



West Australian Pistol Association

Red File

Supported by



INTRODUCTION

1. This 2026 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. It has been updated to be consistent with the Firearms Act 2024 and Firearms Regulations 2024.
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. The Red File is 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 Creative Industries, Tourism and Sport (CITS) 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.

Range Standing Orders are typically a requirement for every range licence. They include such things as which calibres can safely be used on each range. They should also be displayed on the range and members should be discouraged from using calibres that the range is not licensed for to avoid loss of the licence.

WAPA regulation 17 requires any accident or near miss involving a firearm to be reported to WAPA in writing, and to WAPOL in some instances (see Firearm Regulation 238). 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. Every incident is a learning opportunity and should be treated as such, rather than being swept under the rug.

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, climbing ladders 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 volunteer 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? The names of those members of your club who have a first aid certificate should be posted on the club noticeboard. If your club can afford it, consider buying an AED – Automated External Defibrillator.

The St John First Responder phone app will send the caller’s precise location to the ambulance dispatcher. Consider encouraging committee members to install it on their phones.

1.3 Legal Restrictions

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. WAPOL may deem those persons to be Prohibited Persons, Disqualified Persons or Interim Disqualified Persons. In the case of a Prohibited Person even allowing the person to be on the range where firearms are present is an offence. Club officials must therefore be vigilant to protect themselves from prosecution. See section 144 of the Regulations. 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. WAPOL may issue an interim disqualification as a precaution, sometimes when the person is innocent.

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 concerns about a member’s fitness to own a firearm. Refer to section 375(3) of the Act and section 147 of the Regulations. Reports should be sent to WAPOL within 7 days 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 and Food and Other Donors (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

Under Regulation 241 any person shooting on the range who doesn't have a firearm licence must sign a declaration that they are not a disqualified person or prohibited person. For juniors the parent or guardian must sign it. WAPOL provides a standard form. The declaration is only valid for 7 days and must be renewed after that.

It is vital that prospective members are given the appropriate supervision and training if they shoot.

In the case of visitors from other clubs it is important that they are not assumed to have competence with a particular pistol or match. Someone who has only used a .22 pistol may not be safe using a 9mm without close supervision. Likewise positional matches like Service Pistol require skills in changing positions that someone who has only shot ISSF matches may not possess. If you don't know, you must question the visitor and arrange the appropriate level of supervision. If that is not possible the club is not obliged to let the visitor shoot.

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”
- CITS “Risky business – A club guide to risk management”

2 CLUB STRUCTURE AND MEMBERSHIP

All gun licensing, club licensing and range licensing in Western Australia comes under the control of the Commissioner of Police, who administers the Firearms Act.

Pistol Clubs are permitted to form and be licensed for the purpose of engaging in target shooting. Specifically a club must be a body corporate to which has as its primary purpose the making of arrangements for participation by its members in competition shooting or target shooting using firearms.

WAPA shoots matches which fall under one of the following four disciplines:

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

While there is no legal requirement for a club to be affiliated with an association, there are benefits of being with WAPA such as group insurance, the ability to shoot at other clubs and the ability to licence “elite firearms”(see 5.10).

2.1 Who Can Join?

Men and women are eligible for full membership if over the age of eighteen years and junior membership if over the age of 12 years.

For the purposes of competition, a junior becomes a senior until the 31st December of the year in which they turn 18 years of age. However for the purposes of WAPA fees those over 18 at the time fees become due (November 1st) must pay an adult fee.

Firearms Regulation 143 says the potential club member must provide to the club:

- their name, date of birth and contact details,
- two character references,
- if they already have a firearm licence, the licence number,
- if they don't have a licence, a national police clearance certificate (less than 12 months old), and a declaration by the potential member that they are not a disqualified person or prohibited person.

The character reference must:

- (a) state that the person giving the character reference —
 - (i) has known the potential club member for at least 2 years; and
 - (ii) believes the potential club member is of good character and a suitable person to be a member of a licensed firearm club;
- (b) state the name and contact details of the person giving the character reference;
- (c) if the person giving the character reference has a firearm licence, the licence number; and
- (d) be dated within the last 3 months.

A disqualified person has either been given a disqualifying order by the police (eg a restraining order), or they are a member of a disqualifying organisation (ie outlaw motorcycle gang or criminal gang).

A prohibited person is someone who has been served a firearms prohibition order by the police. These people can definitely not be handed a gun. Criminal types it can be assumed.

A club is under no obligation to accept a member, but the reasons for rejection should be defensible if queried by a third party. There is little point in accepting someone as a member if they are unlikely to be granted a firearm licence down the track.

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, infrastructure grants and general administration costs.

(c) Target Pistol Australia Capitation Fees

This fee is paid through WAPA to Target Pistol Australia (TPA). It covers the administrative costs and programs conducted by TPA.

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

Current WAPA and TPA fees are listed in Appendix 1. 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 1.

A person can be a member of more than one club, but need only pay the WAPA and TPA capitation fees through one club.

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 typically entitled to the full privileges of a normal member.

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

2.4 Social Membership

Clubs may, if their constitution allows, offer social memberships. A social member does not pay WAPA or TPA 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, sometimes as well as WAPA and TPA 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 TPA 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 TPA 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 about 10 becomes unwieldy. The club may chose to make the committee members Authorised Persons under the Club Licence and Range Licence so as to spread the responsibility to have an Authorised Persons at the range on each shooting day. 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 that 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.

Under sections 198 and 199 of the Firearms Act, if a committee person becomes an interim disqualified person or subject to a restraining order, they should step down from the committee. Otherwise the club licence is at risk.

2.8 Club and Range Licences

According to the 2024 Firearms Act and Firearms Regulations, all clubs need to have a Club Licence and all shooting ranges need to have a Range Licence. It doesn't follow that a club must have both licences, as it might have an agreement to use another club's range.

A club licence can only be granted to a body corporate (such as a Certificate of Incorporation) which has its primary purpose in the making of arrangements for participation by its members in competition shooting or target shooting using firearms.

A club licence enables the club to own club guns and ammunition and have certain members (usually the club committee) made "authorise persons" to carry, store and use those firearms. The authorised persons can also load ammunition for the club guns. A licenced club can issue support letters to its members. The club must nominate the disciplines that it shoots.

A Range Licence is granted if WAPOL is satisfied that:

- The location of the firearm range is a suitable location for a licensed firearm range,
- The firearm range meets standards of construction determined by WAPOL as necessary for the safe operation of a licensed firearm range at that location, and
- Use of the land for the purposes of a licensed range is a lawful use of the land. For example, a letter from the local government authority.

Construction requirements are described further in chapter 17.

There are some administrative duplications between club and range licences. For example:

- There are authorised persons for a club licence and authorised persons for the range licence. They can be the same people.
- Club guns can be on the club licence or the range licence or both.
- Attendees need to be recorded to meet slightly different requirements for both the club and the range licence.

Pre-existing pistol clubs have been going through the transition process to gaining a current club licence and a range licence. These licences comes with a range of administrative burdens, most of which are listed in section 6.8.

3 ACTIVITY REQUIREMENTS

Competition licences are issued on the proviso that the licensee participates in shooting competitions conducted at a licensed firearm range by a licensed firearm club. Under Regulation 26 the licensee must participate in at least 6 shooting competitions in each 12 month period of their own licence.

The member's own gun must be used. A club gun or borrowed gun doesn't count. There is no requirement to use any particular gun or shoot any particular discipline a certain number of times during the licence year. There is also no limit on how many attendances can be recorded in a single day.

The club does not have to monitor the activity of members, this is a WAPOL task. The club just needs to provide adequate registered competitions and submit the records to WAPOL in accordance with process advised by WAPOL. However if a member totally neglects their activity requirements it might reflect badly on the club that they are letting it happen.

Under Regulation 26 each club must register their shooting calendar so that each match on each day becomes a Registered Competition. When a person participates in that match their licence number must be recorded on the official form, or alternatively if they have no licence, their name and date of birth. A member who shoots in an interstate or overseas competition can apply to WAPOL to have that competition registered if they so wish.

Note that under Regulation 28 the Commissioner may reduce or waive the activity requirement if the Commissioner is satisfied that the licensee has a reasonable excuse for not complying with the requirement. It is not known yet what constitutes a reasonable excuse.

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) - Separate competitions for men and women
- 10 metre Air Pistol - Separate competitions for men and women

- Separate competition for Juniors is also conducted for Standard Pistol, 10 metre Air and 25m Pistol.
- WSPS Matches are 10 metre Air, 25m Pistol and 50m Pistol

4.2 Target Pistol Australia (TPA) Matches

- 50 metre Black Powder
- 25 metre Black Powder Aggregate
- 13 Shot Black Powder
- Service Pistol
- Service Pistol Unrestricted
- Service Match 25 yards
- Action Pistol – Open, Metallic Sight and Production divisions
- WA 1500 – suite of 9 matches

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 TPA matches can be obtained from the TPA Website. As well as Range Guide sheets. Rule changes occur from time to time and these are usually notified by the WAPA Secretary.

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 Local Variations

It is acceptable for clubs to vary the match rules for their own conditions and situations.

Examples include:

- Supported Rest shooting (as described in the ISSF rules)
- reduced distances
- Scoring after a larger number of series.

The overriding principle is that the risk must not be increased and all safety rules must be met as per WAPA regulation 14.1(s).

Obviously members wishing to attend open competitions may be disadvantaged if they have no experience of the proper rules.

4.7 Grades

A shooter's grade is set by the highest score shot in club or open competition. At Appendix 2 are the scores required to achieve each grade, which are set and amended from time to time by Target Pistol Australia. They can also be downloaded from the TPA website www.pistol.org.au under "Rules". 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.

4.8 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.

4.9 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 for new state records. More details can be found in the State Records policy on the WAPA website.

4.10 National Records and medal achievements

The WAPA National Championship Performance Award policy provides cash prizes for members who achieve a placing or set a national record. The policy is on the WAPA website.

5 PISTOL LICENCES

5.1 Eligibility

WAPA Regulation 4 and Firearm Regulation 24 state that a financial member may apply to license a first pistol six months after joining a club. 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.

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. A Club needs to carefully consider providing Club support for a pistol that is not for a match conducted at the Club, but is intended for use at another WAPA Club. In this instance the Firearm Regulations stipulate that the club must “arrange for members to participate in shooting competitions in a shooting discipline relevant to the firearm to which the application relates.” A letter from the other club or a memorandum of understanding would be evidence of a suitable arrangement. Alternatively if a person is a member of two or more clubs, support letters for different guns can come from different clubs. The club committee has every right to knock back an application if they don’t feel it’s a genuine need.

5.2 Juniors

Junior members if over the age of 12, 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 required even though the junior may not be eligible to license a pistol.

A Junior Shooter cannot make application to licence a pistol until attaining the age of eighteen years. Until then if the parent has held a gun licence for at least 5 years the parent can licence the junior’s pistols, store them and supervise the junior when shooting. This is described in clause 31 of the Act. Alternatively the junior can use a club pistol under the supervision of an Authorised person for the Club Licence or the Range Licence.

Be aware also that Regulation 140 stipulates that a junior under 16 can't shoot without the parent's written permission and the parent being on the range.

5.3 Process

The process in which a member applies for a new licence is described on the WAPOL website at <https://www.wa.gov.au/organisation/western-australia-police-force/licensing-services-firearms>.

It involves the following steps:

- Complete any club training (if not already done),
- Make application to the committee for a club support letter,
- Set up myID and a login to the Firearms Portal,
- Download a Heath Assessment Form and see a medical practitioner who is prepared to fill in this form,
- Enrol in the online TAFE theory training course and complete the course,

- Go to a dealer (or an accredited club trainer) who is registered to conduct the practical training course,
- Obtain a recent passport style photo,
- Obtain a Serviceability Certificate for the firearm from a dealer,
- Install a compliant gun cabinet or safe, take photos of it and fill in the storage statement form,
- Submit all the documents through the Firearms Portal.

For an additional firearm the process is much the same but training does not need to be repeated.

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. The applicant should nominate a different match to those pistols already possessed. The proposed additional pistol may have characteristics better suited to the nominated match, which the applicant can advise WAPOL about if questioned. A “backup gun” is usually only allowed if the applicant is competing at National Level.

5.4 Training

Both WAPOL and WAPA have requirements for training of new shooters.

The WAPOL Firearm Safety Training Course consists of two parts:

- Part 1 Theory – online course and assessment hosted by TAFE.
- Part 2 Practical – in person training and assessment conducted at a Firearms Dealer or authorised club trainer.

The Police can approve an authorised person under a club licence as a person able to provide the practical training. At present the theory part is only delivered by Central Regional TAFE. It’s an online course costing \$100 and there is an information sheet on the WAPOL website that describes how to enrol.

If and when your club has an authorised trainer, the trainer must obtain a signed declaration from the trainee that they are not a disqualified or prohibited person. The declaration must be made no earlier than 1 day before the training course and expires within 7 days if the training course is not completed after the day on which the declaration was obtained. The declaration must be signed by the trainee, unless the trainee is under 18 years of age, in which event it must be made by a parent or legal guardian of the trainee.

There is a list of businesses (mostly dealers) who are approved to conduct the Practical Firearm Safety Training. This is understood to be desktop training and actual firing is not involved.

The WAPOL training is too generic to equip a member to join in a detail shooting a match at a WAPA club. WAPA is therefore maintaining the requirement for members to pass the WAPA Firearm Safety Training Course before being issued a club support letter. The WAPA course is geared to our specific matches and our safety rules. This training is described in section 18 of the WAPA Regulations. The use of WAPA form 103 to record the students training progress is recommended.

At Appendix 3 is the documentation for the WAPA approved Firearm Safety Training Course which new members must complete. There is a multiple choice examination which must be passed before the club support letter for the first pistol can be issued.

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.

The WAPA Secretary can provide the exam paper and the answer sheet on request. They should be issued only to examiners as required and not distributed widely or left lying around. Alternative exam papers and answers will be issued by WAPA as demand dictates.

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 instructor 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 3) to each session for the trainer to initial. This form must be presented duly signed to the club committee with the first pistol application.

5.5 Assessment

All pistol licence applications submitted to a club must be dealt with by the club committee in accordance with WAPA Regulation 4.

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 WAPA training at least and all applicants must possess suitable character and a genuine interest in target shooting.

The pistol must comply with the rules of at least one match recognised by WAPA. Bear in mind that WAPOL will also evaluate the genuine need for the pistol, and a second pistol for a particular match may not be approved.

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. For additional pistol applications, the club must consider the proficiency of the applicant with the type of pistol and the match it is for. For example a shooter proficient with a .22 pistol for Standard Pistol may not be safe with a 9mm pistol for Service Match without additional training. The club can impose extra training or a proficiency demonstration with a club pistol if there is doubt.

Magnum .22 (5.6 mm) rimfire ammunition and pistols which specifically use this ammunition cannot be used in any WAPA supported competition, and therefore cannot be licensed through the Association. .45 calibre pistols can only be licenced for Metallic Silhouette or Single Action matches.

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 6. 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 condensed training and evaluation is recommended to avoid any confusion on the line.

5.6 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 committee 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 4.

If the application is successful the applicant will be issued with a WAPA form 101 by the Club Secretary which is the club support letter. 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.

5.7 Firearm Serviceability Certificate

For each pistol being purchased a Firearm Serviceability Certificate must be obtained. This certifies that the firearm is as described and is in a safe and usable condition. Certificates can only be issued by licensed firearm Dealers, Repairers or Manufacturers.

5.8 Records

Clubs should keep copies of all support letters issued. When a member's licence is due for renewal, the member may require from the club a new support letter for each firearm previously supported. While it is no longer a legal requirement to have a handgun register, a database of supported pistols will easily enable the club to identify which pistols on the member's licence have previously been supported by the club.

Note that the club is not obliged to renew support for a pistol. See section 7 of the WAPA regulations for circumstances in which that might occur. WAPOL requires clubs to submit a WAPA form 105 when support is withdrawn. Ask the WAPA Secretary for a template form.

When a member disposes of a pistol, the club should be notified so that the pistol can be removed from the database.

It is vitally important that all such records are 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. Files should be password protected with a strong password and hardcopies locked away.

5.9 Club Pistols

Club armourers and “Named Officers” are no longer the process for holding club pistols. Those club members duly authorised to hold a club pistol are Authorised Persons under the Club Licence or the Range Licence. The club can apply to have trusted members (typically committee members) included on the list of Authorised Persons for an application fee. Any authorised person who leaves the club should be removed from the list.

The corporate licence can be used for a privately owned pistol too. For example a club could put a junior’s pistol on the corporate licence if the parent was not interested in shooting, and have a Authorised Person bring the pistol to the range on shooting days. The Authorised Person need not be a committee member, just a trusted member with suitable storage facilities.

It is a requirement to maintain accurate records in relation to firearm movements associated with the Club or Range Licence, particularly as members come and go and some pistols might rarely be used or sighted. If a pistol goes missing it can create serious problems.

5.10 Elite Firearms

Members are limited to 10 firearms in total, but there is an exception for “elite firearms”. Members can apply under Regulation 25(1) to licence firearms beyond 10 as elite firearms. This is a firearm that is used in a shooting discipline in which the applicant for the licence or the licensee (as the case requires) consistently competes at a State, national or international level. WAPOL has taken the position that the member must compete at National Championships or international competitions to be eligible, and they require proof in the form of prior published competition results. The application must be supported by WAPA. On application to WAPA the WAPA Secretary may issue a letter of support.

5.11 Storage and Transport

The 2024 Firearms Act includes a so called “grandfather” clause regarding firearm storage. If the number of firearms is less than five then the storage place approved under the 1973 Act is deemed to be acceptable by Regulation 309. However once any new gun is added to the licence the more stringent 2024 storage requirements then apply.

Under the 2024 Act all pistols stored in the residence must be stored in level 2 storage with a level 1 alarm system. Retailers should be able to confirm whether their products on offer meet these requirements. If the pistol is stored in unoccupied premises then the storage requirements become more stringent again.

Schedules 4, 5 and 6 of the Firearm Regulations detail the storage requirements for particular situations.

Storage of ammunition has a less stringent specification. Older cabinets meeting the 1973 Act are deemed sufficient. There are no requirements specified for storage of the components of ammunition. Its is only considered ammunition when it can be fired.

Regulation 286 sets out the requirements for transporting firearms. It includes the need to render the firearm inoperable, which can be done by using a trigger lock, threading a cable lock through part of the pistol, like the cylinder or magazine well, or removing a critical part. Clause 8 of the Act also stipulates that a firearm or related thing must be in a place in the vehicle that is the best place for ensuring its safekeeping that is reasonably available, and the vehicle must not be left unattended unless the vehicle is securely locked and any firearm or related thing is not visible from outside the vehicle.

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 database, the minute book and all legal documents such as the constitution, licences, leases and titles, Range Standing Orders and WAPOL forms such as attendance, training and declarations.

- **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 and WAPOL) 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 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 the names of both the mover and seconder. Read them back before the meeting moves to the next topic in case the words are not quite right. You need to avoid arguments about the wording down the track.

(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 5.

After a member is accepted, the club secretary must send a Member Notification Form to the WAPA Secretary, together with the correct fees. The WAPA Secretary can provide a copy of the current form. If the new member joins during the year, a pro-rata fee is payable to WAPA according to the rates at Appendix 1. 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 supported pistols with their nominated matches and grades. If the person is accepted as a member, the pistol details are added to the new club's handgun database and the grades are recorded by the club scorer.

(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 Target Pistol Australia, only the WAPA portion of the capitation fee will be payable.

A blank club transfer form can be obtained from the WAPA Secretary on request. It should be completed by the secretary of the old club of the member wishing to transfer and a copy sent 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 damaged 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 TPA Membership Notification Form within 14 days.

6.8 Obligations to WAPOL

These are the main reporting and data retention requirements contained in the Firearm Regulations. WAPOL has standard forms for many of these obligations. Note that WAPOL can as has waived certain requirements in the interim. The committee may need to keep abreast of the latest advice from WAPOL Licensing Services.

- Registering every club competition on the calendar (Regulation 26(4))
- Collecting and retaining membership applications including character references, national police clearance certificate and declaration (Regulation 143)
- Collecting names and licence numbers of all participants in each club match and submitting to WAPOL. (Regulations 145 and 146)
- Advising WAPOL of any member found to be not a fit and proper person (Regulation 147)
- Advising WAPOL when support for a member's pistol or pistols is withdrawn.
- Recording certain mandatory data about members and keeping those records for at least 5 years (Regulation 148)
- Collecting names and licence numbers of anyone (who is not an authorised person on the range licence) who shoots at the range and submitting to WAPOL. (Regulation 157)
- Reporting any safety incident to WAPOL within 14 days (Regulation 238)
- Collecting and retaining for 5 years all declarations made by people who shoot at the range but don't have a licence (Regulations 241 and 242)

As this is quite an onerous load in itself, other committee members might be delegated to assist.

6.9 Club Attendance Book

The WAPOL visitor attendance form can take the place of an attendance book to minimise paperwork. Bear in mind that only those who shoot are required to fill in this form. The club may choose to maintain a record of every person on the range.

Insurance claims may be more difficult to prove without the attendance records, particularly if the insurer takes the position that the incident actually took place somewhere else.

6.10 Letters

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

6.11 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 keep a current copy of the 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 all clubs each month. It is suggested that 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.

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 7.

(Also recommended reading: The club secretary: The key to efficiency on the CITS website www.cits.wa.gov.au)

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;
- 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 bills.

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. They 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 Target 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 1 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 is specified by Target Pistol Australia. Members will remain as Juniors until the 31st December of the year in which they turn 18 years of age

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: Show me the money – A guide for the club treasurer on the CITS website www.cits.wa.gov.au)

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 Target Pistol Australia qualified Range Officer to guide other members. The State Referee Council offers training and accreditation for a number of levels of TPA 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 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 or a World Cup.

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 Target Pistol Australia website. 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. Note that for a level 1 course the theory section is mostly conducted on-line. Applicants must pass the on-line test before they can proceed. Only a recap is need face to face.

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.
- b) 3 x 25 metre Precision and 5 x International Rapid Fire targets.
- c) At least three shooters not doing the course. These shooters will require a Standard Pistol only and ammunition is supplied by WAPA.
- d) 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 TPA. 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 CITS 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 Target 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 pistol types 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 a member purchases 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 WAPOL. 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;
- 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 often available. Subsidised trips to interstate coaching camps are occasionally available for selected junior shooters.

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/TPA 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 ‘Master’ 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 around the end 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 may 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 may 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. At the very least there will be trigger checks at the start of the match. If you fail you get disqualified.
- Scoring and patching is generally done by workers. The shooter remains behind the line unless also required to patch or change targets.
- 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 attendance forms 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 malfunctions, and for chronographing of Service 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

- Don't put your gun on the bench before preparation time is called or athletes are called to the line.
- Don't bag your gun or remove it from the bench before being told to by the range officer. Equipment should not be removed until everyone has completed the match.
- Don't practice on an unused range without permission.
- Don't go forward of the line to pick up empty centrefire cases without the permission of the range officer.
- Don't mark or gauge your own air pistol targets.
- Don't 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 your club that will apply. These might be things like shooting time restrictions, calibre or power factor restrictions, or the use of jacketed projectiles.

A qualified judge is assigned to each open, and queries should be directed to that person.

12.1 Format of Open

Opens can go for one to three days as the host club desires. The selection of matches is up to the organisers. If there are time or range capacity limitations then entry numbers can be capped or matches can be omitted. However bear in mind that WAPA needs a minimum number of competitions from which to select a state team. So if matches are omitted it could mean there are not enough scores to pick a team in that match by the end of the year. The club should ideally decide on the matches when applying to host the event.

A weekend open can also be conducted as two consecutive one day opens, if that suits the organisers and competitors. This means the competitors get two chances to get a good score. The downside is there must be a full presentation at the end of each day.

For State Championships the matches are set by WAPA and limits should not be placed on entry numbers unless approved by WAPA. Trophies, medals and targets are provided by WAPA. At Appendix 8 is Procedure for Conducting a WAPA State Championships.

12.2 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 9 and 10. 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 (King's Birthday weekend) are usually set aside for the State Championships each year. Easter is typically reserved for the National Championships.

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

12.3 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	150 shot match	75 min	
	60 shot match	60 min	
	48 shot match	50 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.

12.4 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 template flyer is included at Appendix 11 which lists all the things that should be included. 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.

12.5 Squadding

There are a few computer software applications on the market designed to automate squadding, such as OpenWPlus. 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.

In accordance with the protocol set by Pistol Australia, juniors shooting 10m Air or 25m Pistol can shoot the match once and have the score entered in both junior and senior matches.

For State Championships the WSPS competitors have their own category in 10m Air, 25m Pistol and 50m Pistol, however for opens it is acceptable to have the 10m and 50m competitors competing against the able bodied competitors if only one or two have entered.

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

12.6 Scoring

Information on the format, or where to obtain, score cards is available from the WAPA Secretary. Computerised collation of scores is recommended, either with OpenWPlus or the Excel spreadsheet developed by the State Referee Council. If the 10m target scoring machine is required a request should be made to the SRC 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 9 within a three days, preferably in pdf format and signed by the attending judge. The scores will be posted on the WAPA website and sent to TPA for the top ten.

12.7 Supplies and Equipment

Ensure adequate supplies of targets, patches, score cards, pens, scoring wands, gauges 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.

12.8 Equipment control

Pistol checking can be done prior to the first detail, and in addition random 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. As an alternative pistols can be checked on the line by the RO or a judge just before preparation time is called. Competitors need to be advised which case applies on their squadding notification.

12.9 Catering

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

12.10 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.

12.11 Assistance

Small clubs may lack volunteers or expertise to hold an open. If requested WAPA can round up volunteers to help with such things as range repairs and tidying and kitchen duties. We can potentially find people to do all the squadding and scoring if this is beyond the club's ability. Just talk to the WAPA Regional Representative to discuss the problems you face.

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 committees, 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.

In many clubs where the majority of members are male and middle aged, a outdated culture of making racist and/or sexist quips may prevail for years, with no repercussions until the day there is an official complaint. A committee that turns a blind eye or participates in this behaviour may find itself in hot water.

All WAPA clubs are bound by the Target Pistol Australia Member Protection policy which is on the TPA website. The policy gives individual members the right to confidentially lodge a complaint with TPA. The TPA Complaints, Disputes and Discipline Policy sets out the process by which complaint are assessed and action is taken. An effective club committee should seek to identify and correct and issues of poor behaviour before it gets that far.

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. 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

TPA has a Safeguarding Children and Young People Policy which is on the TPA website. The policy affects every club, particularly coaches, range officers and anyone acting in an official capacity for the club. All club committee members, range officers and coaches should make themselves familiar with the policy 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 9 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

Target Pistol Australia's Improper Use of Drugs and Medicine Policy addresses performance enhancing drugs and supplements. It applies mainly to top level shooters. These shooters and their coaches are required to undertake education about this policy.

A club is more likely to encounter issues with recreational drugs, prescribed drugs that should have been taken but haven't, or prescribed drugs that affect detrimentally affect a person's safe gun handling ability.

WAPA has a Drugs Policy on the WAPA website. It states that members and visitors must present themselves in a fit condition before handling and using firearms on a range. It is up to the committee's discretion whether the person is in a fit condition, but committees should not be shy to ask questions and be cautious. Remember that if an accident happens, questions will be asked. The committee's action or lack of action may come under scrutiny.

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.

Bear in mind that Clause 298 of the Firearms Act stipulates a penalty of up to 14 years in prison for using a handgun while “affected by alcohol”, and up to 5 years just for being in “immediate possession of a firearm while affected by alcohol”. Having the gun in the boot of your car while driving would fit within the scope of immediate possession.

14.4 Club Culture

Sport Australia’s Game Plan is an easy to use, web based diagnostic tool to measure, develop and improve the capability of sporting organisations and clubs across Australia. 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 provided 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 <https://gameplan.ausport.gov.au/>

The Department of Creative Industries, Tourism and Sport has a Club Development page at <https://www.cits.wa.gov.au/sport-and-recreation/club-development>. On it there are useful guides and resources for sporting clubs. CITS also conducts free seminars and workshops. 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 <https://www.cits.wa.gov.au/departement/publications/publication/taking-the-lead!-a-guide-for-club-presidents>

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?

14.5 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. Furthermore a club has a legal obligation under clause 375 of the Firearms Act to inform WAPOL if the committee decides a member is no longer a fit and proper person to hold a firearm licence. It might seem harsh to do this to a member, but the penalty is \$5000 for not doing it.

14.6 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 12 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 Creative Industries Tourism and Sport 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 CITS page <https://www.cits.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund>

- *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 CITS page <https://www.cits.wa.gov.au/funding/sport-and-recreation-funding/regional-athlete-travel-subsidy-scheme>

- *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. Details and forms are available from the CITS page <https://www.cits.wa.gov.au/funding/sport-and-recreation-funding/active-regional-communities-grants>

Creative Industries Tourism and Sport 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 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?

The government wants only sustainable projects with long-term community benefit and local jobs...not just, as a Minister described 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. Creative Industries, Tourism and Sport 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

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. Maybe other pistol clubs have tips they can pass on.
- 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 conspicuous 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.

(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 a Range Licence.

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 will provide their requirements for ensuring there is no risk to persons from projectiles, particularly outside the range and from ricochets. This will vary depending on whether the club has firing rights over the range danger area.

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

- **Target Pistol Australia (TPA)**

Special technical rules for:

- ☐ Service Pistol
- ☐ Service Pistol Unrestricted
- ☐ Service Match 25 yards
- ☐ Black Powder 25 Metre
- ☐ Black Powder 50 Metre
- ☐ 13 Shot Black Powder
- ☐ WA1500 suite of matches
- ☐ Metallic Silhouette

- ☐ **Civilian Marksmanship Program (CMP)**

Rules for:

- ☐ Action Pistol.

The above rulebooks can be found and downloaded through the TPA website under the officiating tab.

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 for comment;
- Seek preliminary comment from WAPOL;
- Incorporate WAPA and WAPOL comments and requirements into plans and submit formally to local Authority for development approval and WAPOL for final comment;
- Upon completion of construction obtain formal risk assessment and submit report with other supporting documents to WA Police for issue of a Range Licence;
- 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 WAPOL 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;
- ☐ 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;
- ☐ Apply for a Certificate of Incorporation;
- ☐ Enrol members and elect office bearers;
- ☐ Get a post office box and a contact email address and phone number;
- ☐ Apply for a club licence;
- ☐ Establish a communication link with the Local Council;
- ☐ In conjunction with the Council identify potential sites for a range;
- ☐ Make contact with WAPOL to ensure the proposed site can be granted a range licence;
- ☐ Make arrangements to use the site, such as a lease;
- ☐ Design and cost the range works;
- ☐ 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 CITS 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 Department of Local Government, 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 13.

- The “Model Rules” published by the Department of Local Government, Industry Regulation and Safety on their website
<https://www.consumerprotection.wa.gov.au/model-rules>.
- the constitution of another WAPA pistol club.

Note there are differences in terminology: the rules presented in Appendix 13 are what are often called regulations and by-laws, ie. things which can be changed by the committee as required. The “Rules” according to the Associations Incorporation Act are the same as a constitution.

18.3 Incorporation

In addition to being a necessity for a club licence, becoming incorporated makes the club 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.

On the website of the Department of Local Government, Industry Regulation and Safety you can find their publication “INC: A guide for incorporated associations in Western Australia”.
<https://www.consumerprotection.wa.gov.au/publications/inc-guide-incorporated-associations-western-australia>