



# Redcliffe City Clay Target Club Inc. By-Laws

Version 1

As at 10 December 2011



Redcliffe City Clay Target Club  
BY-LAWS

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## Redcliffe City Clay Target Club BY-LAWS

### Part 1 - General

#### Introduction

1. These By-Laws provide the direction for all activities held by the Redcliffe City Clay Target Club.
  - a. The level of authorisation is as follows;
  - b. Queensland Weapons Act and Regulations;
  - c. ACTA rules and regulations;
  - d. Redcliffe City Clay Target Club's constitution; and
  - e. RCCTC By-Laws.

#### By-Law Amendments

2. Amendments of these by laws shall be carried out by the club committee by a majority vote of committee members at a committee meeting. These BY-LAWS, either individually or collectively, can be set aside by a majority resolution of members present at an Annual General Meeting in accordance with the Redcliffe City Clay Target Club Constitution.

#### Definitions

3. "ACTA" Means Australian Clay Target Association; and  
"RCCTC" Means Redcliffe City Clay Target Club Incorporated.  
"MBRC" Means Moreton Bay Regional Council

#### Competition Rules

4. The RCCTC shall conduct all competitions under the rules of the Australian Clay Target Association. All participants in competitions must be registered, financial members of the ACTA and current membership /grade / handicap cards must be presented at the time of nomination in accordance with ACTA rule 4.19 (e).
5. Any International visitors are to be registered, financial members of the respective home National Clay Target Associations; additionally they must hold either a permit issued by an Australian government for their firearms of an accepted firearms licence under the provisions of the Qld Weapons Act.

#### Jury

6. In the event that a protest or challenge is made, a jury of three shooters will be developed from participating members on the day as per ACTA rule 4.20 to settle disputes.

#### General Range Etiquette and Conduct

7. Immediately on entering the Range every person shall sign the range register or visitors book. This is an Insurance and legislative requirement.
8. The speed limit within the grounds of the RCCTC for all vehicles is walking pace. All vehicles are to be parked in the designated club parking area.
9. Every person entering the Range places themselves under full control of the Range Officer and/or Shoot Marshal and/or their assistants, and must at all times comply with their lawful directions and instruction, and these By-Laws for Safety and Conduct.



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10. No person shall refuse to obey the instruction of the Range Officer and/or Shoot Marshall or any other Official in the safe and proper conduct of the range. Members, guests and visitors are expected to act responsibly as any "Unsafe Behaviour" or behaviour that damages club property, personal property or wildlife will not be tolerated
11. Everyone is responsible for their own safety as well as the safety of others. Members should not hesitate to remind other members or visitors of the rules, should they not be conducting themselves in an appropriate manner. Members and visitors have an obligation to report inappropriate behaviour to the office staff.
12. Shooters who are visitors or guests of members that are not affiliated with the ACTA may attend the club on two occasions and must sign the visitor's book. On the third visit the visitor or guest must join the club and ACTA to be eligible to shoot on the Club grounds in the future.
13. As per section 53 of the Qld Weapons Act, unlicensed shooters are to be suitably instructed and supervised in the rules and safety procedures of the various disciplines. Close supervision and support is to be given to the new shooter at all times. Unlicensed shooter activities are to be conducted in accordance with Part 5 of these By-Laws.
14. The security of firearms whilst at the club is the responsibility of the owner. By Law you are required to ensure the firearm is secured/locked away when not in use. Firearms are not to be left unattended at any time. It is recommended that you lock your firearm in your car when not being used.
15. It is everyone's responsibility to comply with the Queensland Weapons Act and Regulations, The ACTA Rules and these By-Laws at all times. If in doubt, ASK.
16. Should an incident occur it must be reported to the office immediately. An incident report must be completed by the person reporting the incident. Anyone else either involved or witness to the incident should also complete an incident report.
17. Shooters are to ensure spent shells are deposited into the containers provided.
18. Shooters will act as Referees and Scorers as required on a rotating basis.
19. Be ready when called by the shoot Marshal as it is your responsibility to know your squad number and layout, and be on time.
20. Do not cause distraction to other shooters in your squad. Mobile phones and other devices are to be turned off whilst on the tracks.
21. Do not move from your track until the next shooter has fired and the referee has called the result.
22. When moving from track #5 to track #1, remove any ammunition from the chamber(s) and ALWAYS turn to your RIGHT. Do not obstruct the referee's view and walk behind the referee where possible.



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23. Remain on your track until the last shooter has finished shooting.
24. It is the shooters responsibility to check their score before leaving the tracks. The score is final once the squad sheet leaves the tracks and is returned to the office.
25. Referees are honorary and human, and you are expected to abide by their decisions.
26. Remember-shooting is a sport and you are expected to conduct yourself as a sports person at all times.



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**Part 2 - General Safety**

**Safety**

27. Dress in a clean, neat and tidy manner and wear enclosed footwear.
28. Eye and ear protection is mandatory due to noise and target fragments.
29. Always keep the firearm pointed in a safe direction. This is the primary rule of firearm safety. A "safe direction" means that the firearm is pointed so that even if it were to go off it would not cause injury or damage. The key to this rule is to control where the muzzle or front end of the barrel is pointed at all times.
30. Always keep your finger off the trigger until ready to shoot. When holding a firearm, people have a natural tendency to place their finger on the trigger. Don't do it! Rest your finger on the trigger guard or along the side of the firearm. Until you are actually ready to fire, do not touch the trigger.
31. Always keep the firearm unloaded until ready to use. Whenever you pick up a firearm, immediately open the action and look into the chamber(s) which should be clear of ammunition. (If the firearm has a magazine, remove it before opening the action and make sure it is empty.) If you do not know how to open the action or inspect the chamber(s), leave the firearm alone and get help from someone who does.
32. The possession and use of firearms whilst under the influence of liquor or drugs is specifically prohibited under section 59 of the Queensland Weapons Act 1990.

*"Weapons Act 1990*

*59 Possession or use of weapon under the influence of liquor or a drug prohibited*

*(a) In this section— weapon includes—*

- i. an antique firearm, spear gun, longbow or sword; and*
- ii. a replica of a thing mentioned in paragraph (a); and*
- iii. a slingshot or shanghai; and*
- iv. an explosive.*

*(b) A person must not have physical possession of or use a weapon if the person is under the influence of liquor or a drug.*

*Maximum penalty—20 penalty units."*

Should two members report to the committee that they suspect this rule is being broken, the offending shooter may be asked to stop shooting and to leave the range.

33. Be aware that certain types of firearms and many shooting activities may require additional safety precautions. Eg release trigger firearms
34. Only authorised members of the RCCTC are to set up, load, unload or adjust any club traps.



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**Part 3 - Administration**

**Range Access and Keys**

35. For safety reasons, any activity on the range is to be attended by at least two (2) financial club members.
36. Access to the range is limited to normal programmed activities as per the club calendar or by prior arrangement.
37. Where access is required outside of these times, a minimum of two (2) members, one (1) being a committee member, must be present (eg unscheduled maintenance or deliveries).
38. Committee members may be issued with keys to the Range and Club.
39. Keys to the Trap Houses are to be secured in the club safe and access to them controlled by the club committee
40. A key register is to be maintained by the secretary and keys are to be signed in and out of the register.

**Club Firearms**

41. Members and visitors may hire club firearms. The use of club firearms is limited to use on RCCTC facilities only and in accordance with the Queensland Weapons Act and Regulations at all times.
42. Visitors or unlicensed persons must be closely supervised by a duly authorised financial member of the club whilst in possession of a club firearm.
43. A register is to be maintained by the armourer and firearms are to be signed in and out of the register to an authorised financial member of the club. The person signing for the firearm is responsible for the security and safekeeping of the firearm at all times.
44. Club Firearms are to be cleaned immediately following their use and are to be maintained in accordance with Part 6 – Maintenance, of these By-Laws.

**Club Shoots**

- |                                      |  |
|--------------------------------------|--|
| 45. DTL Practice                     | All Saturdays 11am-3.30 pm   |
| BALL TRAP Practice                   | 1 <sup>st</sup> and 2 <sup>nd</sup> Saturdays of the month. 11am-3.30pm<br>(Subject to demand) |
| Sporting (Novelty Field) competition | 3rd Saturday of the month – 9am for 9.30am Start   |



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46. ACTA Sanctioned Competitions

DTL	3rd Sunday of the Month, - 9am for 9.30am
Ball Trap	4 <sup>th</sup> Saturday of 2 <sup>nd</sup> month of each quarter (Feb, May, Aug, Nov)

47. The club committee is to formulate a yearly shoot calendar. Any members, who wish to submit suggestions for the calendar, are to prepare and submit them in writing to the committee 21 days prior to a committee meeting for consideration.

48. The shoot calendar and programs are subject to change by the club committee.

**Nomination Fees and Nominating to Compete**

49. Nomination fees are to be determined by the club committee based on the cost of targets at the current time allowing for prizes, cash pool and return to club to cover operational costs for the shoot.

50. Prior to the shoot commencing all competitors must nominate with the office as to whether they intend to compete, enter sweeps or shoot targets only. Any shooter who has not nominated will be deemed to be shooting targets only. Nominations will not be refunded except in circumstances beyond the control of the club eg Rain, bushfire or similar.

51. A shooter who arrives after the first squad has completed the first programmed competition event will be considered to be late as per ACTA rules.

**Cash Divide Events – Cash Distribution**

52. 60% of nominations returned to the club  
40% of nominations to the prize pool

**User Fees**

53. The Range Use fee is to be determined by the club committee.  
The range use fee for 2011-2012 is set at \$3.50 per person

54. The Environmental Levy component of user fees are determined by the Moreton Bay Regional Council (MBRC) and collected by RCCTC on their behalf. The Treasurer is to arrange the payment of these fees to the MBRC as required.

The environmental levy for 2011 is set at \$2.50 per person.

55. Cost of targets is to be determined by the club committee  
Targets shot on the range are charged at cost to club plus 100%.  
Bulk sale of targets to members is a minimum of 1 box, in box lots with a 10% mark up on cost to club.  
Bulk sale of targets to non-members is a minimum of 1 box, in box lots with a 30% mark up on cost to club.

56. Hire fee of Club Firearms is to be determined by the club committee.  
The hire fee for 2011 is set at \$9.00

57. The supply and pricing of refreshments is to be determined by the club committee.



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**Float**

58. One float of \$400.00 with a contingency float of \$250.00 is to be maintained for the conduct of practice days and completion shoots. This can be increased as required by the committee to facilitate the running of a large open shoot. . An Impress Petty Cash float of \$250 is to be used for small expenditure incurred in the day to day administration of the club. The Petty Cash float is to be re-imbursed at the discretion of the Treasurer

**Cost of Trophies**

59. The Total costs of trophies and/or prizes for any competition or activity (including engraving costs) which are to be borne by the club are to be determined by the club committee.

**The Committee**

60. The monthly committee meeting will be held on the 2<sup>nd</sup> Saturday of each month at the club to conduct business of the club in accordance with the constitution and theses By-Laws.
61. The committee is charged with the responsibility of running the club on a day to day basis and ensuring that no one compromises the safety of another person through unauthorized activities on the club grounds.
62. The Committee may take action against a member or visitor for any unauthorized activities, failure to adhere to safety rules or other reported incidents. Members or visitors may be asked to leave the grounds immediately if verbal warnings for misconduct are not adhered to.
63. The committee of the RCCTC may apply disciplinary action authorised under the club constitution. This is necessary to ensure the safety of members and protection and safe use of property belonging to the Club. Disciplinary action could include: Warnings, Suspend OR Cancel a Membership.
64. The president and committee are honorary, they respect your constructive criticism and expect you to assist and co-operate at all times. On becoming a member, this becomes your club and we expect you to value your membership of the club and abide by the rules.



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### Part 4 - Club Competitions

#### **Competitions and Trophies**

65. Each club competition or club perpetual trophy may be competed for in conjunction with another event or competition at the discretion of the club committee. These trophies are to be only won by registered and financial members of the RCCTC Inc.
66. All Perpetual Trophies remain the property of the RCCTC Inc. and will be displayed at the club in a position deemed appropriated by the club committee.
67. Each Perpetual trophy program should reflect that which is laid down in these By-Laws.

#### **Club Championship Events**

68. The following club trophies may be competed for during a calendar year at any time at the discretion of the club committee. The shooter with the highest overall aggregate score of these events will be the winner of the Trophy.
  - a. Club Double Rise Championship will be shot over the following program  
15 Pair D/R

#### **Club Champion Trophies**

69. The following club champion trophies may be competed for during a calendar year at any time at the discretion of the club committee. Members must shoot four shoots of the discipline to qualify.
  - a. Club Champion DTL
  - b. Club Champion BALL TRAP
  - c. Club Champion SPORTING
  - d. Club Champion DOUBLE RISE
70. Each club champion is to be calculated on the average percentage of the shooters four (4) best results during the year. These trophies are to be only won by registered and financial members of the RCCTC Inc.

#### **Presidents Shield**

71. Every financial RCCTC member who attends DTL practice conducted on Saturdays is eligible to compete for The Presidents Shield
72. Members must attend and shoot 12 times in the year to qualify and shoots will be recorded on the results board in the club with the best result for the day to count. If the shooters score line is full, a higher score can be substituted for a low score.
73. Winners will be determined by their best 12 recorded scores for the year to count and be awarded as per their ACTA grading with the inclusion of a D grade for under 83%.
74. In the event of a tie in any grade, a shoot off will be conducted at the Christmas shoot. Any member who does not attend the Christmas shoot is not eligible to compete in a shoot off.



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**Club Champion**

75. The club champion trophy may be competed for during a calendar year at any time at the discretion of the club committee. Members must shoot three events of 50 targets of each discipline (DTL, Ball Trap & Sporting) to qualify. (Total possible 450 Targets)
  
76. Club champion is to be calculated on the average percentage of the shooters three best DTL, three best Ball Trap and three best Sporting results during the year.



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## Part 5 – Unlicensed Shooters

### Legislation and Authority to Conduct Activities

77. Under Section 53 of the Queensland Weapons Act, an unlicensed person may use a weapon at an approved range. Unlicensed shooters are permitted to participate in introductory activities as determined by the club committee. The member conducting the activity must supervise the unlicensed shooter at all times when the person is in physical possession of the firearm.
78. Activities may include MBRC Adrenaline programs, Corporate or Group Introductory shoots and/or Individual Introductory shoots.

### Procedures

79. All unlicensed shooters are to, immediately upon arrival at the range, report to the office for the following procedures;
- Produce for inspection photographic identification identifying the person
  - Complete and sign the visitor's book and the unlicensed shooter register (Qld Police Form) with the person's name, residential address and date of birth, that the person is not an excluded person and the date and time the declaration is completed.

### Orientation Brief

80. All unlicensed shooters are to be given an orientation brief by the supervising member. The brief is to include the following points;
- Part 2 – General Safety, of these By-Laws
  - Layout and location of facilities of the club (Toilets, Office, First aid kit)
  - Outline of the activity to be conducted (eg. 15 targets Intro to sporting followed by 10 target intro to Down the Line)
  - Familiarisation on the firearm they will be using (eg. Safety, Controls, How to open, How to sight etc)

### Shooter to Supervisor Ratio

81. When conducting activities with unlicensed shooters the following ratios apply;
- Unlicensed shooter in possession of a firearm - one to one
82. When conducting group activities the following ratios are to be used
- Up to 5 unlicensed shooters 1 Supervisor
  - 6 to 10 unlicensed shooters 1 Supervisor and 1 Assistant Supervisor
  - More than 10 unlicensed shooters – The group should be split into groups to conform to the above ratios.
83. **As the smooth running of these activities is pivotal to attracting new members to the club, activities are to be conducted by authorised members only and other members are not to intervene or interrupt the session without invitation by the supervising member who is conducting the activity.**



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**Part 6 - Maintenance**

**Maintenance**

84. The committee is responsible for the maintenance of each piece of club equipment (Firearms, Mowers, Traps, and Trailers etc). The committee may appoint a maintenance officer to coordinate the scheduled maintenance program.
85. Maintenance activities and any repairs are to be completed only by authorised members and a maintenance log is to be established and kept for all items of equipment belonging to the club.

**Club Firearms**

86. The committee may appoint a club armourer. The armourer is responsible for maintaining the club firearms in a safe and serviceable condition.
87. Firearms are to be serviced and maintained in accordance with the manufacturers' recommendations and all maintenance and repairs is to be recorded in the club maintenance register.

**Traps**

88. The committee may appoint a trap mechanic. The trap mechanic is responsible for maintaining the club traps in a safe and serviceable condition.
89. Traps are to be serviced and maintained in accordance with the manufacturers' recommendations and all maintenance and repairs is to be recorded in the club maintenance register.
90. In accordance with RCCTC OH&S policies, no Trap maintenance is to be carried out unless one committee member and one authorise member are present at the Trap-house during the maintenance work

**Equipment and Plant**

91. The committee may appoint a plant officer. The plant officer is responsible for maintaining the club equipment and plant items in a safe and serviceable condition.
92. Equipment and plant items are to be serviced and maintained in accordance with the manufacturers' recommendations and all maintenance and repairs is to be recorded in the club maintenance register.



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**Part 7 - Anti-Harassment Policy**

**Policy statement**

93. The Redcliffe City Clay Target Club is committed to providing an environment free of harassment. We believe that anyone has the right to be treated with respect and dignity. The club will not tolerate harassment in our organisation. We will take all complaints of harassment seriously, and will ensure they are dealt with promptly, seriously, sensitively and confidentially. Disciplinary action can be taken against a person who is found in breach of this policy.

**Application of policy**

94. This policy applies to all people wishing to use the facilities provided at the Redcliffe City Clay Target Club.

**Unlawful harassment**

95. Sexual harassment and various other forms of harassment are unlawful under federal and state anti-discrimination laws. The Redcliffe City Clay Target Club has a responsibility to ensure that harassment does not occur in the course of any of our activities.

**Definition**

96. The definition of harassment immediately following has been adopted by the Redcliffe City Clay Target Club for the purpose of this policy. It includes but goes beyond what is prohibited by law and does not distinguish between the various different types of harassment.

**Harassment**

97. Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people (including the person or peoples' level of empowerment relative to the harasser). The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome and likely to cause the person to feel offended, humiliated or intimidated.

98. Jokes and behaviour that are genuinely enjoyed and consented to by everyone present are not harassment. Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is not sexual harassment. However, it is important to recognise that some people may accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the flirtatious or jovial behaviour. It is the responsibility of all people covered by this policy to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is primarily directed.



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### **Responsibilities**

99. The Redcliffe City Clay Target Club is responsible for taking all reasonable steps to prevent harassment in our organisation and for ensuring our policy is well known throughout the organisation. This means we will take whatever steps necessary to ensure that everyone in the organisation knows:

- what harassment means
- that it is against the law; and
- that it will not be tolerated.

It is our shared responsibility to:

- comply with this policy
- offer support to anyone who is being harassed and let them know where they can get help and advice
- maintain complete confidentiality if they provide information during the handling of a complaint
- providing information as part of a legitimate investigation process
- avoid gossiping or spreading rumours about harassment. Such behaviour can result in legal action for defamation.

### **Harassment complaints**

100. We will deal promptly, seriously, sensitively and confidentially with any complaints about breaches of this policy. All complaints under this policy are to be forwarded to the Secretary (preferably in writing).

### **Disciplinary action**

101. The Redcliffe City Clay Target Club can take disciplinary action against any person found to be guilty of harassment. The discipline would depend on the severity of the case and could involve counselling, compulsory education, suspension or expulsion.

102. The Redcliffe City Clay Target Club can take disciplinary action against anyone who victimises a person who has complained of harassment. 'Victimisation' means discriminating against a person, or harassing or bullying them in any way because they exercised (or even considered exercising) their rights under the legislation.

103. The Redcliffe City Clay Target Club can take similar disciplinary action against any person in the Redcliffe City Clay Target Club who is found to have victimised anyone in this way.

104. The Redcliffe City Clay Target Club can take similar disciplinary action against any person in the Redcliffe City Clay Target Club who is found to have made false, vexatious or frivolous charges of harassment.



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105. Apart from these internal ways of making a complaint, complainants may, at any time, contact the relevant state or federal anti-discrimination/human rights body for information or advice, or to lodge a complaint of discrimination.



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**Attachment 1**  
**GUIDELINES FOR REFEREES**

These guidelines are provided to assist referees and scorers with the general running of an event and with common issues that may arise during the course of an event. At all times and in all matters the AUSTRALIAN CLAY TARGET ASSOCIATION INC. SHOOTING RULES Effective January 2011 as amended August 2011 are to be adhered to.

1. Read shooters' names from squad sheets and ensure competitors are on correct tracks and marks. Describe the event eg "25 Target Single Barrel Championship, shot from 15 metres,
2. For safety reasons ask all shooters to check for obstructions in barrels and ascertain if any shooter is using a release trigger firearm. A release trigger works in the opposite direction as a standard trigger. **There is no option to de-cock a release trigger. The gun must fire once the trigger has been pulled to the rear.**
3. The Referee must have a clear view of targets and competitors and the Scorer is to be where the Referee can see the score sheet, and the Scorer can observe the target as a check Referee.
4. The Referee must clearly call the result thus: one, two, lost, no target, as appropriate.
5. When the competitors are all in position the Referee must release a target for the first shooter to look at on their call.
  - At the beginning of all events
  - After any breakdown or delay
  - After any break for shells
  - If a competitor receives two broken targets in a row.
6. One target shot not-to-count shall be offered to each shooter, for their first target, of a day. If it is a six man squad and there is to be 1 target per shooter eye-opener, number 6 shooter must move up to take the first target, but they must still be shown a target on their call before they shoot at their eye-opener target.
7. The Referee must speak to a shooter immediately on any breach of the safety rules
8. At the completion of each visit to a trap the Referee must request competitors to unload their guns and check their scores.
9. **It is the responsibility of the competitor to check their score with the score sheets before leaving the shooting tracks. Any protest must be lodged with the Referee immediately, ie before leaving the shooting tracks. Such protest can only be made against incorrect score.**



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### MALFUNCTIONS

10. In the case of a malfunction the Referee shall visually check the safety catch is not in the on position and that the action is closed. Ask the shooter if their gun has mechanical triggers. **Note: Mechanical Trigger guns will fire the second barrel even if the first barrel has failed to fire.**
11. Request the shooter to test fire the gun once only if applicable. **Under no circumstances is the Referee attempt to test fire the gun.**
12. If the competitor has an apparent malfunction and opens the gun before the Referee examines it then “Lost Target”.
13. The following are considered malfunctions:
  - A malfunction occurs in either barrel caused by the competitor’s gun or misfire of a cartridge due to no neglect on the competitor’s part.
  - A simultaneous or near simultaneous discharge occurs from any cause and both barrels are discharged together or nearly together.
  - Failure to fire when firing pin indentation is clearly visible;
  - When only the primer fires – or is missing;
  - When the powder charge has been omitted;
  - When the powder charge is not ignited;
  - Components of the load remain in the barrel.
14. In the event of a malfunction of the second barrel, the competitor must fire a live cartridge in the general direction of the target, and is permitted to score with the second barrel only.
15. All misfires and malfunctions must be marked on the score sheet as “M”.

### BAULK

16. Any extraneous occurrence, which in the opinion of the Referee materially interferes with the equity of the competitor after they call for their target constitutes a baulk. The sun shall not be considered as interference. Under no circumstances will a baulk be granted unless claimed by the competitor immediately it occurs, or if, in the opinion of the Referee, a baulk has occurred, they may restore the competitor’s target.
17. The Referee has power to alter their decision. This must be done before the shooter in question shoots their next target or the shooter leaves the tracks should this be their last target.

### REFUSALS

18. The shooter is the only person to decide if the target is acceptable to them. A shooter may refuse to shoot at any target which they consider to be illegal.
19. **There is no limit to the number of targets the shooter may refuse as long as the Referee agrees with the reasons.**



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20. If the Referee does not consider that the target refused is illegal, they will ask the shooter why they refused the target. If the Referee is not satisfied with the reason they will tell the shooter.
21. They will also state that any further targets which are refused, and are considered by the Referee to be legal will be scored "Lost Target".
22. Firing at the target shall cause it to be considered a legal target with the result to stand. If a shooter shoots at and misses an illegal target, the only decision open to the Referee is "Lost Target". Similarly, if they hit it "one" or "two" is scored.
23. Referees are to ensure that "R" for refusal is entered on scorecards. Every refusal must be called either "No Target" or "Lost Target" by the Referee.