to Club Coach or higher is more involved. Because of the limited demand these courses are held infrequently, but are usually advertised in advance through club secretaries. Contact the Director of the State Coaching Council for more information.

9.6 State Coaching Council

The charter of the WAPA State Coaching Council can be found on the WAPA website (www.wapa.asn.au).

10 STATE TEAM TRAINING SQUAD AND STATE TEAM

10.1 State Team Training Squad

The State Team Training Squad is described in the charter which can be found on the WAPA website (www.wapa.asn.au).

In brief, the aims of the State Team Training Squad are:

- To provide coaching, training, shoulder to shoulder competition and the opportunity for improvement in the overall ability of Squad members; and
- The means of selection, to represent Western Australia at National competitions.

Entry into the Squad is gained by invitation from STTS Management or nomination from the shooters club. To be eligible the shooter must have shot an eligibility score in open, state championship, national championship, international competition or other WAPA sanctioned organised competitions. The eligibility scores are:

- ISSF/PA events (Adult) – a member must have shot a minimum ‘B’ Grade score as per current Pistol Australia grades.
- ISSF events (Junior) – a member must have shot a minimum ‘C’ Grade score as per current Pistol Australia grades.
- Action Pistol / WA1500 – a member must have shot a minimum ‘M’ as per current Pistol Australia grades.

Clubs should consider nominating shooters showing potential and enthusiasm.

Membership of the STTS is on an annual basis.

For further information contact the Director of the State Coaching Council. Contact details are on the WAPA website .

10.2 State Team

The State Team represents Western Australia at the National Championships. WAPA funds airfares, accommodation, uniforms and entry fees. State Team members may pay a contribution fee as set down by WAPA Management.

Usually at the final Open of the year (or by September for Action Pistol) the State Team is selected from the STTS. The selection is made by assessment of scores shot at either Open, State Championships, National, International or WAPA sanctioned shoots throughout the year in accordance with the STTS charter.

The selection criteria can be found on the WAPA website (www.wapa.asn.au).

11 ATTENDING AN OPEN OR STATE CHAMPIONSHIP

A guide for first time entrants

The difference between stagnating in D or C grade and becoming an accomplished shooter can be participation in an open competition. It provides an opportunity to watch and speak to top shooters, and can be in itself a great incentive to improve. At Opens and State Championships you will compete in your own grade, and no minimum level of ability is required. Country opens in particular are usually a great social occasion as well. Pistol shooting is one of the few sports in which people at any level can enter a National Championship and shoot alongside an Olympian.

This guide will tell you what to expect.

Differences between a regular club shoot and an Open or State Championship:

- You will have to submit an entry form by the closing date, with the appropriate fee. Standard entry forms can be downloaded from the WAPA website at (www.wapa.asn.au).
- You will receive a squadding sheet listing the time, range number and bay number of each match, as well as any work details to attend.
- Before shooting you will need to submit your pistols to equipment control for approval. There your pistol will be checked for compliance with the rules of the match, at least for trigger weight and overall dimensions. You must fill out an equipment control form with the details of each pistol and hand it to the equipment control officer with your pistols.
- Scoring and patching is generally done by workers. The shooter generally remains behind the line.
- At a National Championship you must wear your competition number at all times while shooting.

DO:

- Be sure of your grades. Your club scorer/handicapper should be able to look it up if in doubt.
- If possible check your trigger weight and pistol dimensions at your club *before* the day of the shoot. Just because your gun is new or was owned by an experienced shooter does not mean that it complies with the rules. You may not have the time or equipment to make modifications when you get to the event.
- Write on your entry form if you are sharing a pistol, and who with.
- Check that there are no overlaps in match times on your squadding sheet.
- Bring your holster accreditation card if shooting Service, WA1500 or Action Pistol.
- Wear the right footwear (no open toes and for ISSF matches no shoes above the ankle bone).
- Remember to bring your squadding sheet.
- Sign the range book on arrival.
- Arrive early enough to get through equipment control before your first event starts. There may be a queue.

- Know the basic rules for the match, if in doubt ask the range officer prior to the match starting.
- Bring basic tools for emergency adjustments (allen keys, screwdriver, oil).
- Bring enough ammunition for shoot-offs in the event of a tie, and for chronographing of Service, WA1500 and Action Pistol loads.
- Be on the range at least ten minutes before the scheduled start time. Preparation time takes place *before* the scheduled start time. In the case of Air Pistol and 50m Pistol the sighting series starts 15 minutes before the scheduled start time, so be on the range at least 25 minutes early in that case.
- Turn up to all your scheduled work details (ie patching and scoring) or arrange a substitute if you can't be there. The event won't run otherwise.

DON'T

- Put your gun on the bench before preparation time is called.
- Remove your gun from the bench before being told to by the range officer. Equipment should not be removed until everyone has completed the match.
- Practice on an unused range without permission.
- Go forward of the line to pick up empty centrefire cases without the permission of the range officer.
- Mark or gauge your own air pistol targets.
- Hesitate to call "challenge" if you disagree with the score called out. The scorers are only human too.

12 ORGANISING A STATE CHAMPIONSHIPS OR OPEN

Holding a state championships or open competition can be a good way for a club to raise funds as well as raise the profile of the club. It can also be a way of motivating the club to carry out repairs and improvements.

Firstly, check if your range is up to the technical standard required for the conduct of the proposed matches. All information on this can be found in the relevant rule books, or may be had from the Director of the State Referee Council, upon request. Discuss any issues with the SRC Director as it is possible to relax less critical rules in the interests of holding the event. Also ensure that your range complies with the WAPA regulations and Police standards on safety requirements. Let the SRC know about any range rules particular to you club that will apply. These might be things like shooting time restrictions, calibre or power factor restrictions, or the use of jacketed projectiles.

A representative of the SRC is appointed to each open, and queries should be directed to that person.

12.1 Application to Host

By April or May of each year, WAPA produces a list of suggested dates for Open Shoots and State Championships. Clubs can host an Open or State Championships in either the ISSF, Black Powder, Service, WA1500 or Action Pistol events. Clubs should apply in writing to the WAPA secretary prior to the June meeting of each year, or as advised by the WAPA secretary, for events the following year. Application forms are at Appendix 14 and 15. Clubs should submit three dates in order of preference in the event of a clash. The allocation of dates is ratified by the Committee at the June Meeting, and clubs are advised of the Committee's decisions immediately. Subsequent changes of dates are discouraged as they often have impact on others.

NOTE: The long weekends in early March (Labour Day weekend) and October (Queen's Birthday weekend) are usually set aside for the State Championships each year. Easter is reserved for the National Championships.

Included on the application forms are a list of requirements for the host club.

12.2 Range Capacity

Calculate your range capacity for the matches to be shot in accordance with the following times:-

- | | | |
|--------------------------------------------------|---------------|----------------|
| • 50 metre Pistol | 3 hours | per detail |
| • 25 metre Rapid Fire | 30 minutes | per half match |
| • Precision (Centre Fire and 25 metre Pistol) | 1 hour 45 min | per detail |
| • Rapid Fire Stage (Centre Fire and 25 m Pistol) | 1 hour | per detail |
| • 25 metre Standard Pistol | 1 hour 45 min | per detail |
| • Black Powder 25 metre | 1 hour 45 min | per half match |

- Black Powder 50 metre as for 50 m Pistol
- 10 metre Air Pistol 1 hour 45 min
- Service Pistol 45 min
30 min each range if 50/25 yard ranges are split
- Service Match 25 yards 45 min
- WA1500 Match 75 min
- Action Pistol

Practical	20	min
Barricades	15	min
Moving Target	10	min
Falling plates	15 min (extra needed for shoot offs)	

These times include some allowance for the shooter’s preparation time, new targets, etc. Additional time can prove beneficial in the event of unexpected range problems. Limits on numbers for particular events can be applied, but should be included in the advertisement.

For State Championships, time must be set aside for finals in 25 metre Rapid Fire, 10 metre Air Pistol (women’s and men’s) and 25 metre Pistol (women only).

Note that for the Rapidfire, Centrefire and 25m Pistol events which are split in two halves, all entrants must complete the first half before any detail of the second half can commence. If split over two days, each half must be entirely completed on each day.

12.3 Advertising

Open Shoots are advertised on the WAPA website and by email to club secretaries with the intention that it be distributed directly to members or posted on the club notice board. The host club should produce a flyer with the necessary details and forward it as early as possible to the WAPA Secretary who will send it to all clubs. A closing date two weeks before the Open is recommended to allow time for squadding.

For Open Shoots, standard entry forms can be downloaded from the WAPA website *wapa.asn.au.*, unless the host club issues their own form.

Entry fees need to be sufficient to cover costs such as targets, patches, trophies and GST if applicable.

For the State Championships WAPA collects a fee per entrant per event to cover the cost of medals and trophies. WAPA will invoice the host club after the event.

12.4 Squadding

There are a few computer software applications on the market designed to automate squadding, such as Open for Windows. Other clubs may be able to give advice in this regard. Squadding details should be completed, including work details, as soon as possible after the closing date for

entries, and squad sheets emailed to all competitors direct, preferably a week before the event. Spare bays in some details (no's 1 or 8) will be useful if late changes eventuate.

Qualified Range Officers should be allocated if possible. For a list of qualified Range Officers and Referees, contact the State Referee Council.

12.5 Scoring

Information on the format, or where to obtain, score cards is available from the WAPA Secretary. Computerised collation of scores is recommended. If the 10m target scoring machine is required a request should be made to the SCR representative who will arrange to have one delivered. Where team and aggregate trophies are to be awarded, the method of calculation must be established in advance, particularly for State Championships.

Scores must be sent to WAPA in accordance with the General Requirements on the application form at Appendix 14 within a week, preferably in pdf format. The scores will be posted on the WAPA website.

12.6 Supplies and Equipment

Ensure adequate supplies of targets, patches, score cards, pens, scoring wands, chronograph etc. All target supplies are available from the Target and Order Secretary. To be on the safe side order early. For State Championships backing targets are mandatory.

A separate scoring room is necessary with sufficient space for scoring 10m and 50m targets, preferably with computer facilities.

Check that the range's electrical system can cater for the current draw from all ranges, camping and kitchen facilities operating simultaneously. Consider a standby generator if there is any doubt.

12.7 Equipment control

Pistol checking should be done prior to the first detail, in addition spot checks on the range may also be carried out. The host club should allocate one or more qualified Level 2 Range Officers to carry out pistol checking.

12.8 Catering

All catering at Open Shoots and State Championships is at the discretion of the host club. A special liquor licence may be necessary.

12.9 Invitation Opens

Clubs which wish to hold an open but cannot comply with the above requirements can consider an Invitation Open. An Invitation Open will not be formally attended by the SRC so scores will not usually count towards the State Top Ten or State Team selection. However it is a good way for a club to hold an open with a little less pressure.

13 ABUSE, DISCRIMINATION AND HARASSMENT

13.1 The Law

The following legislation protects people against discrimination and harassment, not just in the workplace but also in clubs:

Federal

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986

State

- Equal Opportunity Act 1984

According to the Equal Opportunity Act 1984 (WA), to be unlawful, discrimination must be on the grounds of

- ❖ sex,
- ❖ marital status or pregnancy,
- ❖ family responsibility or family status,
- ❖ race,
- ❖ religious or political conviction,
- ❖ impairment,
- ❖ age, or
- ❖ sexual orientation.

Direct discrimination occurs where there is less favourable treatment for individuals as a result of the factors listed above. In the environment of our sport, it may occur in such circumstances as accepting prospective members, approving pistol applications, allocation of duties or selecting teams. It can arise from situations as subtle as asking personal questions of applicants which are not relevant, or allocation of work duties based on sex stereotyping.

Indirect discrimination occurs when people are required to comply with rules, policies or decisions which may appear neutral on the surface but have outcomes which disadvantage a particular group.

In the case of federal acts, damages are unlimited. Damages under the state act can be up to \$40,000 per complaint.

13.2 Harassment

Harassment is a form of discrimination. Anti-discrimination legislation specifically covers:

- sexual harassment,
- racial harassment, and
- victimisation.

Verbal harassment can also lead to a suit for defamation. In extreme cases laws covering criminal assault and negligence liability for officials can come into play.

Harassment is an unwelcome, offensive comment or action directed at another person or group. It is often by a member of a 'majority' group against a 'minority' group. It is often intentional but not always. People may not realise how their behaviour affects another person, and therefore harassment is an area that is easily open to misinterpretation and dispute. It is the *effect*, not the *intent* of the behaviour that is the key to determining harassment.

13.3 Sexual Harassment

Sexual harassment is any behaviour of a sexual nature which is unwelcome, unsolicited and usually continued, and constitutes a verbal and physical affront against another person. It can take the form of:

- ❖ Unwanted and deliberate physical contact, such as touching, kissing, embracing, massaging;
- ❖ Requests or pressures for sexual favours;
- ❖ Physical assault of a sexual nature;
- ❖ Sex oriented verbal comments including smutty jokes;
- ❖ Repeated requests to go out, particularly after prior refusal;
- ❖ Persistent or intrusive comments about peoples private lives;
- ❖ A range of offensive gestures and noises.

13.4 Racial Harassment

This includes harassment based on colour, nationality, ethnicity and religion. Examples include:

- ❖ Jokes in which race is a characteristic of the 'butt' of the joke;
- ❖ Hostile comments about food, dress and religious or cultural practices;
- ❖ Inferences that all members of a racial or cultural group have negative characteristics such as laziness, drunkenness or greed;
- ❖ Parodying accents

13.5 Harassment on the Grounds of Disability

This can cover physical, mental or psychological disability. Examples include mocking and jokes.

13.6 Victimisation

The Equal Opportunity Act makes victimisation of a complainant or witness unlawful *even if a formal complaint has not been lodged at the Commission*. Anyone who threatens to disadvantage a complainant or potential complainant, witness or potential witness, may be the subject of a formal victimisation complaint.

13.7 Abusive Behaviour Generally

Harassment can sometimes simply consist of an abuse of power which the harasser holds over the harassed. Examples in pistol shooting might include:

- ❖ Bullying and humiliation of competitors by coaches, range officers or event officials
- ❖ Abuse and insults directed at opposing competitors or range officers;
- ❖ Bullying of members by club office bearers.

13.8 Club Responsibilities

It is important that clubs appreciate that they are legally responsible for the actions and behaviours of their employees and members. They are required by Federal and State legislation to take every reasonable step to prevent harassment of any nature stemming from or occurring within their organisation.

WAPA has a policy on the matter which can be found on the WAPA website. The policy gives individual members the right to confidentially lodge a complaint with WAPA. The policy also sets out circumstances in which WAPA may penalise a club for permitting discrimination or harassment.

14 OTHER CLUB MANAGEMENT ISSUES

14.1 Privacy

Since the introduction of the Privacy Act 1998 and the Privacy Act (Private Sector) Amendment Act 2000, people have an increasing expectation that their personal details will be used responsibly. Because of their low turnover and not-for-profit nature, it is unlikely that any WAPA affiliated pistol club is bound by these acts.

WAPA has undertaken to voluntarily comply with the Privacy Act 1998 and the Privacy Act (Private Sector) Amendment Act 2000. On the WAPA website is the WAPA Privacy Policy Statement. It sets out how WAPA deals with personal information about its members.

Clubs also hold a lot of personal information. It is good practice for clubs to work by the basic principles of these laws. These principles include:

- Only collect information that is necessary for the club's functions and activities.
- Don't use the information for purposes that the members might not think is reasonable (like selling it to others or giving it to a company who wants to send out marketing material).
- Make an effort to keep the information up-to-date and accurate.
- Keep the information secure (important where firearm ownership is concerned).
- Give people access to information about themselves if they request it.

Under the Associations Incorporation Act any member of an incorporated club is entitled to have a copy of the Register of Members on request. It is important that only the mandatory information is handed out, not all the data. For example an email address or post box number is more appropriate to hand out than a residential address. The Act allows a club to ask each member what address they want on the register of members. The club must then honour that commitment. Alternatively the club could decide by policy that it shall be email address only.

14.2 Child Protection

WAPA has a Child Protection Policy which is on the WAPA website. The policy affects every club, particularly coaches and anyone acting in an official capacity for the club. All club committee members and coaches should make themselves familiar with the code of conduct to safeguard against any instances or accusations of misconduct with respect to juniors.

The Working with Children (Criminal Record Checking) Act 2004 (WWC Act) aims to contribute to the protection of children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid, or voluntary child-related work in Western Australia. The WWC Act enables consideration of expansive criminal record checking (beyond that where a person is convicted). There is a common misconception that if the child's parent is on the range then there is no need for anyone to have a Working With Children card. This is not correct. It's only the parent of the child who doesn't need a card.

The WAPA Regulations section 13 covers WAPA's Working With Children requirements. This provides clarity about who needs to have a Working With Children Card in order to comply with the Act. Bear in mind it is also illegal in WA to apply for a Working With Children Card if you are not going to be actually working with children. There are stiff penalties for not complying with the WWC Act.

Applications for a card can be made at Australia Post offices. There is a small charge for volunteers which must be paid when lodging the application form. Applicants will also need to provide proof of identification and have the form signed by a club official such as the President or Secretary.

Depending on the findings of the check the applicant will either receive a card or a Negative Notice.

More information is available from the website www.checkwwc.wa.gov.au.

The club will need to consider how to handle a Negative Notice. It is recommended that if a major conviction is recorded, the person is asked to provide a full police clearance certificate at their expense for consideration by the committee, or alternatively withdraw from the position. Such cases must be handled sensitively and confidentially. The WAPA President can provide advice.

Of course just having cards is not going to remove all risk of child abuse. Paedophiles seek out clubs that have lax safeguards. There are many smart things a club can do, such as:

- making sure children know who they can speak to if they feel uncomfortable,
- selecting volunteers carefully,
- giving your volunteers rules about physical contact and working one-on-one.

The WWC Screening Unit provides a number of resources and conducts regular seminars on the topic. See <https://workingwithchildren.wa.gov.au/resources/>

14.3 Drugs and Alcohol

The WAPA Drugs in Sport Policy is on the WAPA website. In-competition drug testing is rare in pistol shooting except at the highest levels of competition, however a shooter can be disqualified if someone was to find out that a prescribed drug was being taken that is not permitted.

Some of the medications in common use in the community are listed as performance enhancing drugs, regardless of what sport they may assist in. The Australian Sports Anti-Doping Authority (ASADA) website <https://checksubstances.asada.gov.au/> enables you to enter the name of a drug and it will tell you if it is permitted. Anyone with aspirations of state team selection should check whether their medications are on the banned list.

The WAPA Regulations prohibit shooting while under the influence of alcohol. Issues with alcohol are discussed further in WAPA's Alcohol Policy on the WAPA website. Club officials need to be aware that members can arrive at the range already under the influence and experience shows that people are reluctant to take action in that situation, particularly if the member is well liked.

We live in an age where recreational drug dependency is increasing. Policing this is extremely difficult however with our resources.

14.4 WAPA's Responsibility to Members

The WAPA responsibility statement on the WAPA website summarises WAPA's practices in meeting its responsibilities to its members.

14.5 Club Culture

Sport Australia has an online tool called the Club Health Check. It is a 30 minute questionnaire about how your club is run. It looks at factors that are crucial to success, and combines these results to build an overall picture of the way your club carries out its operations. After doing the check a detailed report will be emailed to you which identifies improvements and growth areas for your club. On their website there are resources you can use to help implement the recommendations. Go to www.sportaus.gov.au/club_development.

The DLGSC has a web page called "Every Club Hub". On it there are useful guides, resources and a calendar of free workshops and webinars that you can enrol in. If you are not a trained manager, these workshops are a great way to learn the fundamentals of good club management.

Recommended reading for presidents is "Taking the lead! A guide for club presidents" at www.dsr.wa.gov.au/clubs/how-to-guides/club-roles/president

The culture of your club is something that can increase or decrease your membership. If you were taking up a new sport, try to imagine how you would want to be treated by the existing members. What would it take to make you want to be lifetime friends with these people?

If you find a lot of people are choosing not to renew their membership at capitation time, have an honest look at the atmosphere on the range and in the club house. Has it changed?

14.6 Looking after Your Members

Studies show that people who participate in sports clubs and organised recreational activity enjoy better mental health, are more alert, and more resilient against the stresses of modern living. Participation in recreational groups and socially supported physical activity is shown to reduce stress, anxiety and depression, and reduce symptoms of Alzheimer's disease. Violent crime also decreases significantly when participation in community activities increases.

We may not realise it, but our clubs have a benefit greater than just the opportunity to put holes in targets. One of the reasons is the opportunity to socialise and share problems and feelings. A problem seems a lot less overwhelming when a person shares it with friends. Men tend to feel obliged to help solve the problem, when really just listening and understanding has a big benefit.

This is important for our sport because owning a pistol creates a means of achieving suicide.

You may have a niggling feeling that a member you know isn't behaving as they normally would. Perhaps they seem out of sorts. More agitated or withdrawn. Or they're just not themselves. That's when you need to start a conversation. It can be started with a simple question like "How are you travelling, mate?", but first you need to pick the time and place. You

need to be in the right mood yourself, with the time to listen. You need to accept that they might not be ready to talk just yet. Maybe someone else in the club is closer to them and might have more success.

In extreme cases the right course of action may be for that member to surrender their pistol. The local police have the power to do that.

14.7 Being on a Club Committee

When a member joins a club committee for the first time it is important that the club secretary gives that member all the information they will need to become part of the team, such as:

- A list of contact details for the whole committee;
- A list of meeting dates;
- A standard meeting agenda, if there is one;
- The latest constitution and rules or bylaws;
- Club policies or standing orders.
- Expected duties and responsibilities, including any rosters.

At Appendix 19 is short guide called “Ten Commandments for Committee Members”. It is intended to help guide the sometimes complex relationships within the committee and avoid common pitfalls. It is recommended that a copy be given to new committee members.

15 OBTAINING FUNDING AND SPONSORSHIP

15.1 WAPA funds

WAPA has a grant and loan scheme for range and facility improvements and equipment. Grants and loans will be offered for projects which will advance the objects of WAPA and the Strategic Plan of WAPA. Applications will only be considered for clubs which can demonstrate:

- The club has the ability to deliver the project successfully;
- An equal amount of funding has been raised by the club;
- A government grant has been sought or the project cannot be made eligible for a government grant;
- All local government and regulatory approvals have been obtained or are on track to be obtained; and
- The infrastructure funded will only be used for WAPA members;

In the case of a loan, the club must have the projected income to service the loan.

Contact the WAPA Secretary for a copy of the policy and the application form.

WAPA conducts an Elite Shooter Funding Assistance scheme to help with travel expenses to major events interstate. Funds are for those on the STTS and working towards state team selection, aiming to achieve national team status and working to a training plan. The Director of the State Coaching Council can provide more details.

15.2 Sport and Recreation WA Schemes

- *Community Sporting and Recreation Facilities Fund (CSRFF)*

The purpose of the program is to provide Western Australian Government financial assistance to community groups to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities

The maximum standard CSRFF grant approved will be no greater than one-third of the total estimated cost (excluding GST) of the applicant's project. The State Government's contribution must be at least matched by the applicant's own cash contribution, with the balance of funds required being sourced by the applicant. Priority is given to projects that lead to facility sharing and rationalisation including multi-purpose facilities.

The type of projects which will be considered for funding include:

- Upgrade and additions to existing facilities where they will lead to an increase in physical activity or more rational use of facilities.
- Construction of new facilities to meet sport and recreation needs.

Grant applications are advertised annually in June with applications through your local government (metro area) or through your local Sport and Recreation (WA). office (regional

areas) closing in August. Small grants (<\$66,000) have two rounds each year. Rounds are advertised and open in February and July and close on the last working day in March and August each year. For grants between \$66,000 and \$166,000 the CSRFF annual grant scheme has one round each year. The grants are advertised and open in June and successful applicants are notified December/January each year. Details and forms are available from the Sport and Rec. page [www.dsr.wa.gov.au/funding/facilities-\(csrff\)](http://www.dsr.wa.gov.au/funding/facilities-(csrff))

- *Regional Athlete Travel Subsidy Scheme*

The Regional Athlete Travel Subsidy Scheme (ATSS) provides a funding subsidy to assist talented juniors between the ages of 13 and 21 who reside in regional Western Australia with out-of-pocket travel and accommodation costs to compete at opens and state championships. Details and forms are available from the Sport and Rec. page www.dsr.wa.gov.au/funding/individuals/athlete-travel-subsidy-scheme/athlete-travel-subsidy-scheme-guidelines

- *Active Regional Communities Grants*

Active Regional Communities (ARC) aims to increase the opportunities for regional people to participate in sporting and active recreational activities in regional Western Australia. Funding categories are Participation, Capacity Building and Event Hosting. Funding may be used for running of programs, coaching clinics, volunteer training, coaching accreditation courses, referee or umpire accreditation courses, and associated equipment. Grants up to \$5000 are available. Applications are accepted throughout the year and must be lodged by the club or association at least six weeks prior to the project or event start date. All supporting documentation is required with each application.

Sport and Recreation (WA) Offices:

- ❖ *246 Vincent Street, Leederville*
- ❖ *22 Collie Street, Albany*
- ❖ *Unit 2B, 23 Coghlan Street, Broome*
- ❖ *80A Blair Street, Bunbury*
- ❖ *15 Stuart Street, Carnarvon*
- ❖ *Level 1, 268-270 Foreshore Drive, Geraldton*
- ❖ *Suite 1, 349-353 Hannan Street, Kalgoorlie*
- ❖ *Karratha Leasureplex, Dampier Highway, Karratha*
- ❖ *20 Coolibah Drive, Kununurra*
- ❖ *Suite 94, 16 Dolphin Drive, Mandurah*
- ❖ *Narrogin Regional Leisure Centre, 50 Clayton Road, Narrogin*
- ❖ *298 Fitzgerald Street, Northam*

15.3 Healthways Schemes

- *Health Promotion Projects Grants*

The Health Promotion Program objectives are:

- to fund activities related to the promotion of good health in general, with particular emphasis on young people, and
- to provide grants to organisations engaged in health promotion programs.

Applications for Healthway health promotion grants should aim to increase individual knowledge and skills, and change behaviour and community and organisational policies and environments to improve health. Details and forms are available from the Healthway page www.healthway.wa.gov.au/grants-programs/health-promotion-project-grants/

15.4 Bendigo Bank

The Bendigo Bank facilitates a wide range of grants to assist eligible charities and not-for-profit organisations across Australia invest their profits back into local communities, through their Community Enterprise Foundation. Details are at: www.bendigobank.com.au/public/community/community-funding

15.5 Grant Writing Tips

This is a brief look at tips for grant-writing success. It's not mysterious or onerous but you do need to allow plenty of time. Funders are simply looking for all the boxes to be ticked, all the limits and requirements respected and met. And naturally the funder wants something to which they would be proud to add their logo.

Mostly, we'll be considering applications for projects or events. However, although much smaller amounts are needed for items like club equipment or training session funding, the same attention to quality and detail in your application will be most helpful. Often the same funder is approached for grants in future years and it always pays to impress.

What type of Grant do you want?

You'll need a very clear idea of your project so you can "sell" it to a grant provider. As you define and refine the project, it may then become clear that the funds can come from a number of different grants. It's beneficial to make an effort to secure funding from a number of sources. And, check if you can break your application into sub-categories like:

- Infrastructure
- Equipment/resources
- Project/event/activities
- Training
- Social & Recreational Goals
- Publicity

You may consider planning your project use free software like ProjectLibre or some other project management software. It will help you consider, manage and define all aspects of your project, to provide a timeline and to work out key stages in the work or event plan.

Choosing a grant.

Some grant providers offer a range of different grant funds and your project may be supported by more than one. But you will also be expected to demonstrate what other ways you have, or will, raise funds yourself.

The climate is changing for the previous "Royalties for Regions". Funds are still possible but it greatly helps to show:

- how the funding will benefit the local community, for example, using local suppliers and materials,
- what will happen after the funds are used.? Is there continued use of any infrastructure and self-sustaining management planned?

Minister MacTiernan has declared she wants only sustainable projects with long-term community benefit and local jobs...not just, as she describes it, “beds of petunias”

In fact, the use of local suppliers is an excellent selling point for all grant applications. Providers like to see local communities benefiting from the money. You will probably still need to supply at least 2 quotes for any items over, say, \$3,000. So make sure your budgeting is detailed and as precise as possible. And add footnotes to explain any unusual budget items.

Allow sufficient time

The grant may look ideal and you have 7 days before the closing date....forget it!
You need to present a quality application with all the supporting material and that takes time.

Check the key dates

Firstly check the activity start date for a project. It’s as important as the application closing date. Getting either of these wrong will mean your application is automatically ineligible for assessment

Read the guidelines

This aspect of your application is crucial – but it sounds so simple. Read through the guidelines carefully so you know what’s required and how it must be presented. Sadly many applicants disqualify themselves by not answering all questions or ignoring criteria they feel don’t fit them.

Never leave a question blank. If a question absolutely does not apply to you, then at least show it’s been addressed and mark it appropriately.

Make certain you address the key aspects of:

- Quality
- Reach & Benefit:
- Good Planning
- Financial Responsibility

It’s so competitive! As a guide: every year about 1,000 groups receive funding from Lotterywest. So it’s really vital for your application to be outstanding. Of these four aspects, the most important is Quality. The assessors must be convinced all aspects of the idea are convincing and thoroughly prepared. Your key personnel must be suitably qualified and the grant assessors must have confidence their funds will be well spent on a worthwhile, well-produced result.

Letters of support

Allow plenty of time to arrange support letters. They must be current and relate to the specific project for which you are seeking funding. It’s helpful to have support letters from any other community groups who may benefit from the project, event or facilities. And even from local suppliers who will be used, and will thus, indirectly receive benefits from the funding.

These letters are not “references”. They need to demonstrate the writer understands and supports the project rather than just “your club and the great people”, although it’s helpful if they can attest to the competence and abilities of the key personnel.

Other helpful letters of support can be the result of community consultation – showing evidence of participation and consideration for parties outside the project.

Finally, letters of support from WAPA or other sporting groups or associations would give depth, experience and reinforcement.

But do be discerning about what you include and ensure it really helps “sell” your application, rather than just including items for “volume”. Some poor assessor has to wade through all the applications!

Then it’s a matter of the final sales “tizzying”:

- It’s worth trying to give your project a catchy name...you are trying to stand out from the crowd.
- Research statistics to support your application. Try the Australian Bureau of Statistics, your Association – both state and National, Local Government.
- Do everything possible to help the grant assessor to visualize your project or event: Photos, maps, diagrams. Consider a brief background of how the project was conceived and the difference it will make to your club, and even the wider community
- Sell the assessor on the benefits to the community – how will it benefit the people both within your club and in the wider local area and how will they benefit. Frame your application in a way that says ‘we need to deliver this program in order to achieve this outcome for the community, and we need money to do that.’
- Know your funder’s priorities and explain how your project fits the funder’s department or organization.

Check that you’ve used clear language and not slipped in any jargon or abbreviations. Then have the application reviewed by someone outside the shooting movement to make sure they understand every aspect. It may help to use tables or dot points for clarity. And do be succinct.

After all that – or maybe better at the very beginning - you can seek support from the grant organisations themselves. Most will have dedicated program or grants officer who will happily help clarify and explanation. They may even be able to suggest which grants are most appropriate and how your project can be structured across several grant options.

Help is also available from country Community Resource Centres. They can assist to write applications and arrange information sessions with grant providers on how to work with a range of funders and their specialities.

Providers like Bendigo Bank may consider Promotional Literature printing or Club clothing which can both display their logo. Lotterywest and Royalties for Regions (or whatever they become) are more interested in infrastructure projects. Sport And Recreation WA is probably

the best fit for pistol clubs for the widest range of grants. But all have similar structure and requirements from their applicants

As an example, this comes from the Lotterywest Grant Application introduction and summarises it well:

What they're looking for

- How the project relates to your organisation's purpose
- How the idea for the project came about, its community importance and expected benefits
- Community and stakeholder support for the project
- Strong project planning, management and expertise
- Good governance, evaluation and learning strategies
- Considerations of what will happen after the project grant ends

What they need from you

- A completed grant application form:
- Your latest AGM minutes and the most recent audited financial statements
- A copy of your Constitution
- Two written quotes for items over \$3,000; a written estimate, advertised price, or one written quote for items under \$3,000 (low value, miscellaneous items can be grouped together to \$1,000)
- A project budget (including salary costs)
- A project plan (for applications more than \$50,000)

It's all about ticking ALL the boxes, getting across a convincing and compelling story and avoiding all the roadblocks, so:

- Highlight the benefits, and know your funder's priorities
- Answer all the questions,
- Use clear, succinct language
- Meet all the funder's limits and guidelines
- Be reasonable in your requests
- Balance the budget and be accurate
- Provide quality and value for their money
- Check everything, including attachments, meticulously
- Ensure the correct authorized person signs it off

The most relevant listing of grants can be found at:

<http://grantsdirectory.dlg.wa.gov.au/GrantsSearch.aspx>

Good luck!

(Thanks to Rhonda Jackson for writing this Grant Writing Tips section)

16 MARKETING AND PUBLICITY

16.1 Marketing the Club

For a club (and indeed the sport itself) to continue to exist and thrive, marketing is essential. New members must be attracted to replace those who drop out, and existing members must be enticed to stay. Clubs usually already conduct marketing in some form, even though they might not recognise it by this term.

Marketing tools can be classified into four categories:

- Product – includes the quality and accessibility of the services the club provides, eg the shooting calendar, competitions and social functions;
- Price – the cost of membership and any discounts offered;
- Place – the clubrooms and facilities;
- Promotion – includes advertising, newspaper articles, website and social media;

A simple marketing plan is a good first step. It may be useful to appoint an individual or small team as a marketing officer to oversee the development and implementation of the marketing plan. Often the responsibility falls on the President or Secretary by default, however delegating the task to other committee members may enable a greater degree of focus on the task.

A simple marketing plan should have some basic elements such as:

- i. Objectives: Marketing objectives should be specific, measurable and achievable, for example, recruiting 10 new members per year, or increasing the total membership by 5% each year.
- ii. Strategies: How you intend to do it.
- iii. Budget: How much you intend to spend. Low-cost or no-cost strategies are best.
- iv. Evaluation: Determine the success or otherwise of each strategy. It may be measured in numbers, or maybe just the feedback the club gets, whether its positive or negative.

Target marketing is the practice of directing the strategies towards specific individuals or groups. For example:

- To attract more juniors you might speak to the local high school or scout group about pistol shooting as a sports activity for teenagers.
- Many pony clubs participate in laser pistol shooting as part of the tetrathlon event. As this is virtually the same as air pistol, providing some coaching or a joint event of some sort will expose their members to your sport.
- Attracting other pistol club members is important because when people move house they often look for a new club. Holding an Open is a way of showing off your club to other shooters.
- To attract more female members, it might be necessary to make the club atmosphere less “blokey”. Parents may be reluctant to enrol their kids if there is a lot of swearing and heavy drinking.

Some other possible marketing strategies include:

- Conduct a public open day, advertised in the local newspaper or by flyers dropped in letterboxes.
- Place notices on local community notice boards.
- Establish a website. Some clubs have websites which are attracting many enquiries and new members. Contact details and mudmap showing how to find the range are essential.
- Invite the local newspaper to write an article, perhaps about a local shooter performing well in competition, or the success of an Open shoot. Journalists will use a story that takes minimum effort on their part, so if you can draft the story for them and provide good photos it is more likely to get published.
- Signage on the fence in a prominent location.
- Discounts for families of existing members to join.
- Delegate someone to look after visitors and show them around. There are many stories of prospective members who walked away because nobody spoke to them and they felt ignored. First impressions count.
- A “spotters fee” for members who sign up a new member.
- Improved club coaching so that members don’t get stuck in D grade and lose interest.
- Write a news article for the WAPA website about an interesting club activity.
- Have something posted on the WAPA Facebook page about a club activity – either coming up or just held.
- Start a club Facebook page and encourage your members to use it.
- Research why existing members drop out and address those reasons. It may be due to problems with the services offered, or attitudes and personalities within the club.

To develop a more detailed marketing plan, the Australian Sports Commission “Marketing and Promoting Sport and Recreation” booklet provides further information.

16.2 Publicity

Publicity is an element of marketing.

The public face of the club is usually the President, the Secretary or both. As with marketing, it may be beneficial in some circumstances to appoint someone else as a Publicity Officer, particularly if the person has the right contacts or personality for the job.

The publicity officer should be regarded as the window of the club: it allows the club to show itself to the community and also enables the community to look into the activities of the club. For that reason alone it should be club policy to always be very friendly and informative to visitors. They may not always become new members, but it is important to make sure that they have an interesting time and leave with favourable impressions of our sport.

The publicity officer may also have to deal with and mitigate negative publicity.

In the political climate of these times, pistol shooting, along with other firearm sports, has faced an uphill battle to present a positive public image. The importance of good publicity skills therefore cannot be underestimated. In dealing with bad news stories, especially involving firearms there are many pitfalls for the unprepared because the mainstream media will gladly put a slant on the story that leads to public outrage. Your words can and will be taken out of context. The WAPA President may be able to provide advice in these instances.

Social media can work for or against you. Encourage your members to refrain from posting comments or pics that could be used by others to paint the sport in a bad light.

When preparing material for publication, the publicity officer should write the facts as they occurred, simply and to the point. Remember the 5 W's of journalism:

- WHO was there
- WHAT happened
- WHEN did it happen
- WHERE did it happen
- WHY did it happen

16.3 WAPA media

The WAPA Magazine is not currently being published but may be reactivated in the future, most likely in digital form.

The WAPA website is used as an information portal for members and prospective members.

The find-a-club page on the website is how many people find out about your club. Periodically check that the contact information is current, including email address and a phone number.

The website has a News page. Clubs and individuals are encouraged to contribute information of interest with photos. It doesn't need to be anything of great importance, but it will make people aware that your club exists, it's active and the members enjoy being there. Send the information to the WAPA Secretary.

WAPA has a Facebook page. Photos and information can be sent to one of the page editors or administrators for upload, or through the WAPA Secretary. Encouraging your members to view and like posts will boost our profile and help create a sense of community among pistol shooters.

16.4 The Australian Pistol Shooter's Bulletin

The Bulletin is the official publication of Pistol Australia. It is funded through capitation fees to PA. It is published electronically via the PA website, however hardcopies can be mailed to members on application to PA through the WAPA Secretary.

The Bulletin contains news of activities on a National level. Contributions are invited from freelance writers on items of general interest.

(Acknowledgments to the Department of Sport and Recreation's 2002 publication "Marketing and Promoting your Club")

17 PISTOL RANGE CONSTRUCTION

17.1 Introduction

The construction of new ranges or the modification of existing ranges must be approved by the WA Police.

In order to obtain approval a range must be inspected by an approved Firearms Range Risk Assessor. WAPA can provide the names of Range Assessors.

The Police produce a range inspection package which includes standards and checklists against which the range will be assessed. At Appendix 16 are those parts of the documents applicable to pistol ranges. These are effectively safety standards, not technical standards.

Technical standards relevant to WAPA ranges and other useful information are provided below.

17.2 Technical Rules

All ranges for the use of pistol shooting activities must meet the technical requirements applicable to the matches to be shot in the following documents:

- **International Sports Shooting Federation (ISSF)**

General technical rules for all shooting disciplines.

- **International Sports Shooting Federation (ISSF)**

Special technical rules for:

- 25 m Rapid Fire Pistol
- 25 m Centre Fire Pistol
- 25 m Pistol
- 25 m Standard Pistol
- 50 m Pistol
- 10 m Air Pistol

- **Pistol Australia (PA)**

Special technical rules for:

- Service Pistol
- Service Pistol Unrestricted
- Service Match 25 yards
- Black Powder 25 Metre
- Black Powder 50 Metre
- WA1500
- Metallic Silhouette

- **National Rifle Association of America NRA**

Rules for:

- Action Pistol.

Copies of the above publications are available through the WAPA Target and Order Secretary through the WAPA website (www.wapa.asn.au).

17.3 Authorities

All new ranges will be subject to the jurisdiction of one or all of the following authorities:

- Local Shire or City Council;
- Department of Planning, Lands and Heritage;
- Department of Biodiversity, Conservation and Attractions;
- Department of Water and Environmental Regulation;
- WA Police.

17.4 Lease Agreements

Generally the security of tenure of most pistol ranges is a lease agreement with a local shire or state authority.

Consideration should be given to the long term development of the area in which the range is proposed to ensure the future of the club. The environmental impact of the noise associated with the new club must be addressed prior to formalising any lease agreement to prevent this becoming an issue in the future of the facility.

For country regions consideration should be given to the effects any future mining lease over the area may have and if necessary action taken to safeguard the tenure from the outset.

17.5 Procedure

The following is a brief outline of the procedure that would normally be followed for a new range construction.

- Obtain topographical map of the area proposed from Landgate;
- Indicate on map proposed range, inclusive of fall out area;
- Draw up plan of proposed range layout and range danger area;
- Establish contact with Local Authority planning department;
- Establish contact with State Authority having jurisdiction over proposed area;
- Submit copy of range plans to WAPA to comment;
- Seek a preliminary range risk assessment;
- Incorporate WAPA and risk assessor comments and requirements into plans and submit formally to local Authority for development approval;
- Upon completion of construction obtain formal risk assessment and submit report with other supporting documents to WA Police approval to use range for pistol shooting purposes;
- Notify WAPA of approval or otherwise.

Note: The key element of the process is Authority involvement at the earliest opportunity.

17.6 Design and Construction

Discussions with other clubs can provide good ideas for capacity, layout, design and construction materials. The State Referee Council can check the dimensions. Bear in mind that older ranges may not comply with all of the current match rules or Police standards, so it is important to read and understand all the current requirements.

18 STARTING A CLUB AND BECOMING INCORPORATED

18.1 Getting Started

In order to start a new pistol club there are some key elements to be considered:

- Is there going to be an ongoing need for the club, ie can you attract and retain members.
- Are there people with the enthusiasm and drive to set up and run a club.
- Can you find a location for a range.

Assuming that the answer is yes, the steps involved include (not necessarily in this order):

- Draft a constitution;
- Decide whether to become incorporated;
- Design a system of registering members;
- Draw up a budget;
- Call the prospective members together to agree on the constitution and budget;
- Ask members to stand for office;
- Enrol members and elect office bearers;
- Get a post office box;
- Establish a communication link with the Local Council;
- In conjunction with the Council identify potential sites for a range;
- Make arrangements to use the site, such as a lease;
- Seek sponsors or funding grants (refer to chapter 14 for suggestions);
- Develop the facility as necessary to begin shooting; (refer to chapter 16)
- Plan for the future.

WAPA will be pleased to provide advice along the way, drawing on considerable past experience. Other pistol clubs will most likely be very happy to provide advice and even mentor your new committee. The Sport and Recreation branch of the DLGSC has regional staff who can also assist.

A few tips are:

- Make sure you have a President, Vice President, Secretary and Treasurer. The size of the committee should be no bigger than it needs to be.
- Seek sponsors for specific projects.
- In the register of members, record their occupations so that you know what skills are available.
- Spread the workload.
- Keep records from the outset.
- Keep members informed by an email newsletter.
- Publicise the club and recruit members to build up funds.
- Hold regular meetings where decisions are made.
- Involve families to bring a social aspect.
- Think about coaching and competition so that members see improvement.

18.2 Writing a Constitution

The following extract from the Department of Sport and Recreation’s publication “Establishing Your Club Constitution and Becoming Incorporated” succinctly describes the purpose of a Constitution:

“What is a Constitution?”

A constitution is a basic set of rules for the daily running of your club or group. It details for your members and others the name, objects, methods of management and other conditions under which your club or group operates and generally the reasons for its existence. It also regulates the relationship between members by setting out the basis for working with other co-members.

Why do we need a Constitution?

Constitutions:

1. Explain to members and non-members what your group is about.
2. Provide guidelines for the daily running of your group.
3. Help to sort out internal problems.
4. Are a legal necessity if your group wishes to become incorporated.
5. Can help in seeking resources from other organisations, such as a government agency.
6. Allow you to apply for a liquor licence, If your group intends to apply for a liquor licence under section 49 of the WA Liquor Licensing Act 1988, it will generally need to be incorporated. One of the prerequisites for incorporation is a Constitution complying with the Associations Incorporation Act 2015.

What level of detail should you include?

A constitution can be extremely simple, containing only the minimum information required by the Associations Incorporation Act. There is a checklist for this information. The extent to which you add detail depends on the needs or formality at the time of setting up the club, and on your club's thoughts about the projected needs of the club as it grows. Many details relating to shooting and minor management matters are best included within bylaws or regulations where they can be updated and improved without the need to call a special general meeting.

The quickest and simplest approach is to adopt the “Model Rules” which are published by the Charities and Associations branch of the Department of Mines, Industry Regulation and Safety. Note that with this option you cannot customise the document, you must accept it as is.

If you choose to have your own (as most clubs do) you can use as a starting point:

- a draft constitution and draft rules prepared by WAPA at Appendix 17.
- The “Model Rules” published by the Charities and Associations branch on their website www.commerce.wa.gov.au.
- the constitution of another WAPA pistol club.

Note there are differences in terminology: the rules presented in Appendix 17 are what are often called regulations and by-laws, ie. things which can be changed by the committee as required. The “Rules” according to Charities and Associations are the same as a constitution.

18.3 Incorporation

There is no legal necessity for a club to become incorporated. It is however desirable because the club becomes a legal entity, separate from the individual members, who are then afforded the benefits of the Associations Incorporated Act and the Volunteers (Protection from Liability) Act. Members of the committee and the club are relieved from liability for authorised acts of the club, and therefore are not liable to pay debts and liabilities of the club.

It also gives the club the right to sign contracts, lease premises, operate bank accounts and apply for government grants.

Note that incorporation does not prevent actions for negligence against individual members in all circumstances. There are always remaining areas of risk which each club needs to consider, and this topic is discussed in more detail in chapter 1.

Nevertheless it is clear that being incorporated is highly desirable for a pistol club.

At Appendix 18 is a step by step guide to becoming incorporated, reprinted from the Department of Sport and Recreation’s publication “Establishing Your Club Constitution and Becoming Incorporated”.

Advice is also available from the Charities and Associations branch of the Department of Mines, Industry Regulation and Safety. Information is on their website.