



**Port Bouvard
Pistol & Small Bore Rifle
Club Inc.**

CLUB BY-LAWS



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INTRODUCTION

These Club By-Laws are designed to ensure the safety of all members and to govern the conduct of members of, and visitors to, the Port Bouvard Pistol and Small Bore Rifle Club.

The Club By-Laws are drawn up and administered by the Committee of Management under the powers bestowed in it by Sections 10, Constitution Management and 25.1, Control of By-Laws of the Constitution of the Port Bouvard Pistol and Small Bore Rifle Club Inc.

These By-Laws compliment the Competition rules and Safety Rules laid down by the Sporting Shooters Association, Pistol Australia and the West Australian Pistol Association for the various matches conducted on the Port Bouvard Pistol and Small Bore Rifle Club Ranges.

The Port Bouvard Pistol and Small Bore Rifle Club ranges operate under a licence issued by the West Australian Police Service and all members and visitors when on the premises of the Club must comply with all conditions laid down in this licence.

In the advent of any clash between these By-Laws and the match rules or the range licence the conditions laid down in the match rules or range licence shall apply until an amended version of the Club bylaws is issued to members.

These By-Laws may need to be periodically updated by the current Committee of Management.

1. ATTENDANCE RECORD

All persons entering the Port Bouvard Pistol and Small Bore Rifle Club premises must enter the required details in the attendance book located in the Club House as soon as they enter the premises. This By-Law covers all members and visitors regardless of age. In the case of children who are too young to enter their own details the adult who is to be responsible for the child while the child is on the premises of the Club must enter the child's details in the attendance book.

EXPLANATION

Entering a person's details in the attendance book ensures that they are covered by the Insurance Policies held by the Club and the Associations with which the Club is affiliated.

2. FLAGS

The red warning flags must be displayed at the top of the flagpoles at all times when live firing is in progress on any of the ranges.

The flagpoles on which the red warning flags are to be displayed are located as follows:

- a. Inside the main gate,
- b. On the lawn between the Air Pistol Range and the Clubhouse,
- c. At the end of the tunnel,

A red warning flag must also be displayed at the door of the bench rest range and at the door of E range when these ranges are in use.

When the air range is in use the red light at the air range entrance must be switched on.

EXPLANATION

Air Pistol and Air Rifle events held in the Air Range are not considered live firing.

The flag adjacent to the entrance gate is stored in the tube it attaches to. The flag for the flagpole between the clubhouse and the Air Range is stored on the bench alongside the attendance book. The E range flag is stored on the north side of the range in a tube attached to the gate.

The flag at the gate and the flag between the clubhouse and the Air Range must be flown when any shooting is in progress.

The flags at the door of E range and bench rest range must be flown when the ranges are in use as well as the flags at the gate and between the Clubhouse and ranges.

The flag at the end of the tunnel is normally left in place.

It is a requirement of the range licence that the red flags be displayed at all times when shooting is in progress.

Members using the ranges must ensure that the flags are flown in accordance with this By-Law and must also ensure that the flags between the club house and the Air Range, at the bench rest range and at the gate are stored in the appropriate place when shooting has finished.

3. VISITORS

Non club members using the Port Bouvard Pistol and Small Bore Rifle Club ranges must be under the direct supervision of a Club member at all times.

The Club member(s) shall ensure that the visitors enter their details in the attendance book, comply with all safety regulations, range licence conditions and club bylaws.

EXEMPTION

Members of the West Australian Police Service and Australian Defence Force Cadets participating in training and qualification shoots under the direct supervision of qualified instructors.

EXPLANATION

The Port Bouvard Pistol and Small Bore Rifle Club is responsible through the Committee and members for ensuring that all relevant laws and rules pertaining to the use of firearms on the club premises are complied with at all times.

Any breaches of the laws or rules have the potential to lead to the closure of the ranges, either temporarily or permanently, or the voiding of the Insurance policies that cover the club.

Members should also be aware that if an incident occurs and it is proved that they failed to ensure that the relevant rules and laws were followed they may become personally liable and if laws have been breached the Police can also prosecute them.

4. VISITORS RANGE FEES

All non-club members, including those affiliated with SSAA and WAPA or PA through other clubs, wishing to use the Port Bouvard Pistol and Small Bore Rifle Club ranges shall pay range fees.

EXEMPTIONS

- a. Members of the West Australian Police Service and Defence Force Cadets participating in training or qualification shoots for which a range hire fee has been paid at the rate proscribed by the Committee.
- b. Member's friends enjoying a few odd practice shots under the direct supervision of the member. These practice sessions must not interfere with any programmed club activities.

EXPLANATION

The range fees are designed to cover the club operating costs and are set by the Committee.

5. CLUB FIREARMS

The Nominated Persons who hold copies of the Clubs 'notice of authorisation' from the WA Police Firearms Branch shall hold club firearms.

When issuing a Club firearm to a member, the Nominated Person shall ensure that:

- a. The person who is receiving the firearm has entered their correct details in the register. If the Nominated Person is not satisfied, they must request some form of identity such as photo I/D membership card.
- b. The firearm that is returned is the one that was signed out. If a Club firearm is not returned to the Nominated Person by the due time the Police must be notified immediately.
- c. Members only sign out one Club firearm at any time.

EXPLANATION

The club, through the Nominated Persons, is responsible for ensuring that all club firearms are used in accordance with all relevant laws and rules. It is most important that all club firearms are returned to the Nominated Person as soon as the person using them has finished the nominated activity, as there have been incidents in other clubs where a club firearm has been replaced with a replica and the club firearm removed from the ranges and used for criminal activities.

6. KEYS AND SECURITY

a. Gate & Club Access Key/Fob

A member wishing to hire a Club Range Key and or Fob must be a financial member for a minimum of 6 months before they may apply. Members must complete the prescribed form and on all criteria being met and payment of a set fee paid shall receive a key and or fob. This key and or fob will be allocated by the Administrator and they remain the property of the club and is to be returned at the cessation of Membership at which time the fee will be refunded by Direct Deposit.

No key and or fob application will be accepted or considered unless the applicant is a fully active financial member of the club for a minimum period of 6 months and is in possession of a firearms licence, club ID and a member of one or both associations SSAA &/or WAPA.

Should a member misplace/lose the club key or fob they must immediately report this to the Club Secretary. The Administrator may issue another key or fob and an additional fee will be required.

Should the original key or fob be found the club member shall inform the Club Secretary and return this key to the Secretary at which time the hire fee will be refunded.

Explanation

"Fully Active Financial member" is defined as a member that participates in club calendared competitions a minimum of once every 8 weeks and a minimum of 6 times per year. This decision is at the discretion of the Key Administrator.

b. Club Committee Green Keys

Each current Committee Member shall be allocated with a green key. This key gives access to areas of the club that are not accessible to other members. This key remains the property of the club and at the cessation of the Committee Members position the key shall be returned to the Secretary who in turn will pass it onto the New Committee Member replacing the retired member.

At the discretion of the Committee green key access can be allocated to other members such as a Sub-Committee member who may require access to selected areas.

This shall be recorded in the minutes.

c. Club Red Key

The Red Key may be supplied to Accredited Range Officers who have completed the relevant course conducted by one of the Club's associations. This key gives access to selected areas of the Club & Ranges. This key will be allocated by one of the Key Administrators only when approved by the committee. Members must show ID card supplied by the relevant association and current club membership card. This key remains the property of the club and is to be returned at the cessation of Membership or Range Officer status.

d. Membership Cards

All members are required to always carry their current membership card with them onto the range and are required to produce it if asked by the Range Office or other Authorised Persons, being a Committee Member.

e. Security

The last member leaving the Club premises must ensure that the warning flags in front of the Clubhouse, at the bench rest range and at the gate are stored in the correct place, all lights are switched off and that all doors and gates are securely locked.

EXPLANATION

The Club suffers ongoing break-ins and vandalism and to ensure this is kept to a minimum the Club premises must be secured when members are not on site. The \$50.00 key deposit is to cover the cost of cutting the key and to encourage members who leave the club to return their keys.

7. SAFETY

In addition to the match rules, association rules, firearms act and range licence conditions there are a set of Club Safety rules. All members are required to be familiar with all the rules and laws and to ensure they comply with them at all times. To assist members, copies of the Club safety rules are displayed in the Clubhouse and at various points around the ranges.

EXPLANATION

The Club safety rules and the conditions laid down in the range licence are designed to ensure the safety of members on the ranges and the general public in areas surrounding the ranges.

It is the responsibility of members and any other persons using the ranges to ensure that they are familiar with all the relevant rules and laws and ignorance is not an acceptable excuse for breaches.

The emphasis of the Committee is on correcting any bad habits or lapses by members however serious or repeated breaches of safety rules will result in penalties being imposed on the member in accordance with the relevant sections of the constitution.

The rules and laws governing the uses of firearms on the ranges are subject to change at any time and for this reason they have not been included in these by-laws.

8. DRESS CODE

In order to avoid embarrassment to themselves or their guests, all members and visitors are reminded to dress in good taste at all times and so uphold the standards of the club.

The committee requires the following guidelines be regarded as the minimum acceptable standards.

- a. All attire should be neat, tidy and comfortable. Shirts or T-Shirts are to have sleeves. Denim jeans are acceptable. Shorts, denim or otherwise are acceptable if of a respectful length and not considered offensive by other club members.
- b. Unacceptable dress includes, but is not limited to - untidy and or ripped clothing offensive or inappropriate logos on clothing
- c. Range dress standards are as above but also include, eye, ear and footwear protection as in section 9, a, b & c below.

9. GENERAL RANGE STANDARDS

- a. All persons on a range must wear hearing protection while firing is in progress on that range.
- b. All persons on the firing line, including the Range Officers and coaches must wear eye protection.
- c. All persons on a range must wear enclosed footwear while firing is in progress on that range
- d. When three or more persons are shooting together a Range Officer who is not shooting must supervise them. The Range Officer must ensure nobody is within one metre of any firearm while persons are forward of the firing line.

- e. For Mandar, Revolver and Target Pistol matches magazines and speed loaders must be cleared at the end of each stage as well as at the end of the match.
- f. When shooting has finished switch off the electronic target timers and remove all target frames and store in the appropriate storage area.
- g. All brass shall be removed from ranges after every match or practice sessions and the range must be left clean and tidy for the next detail.
- h. If there is a fault with the range equipment members must report the unserviceability to the committee as soon as practicable. Members are not to attempt any repairs, disconnect air lines or adjust valve settings.

EXEMPTIONS

Hearing protection is optional on the Air Range.

EXPLANATION

Some of the above by-laws are included in the various safety rules but as they also apply to visitors who may not be familiar with the safety rules they have been included as part of the Club By-Laws.

10. PERMITTED FIREARMS AND PROJECTILES

Only the following types of firearms are permitted on the Port Bouvard Pistol and Small Bore Rifle Club ranges:

- a. Air pistols of .177 calibre.
- b. Air rifles of .177 and .22 calibre.
- c. Pistols and revolvers of .22 to .45 calibre.
- d. Black powder pistols and revolvers - in the spirit of the originals.
- e. Black powder muzzle loading muskets and rifles - in the spirit of the originals.
- f. Rifles of .22 long rifle calibre only. Centre fire, .177 HMR and .22 magnum rifles must not be used on the ranges at any time.
- g. Some of the ranges are restricted to only one type of the firearms listed in items a. to f. Signs have been placed on ranges to advise which types and calibre of firearms are permitted on the range.

Jacketed projectiles cannot be used on ranges that use metal-framed targets. Jacketed and partially jacketed projectiles can only be used on E & F ranges when metal-framed targets are not used.

EXPLANATION

The types and calibres of firearms and the types of projectiles that can be used are laid down in the range licence issued by the West Australian Police Service. Members should be aware that use of non allowed firearms and projectiles is not only

a breach of the Club bylaws but is also a breach of the Firearms Act and could lead to a person being charged by Police and prosecuted.

11. SAFE AREA

The Club has a designated safe area for the handling and repairs of firearms at the end of the clubhouse at the entrance to A, B & C Ranges. Ammunition is not permitted in the safe area at any time. For Open Shoots and Interclub Competition shoots the Committee may designate other safe areas for the duration of the shoot and will specify the rules that apply.

Dry firing is permitted in the Club House as part of a coaching or training session under supervision of Association or Club coaches and instructors.

12. HOLSTERS

Holsters shall only be used to carry pistols and revolvers on the ranges in accordance with the following by-laws. Holsters shall not be used to carry pistols outside of any of the ranges at any time.

- a. Holsters can be used to carry a handgun during matches as follows:
 - i. No handgun shall be placed in a holster until the shooter is under the control of a range officer and the range officer has cleared the handgun as being unloaded.
 - ii. Any person wishing to leave the range part way through a match must remove the handgun from the holster under the direct control of the range officer and once the hand gun is cleared by the range officer it must be stored in a box or carry bag. When the person returns to the range the hand gun must again be cleared by the range officer before it is returned to the holster.
- b. All holsters shall be designed to hold the firearm safely and securely.
- c. All holsters shall carry the pistol or revolver with the heel of the butt at or above the hip.
- d. The Holster shall cover the trigger of the pistol or revolver.
- e. Cross draw and shoulder holsters are not permitted.

The Pistol Australia Service Pistol and Action Matches require the drawing of loaded pistols and revolvers from the holster and these are the only times that a loaded pistol or revolver shall be holstered and the following must be adhered to:

- a. Any shooter participating in a Service Pistol, WA1500 or Action Match must hold a valid Pistol Australia holster accreditation card for the type of firearm being used.

- b. The type of holster, the use of the holster and the drawing of the pistol or revolver must be in accordance with the relevant match and safety rules.
- c. Members with holster accreditation whilst practicing on their own must adhere to the safety requirements of the above disciplines.

EXPLANATION

The incorrect use of holsters has the potential to cause serious safety breaches and the Club Captains, Range Officers and Committee will rigidly enforce the above by-laws.

Members are encouraged to store pistols and revolvers in appropriate boxes or bags as much as possible and only use holsters where they are required as part of a match or make the carrying of the pistol or revolver easy or safer during the progress of the designated matches.

13. ACCEPTABLE BEHAVIOUR

The Sporting Shooters Association of Australia (WA) Inc (SSAA(WA)) and Pistol Australia are committed to creating a safe, fair and inclusive sporting environment for all members. SSAA (WA) have published the Member Protection Policy and Pistol Australia the Pistol Australia National Integrity Framework Plan and Policies. Members are encouraged to familiarise themselves with these documents from their affiliated state and national bodies. The documents can be found on the SSAA (WA) and Pistol Australia web sites. The documents are also linked to the Club web site.

The Club requires that all members and visitors conform to the code of conduct defined in the SSAA (WA) Member Protection Policy and Pistol Australia National Integrity Framework Policies.

A person may be temporarily or permanently barred from entering the premises of the Port Bouvard Pistol and Small Bore Rifle Club Inc if,

- a. their behaviour negatively impacts the safety or wellbeing of Club members,
or
- b. their actions bring the Club into disrepute.

It is sometimes difficult for members to realise that their behaviour offends other members.

If a member feels that another member's behaviour is offensive or not in accordance with club by-laws, they should make their feelings known to the Committee.

On occasions there will be personality conflicts between members, but these must be managed by the members in a way that ensures there is no impact on the functioning of the club or the enjoyment of the club by other members. If members cannot manage their personality conflicts in an acceptable manner the Committee will intervene to protect other members of the club.

In the first instance members should attempt to resolve the dispute between themselves within 14 days. If the members are unable to resolve the dispute the matter can be presented to the Committee for a decision. If the members do not want the dispute to be dealt with by the Committee or if dissatisfied with the Committee's

decision, they can request the appointment of a mediator. If the dispute cannot be resolved with the mediator, any party to the dispute can apply to the State Administrative Tribunal to determine the dispute in accordance with the Associations Incorporation Act 2015.

14. MINIMUM ACTIVITY REQUIREMENTS

The Club administers firearm Support for members and firearms are supported against specific disciplines for both SSAA and WAPA:

- a. If a member has supported firearms registered against one discipline, they must participate in at least six matches in that discipline each year.
- b. If a member has supported firearms registered against more than one discipline, they must participate in at least four matches in each discipline each year.
- c. If a member has a SSAA supported handgun and rifle they must participate in at least six handgun matches in that discipline and four rifle matches each year.
- d. There is no recognition of each other's association matches from SSAA and WAPA for firearm support; therefore, if a member has supported firearms registered against one SSAA and one WAPA discipline they must participate in at least six matches for each discipline each year.
- e. If a member does not have any club supported firearms, they are still required to participate in a match a minimum of once every 8 weeks and a minimum of 6 matches per year for the discipline they participate in.
- f. If a member has a handgun/s supported at another club, they are exempt from the above rules, but must provide a letter from the Secretary or President of their supporting club at the end of the year advising they have met the minimum requirements as outlined in the "Firearms Regulations 1973". If this letter is not received membership from the club will be terminated.
- g. The Club is responsible for submitting an annual report to SSAA and WAPA naming any members who have not fulfilled the minimum shooting activity requirements for their supported firearms. For members who acquire their firearm late in the reporting year, the minimum shooting requirements are determined on a pro-rata basis.
- h. The State branches of SSAA and WAPA are then required to submit a report to the West Australian Police Service giving details of each member's supported firearms and the number of events participated in during the previous year.
- i. It is the responsibility of each individual member, not the club, to ensure that they are aware of and comply with the laws and rules governing their ownership of supported firearms.
- j. These by-laws are not designed to inform members of all the details relating to the ownership of supported fire arms, only to make them aware that such rules exist and that they are responsible for familiarising themselves with the relevant rules.

k. In addition to the Police Service minimum requirements the Committee has resolved that: "All members of the club must submit at least one score for either a SSAA or WAPA sanctioned event to the Club every eight weeks."

l. In the event that any member cannot submit a score for a period of more than eight weeks they must notify the Committee, in writing, of the reason for their not submitting a score.

m. Members can apply to the Committee for a leave of absence if they are unable to meet the eight week attendance obligations. Leave of up to 1 year may be approved at the discretion of the Committee; however, the Committee cannot waive the minimum activity requirements as detailed in Schedule 3 to the Firearms Regulations 1974.

n. Club Scorers shall report on members failing to meet their eight-week minimum attendance obligation at the monthly Committee meetings. Failure to meet the minimum attendance obligation without an approved Leave of Absence will result in the following actions:

- (1) First Instance. The Secretary shall remind the member in writing of the minimum attendance obligation.
- (2) Second Consecutive Instance. The Secretary shall advise the member in writing of the consequences should they continue to fail to meet the minimum attendance obligation without an approved Leave of Absence.
- (3) Third Consecutive Instance. The Secretary shall give written notice to the member requiring them to appear before the Committee at the next scheduled Committee meeting to explain their absence.
 - (i) If the member does not attend the Committee meeting as required without justification, the Secretary shall give written notice to the member immediately after the said meeting advising their Club support for firearms has been withdrawn and/or their membership will not be renewed if they do not have any firearm support.
 - (ii) If the member does attend the Committee meeting and explains their absence, the committee will decide an outcome regarding the circumstances and the Secretary shall give the member a response in writing immediately after the said meeting.
 - (iii) If the member does not abide by the outcome notice sent as per 14 n. (3) (ii) above, the Secretary shall give written notice to the member advising their Club support for firearms has been withdrawn.

o. Members who have their Club support for firearms withdrawn due to failure to meet the eight-week minimum attendance obligation have the right to appeal the decision. Such an appeal must be lodged with the Secretary within 21 days of the notice being given. If any such appeal is lodged, an Extraordinary General Meeting shall be held within 21 days of the receipt of appeal at which meeting the penalized member may explain the actions leading to notice being given or speak in support of such appeal.

EXPLANATION

The eight-week minimum attendance obligation was imposed by WAPA and the Committee to ensure that all members attend the Club on a regular basis to maintain

their safety skills and familiarise themselves with any changes to rules or regulations. Regular participation in Club matches is required from all members.

15. SHOOTING CALENDAR

The dates and times of the official scheduled club matches are listed in the shooting calendar.

The matches listed in the club calendar take preference over all other uses of the ranges. If one member wishes to shoot a match listed in the calendar the listed match must be held in preference to any other use of the range.

For a match score to count towards the minimum activity requirements it must be a calendared match sponsored by the Club as listed in the table below. However, a score submitted for a solo shoot will not be considered for a grade break, Club record, or members' handicaps.

EXPLANATION

Members attend the ranges in the expectation of being able to complete matches listed in the calendar and may only bring firearms suited to the particular match.

To ensure that members can participate in the match they expect and have it count towards their minimum activity requirements they must be given the opportunity to participate in any match sponsored by the Club.

CLUB SPONSORED EVENTS

SSAA	WAPA
3 P Rifle	50m Pistol
Air Rifle	Air Pistol
Air Pistol	Single Action
Bench Rest Rifle	Black Powder
Varmint Pistol	Centre Fire
Muzzle Loading	Sport Pistol
NRA Rifle	Mayleigh Cup Match
Field Rifle	Standard Pistol
Mandar	Rapid Fire
Revolver	WA 1500
Target Pistol	Service Match
Handgun Metallic Silhouette	

16. USE OF TARGETS

All practice is to be conducted on patched targets.

Club matches should be conducted on patched targets when ever possible however new targets can be used when the patched targets become difficult to score on.

Used targets that can be patched and reused are to be returned to the cupboards in the tunnel at the end of each match or practice session.

EXPLANATION

Targets are one of the major operating expenses for the club and to keep costs down maximum use should be made of all targets.

17. CLUB SUPPORT FOR MEMBER'S FIREARMS

A person must have been a member of the Club for a minimum of eight weeks before they can apply for a rifle firearm licence. There is a formal rifle training course consisting of theory and practical parts which takes approximately 2 hours, to be completed prior to taking part in club matches and applying for a rifle licence.

Under the current national firearms regulations relating to handguns a person must have been a member of the Club for a minimum period of six months before they can apply for a licence for a handgun. During the six-month period they must complete an approved firearms training course and successfully complete a practical and a written theory test. Full details of the firearms training requirements are available from the Secretary.

The member must obtain details of the firearm they wish to purchase and enter these onto the appropriate club form. For first time applicants the form is submitted to the Committee for consideration at the next Committee meeting via the Secretary. For additional firearm applications, submissions may be made to the Secretary or President. If approved, he/she will issue the member with the appropriate paper work for submission to the Police.

Any member wishing to participate in any Black Powder matches is required to complete the training in place by completing "Practical Training" and a "Written Questionnaire" prior to commencing any matches in this discipline.

The Committee has the right to reject any firearm application if they feel that an applicant has insufficient experience with the type of firearm being applied for.

Initial pistol applications are limited to a maximum of two pistols of restricted calibres and types as per the relevant regulations. Members cannot apply for additional pistols until they have been members of the club and sponsoring association for twelve months.

EXPLANTION

The above is only intended to be a summary of the rules relating to club supported firearms as the rules are complicated and rigid.

Any member wishing to obtain a club supported firearm must make themselves familiar with the current rules and regulations before making application for a supported firearm.

18. SMOKING OR VAPING AREAS

The only designated Smoking/Vaping area on Club premises is adjacent to the stump, immediately outside the Bench Rest Range.
All other areas are NO SMOKING or VAPING.

19. CHANGE OF ADDRESS

- a. A member shall notify the Secretary of any change to his address within SEVEN (7) days of its occurrence.
- b. Any change of address shall be entered in the register of members.
- c. All notices sent by post to a member's last notified address shall be deemed to have been duly delivered by the third day following the day of posting.

20. INTOXICATING LIQUOR

- a. No person whether a member of the Club or not, shall consume on any range of the Club, intoxicating liquor while shooting is in progress. No person while under the influence of intoxicating liquor shall be allowed on the range while shooting is in progress.
- b. The Clubhouse and any designated area is excluded from the above clause 20 a.

21. JUNIOR MEMBERS

The minimum age for Junior Members is twelve.
Juniors cannot join the Club unless one of their parents or an adult guardian becomes a member concurrently. The parent or guardian must accompany the junior on each occasion they attend the Club.

22. FINANCIAL MANAGEMENT

- a. Electronic Fund Transfers (EFT)
Two (2) signatories are required by the Committee of Management to authorise payment by EFT for Invoices/receipts. The signatories will be any two (2) from the President, Secretary or Treasurer or other person as decided by the Committee of Management.
- b. Income
As at November 2024 Banks will not accept cheques, therefore this tender will no longer be acceptable at our club. All income must be cash or EFT or via Eftpos at our club rooms and this will be entered as a Sale and Receipted using the Accounting

Software Program. All cash payments shall be allocated to Undeposited funds and reconciled to be banked within 30 days of receipt.

c. Expenses

Expenses must be entered as a Purchase using the Accounting Software Program. Payment of Purchase Orders is applied as per receipt/invoice and paid by Electronic Fund Transfer (EFT). A receipt or supplier Invoice shall accompany all purchase order entries.

d. Reimbursements

Where purchases are made by Committee Members or other club members using own funds a receipt/invoice is required and Purchase Order raised as per section c) above and funds paid to the member by Electronic Fund Transfer (EFT).

The member must provide the Treasurer with bank details BSB & Account Number also name the account is held in. It is preferred where possible for expenses to be claimed in the month of the expenditure.

e. Reconciliation of Accounts

At the end of each month all Income and Expense must match the Bank and EFTPOS statements. Anything outstanding must be explained to the Committee of Management as to why. The Treasurer will present each month to the Committee all Bank Reconciliations and all other relevant accounts with explanation on income and expenses. The treasurer will also provide a reconciliation on income and expenses for any club events showing profit or loss. Treasurer will give an overview on clubs' financial health and future spending requirements, such as fixed expenses required in everyday running of the club.

f. Nominated Person Floats

Nominated Persons shall maintain a Cash Float of \$100 for change when hiring out club firearms. Nominated Persons shall reconcile the income from firearm hire and provide this cash to the Treasurer quarterly or less if income exceeds \$500.

Nominated Persons shall not hold in excess of \$500 plus float of \$100. Nominated Persons are authorised without ratification by the committee to spend up to \$100 on cleaning gear etc to maintain the condition of the Club Firearms. All purchases must be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

g. The Maintenance Coordinator

Maintenance Coordinator is authorised without ratification by the committee to spend up to \$500 a month for expenses incurred for incidentals for club repairs and maintenance. All purchases must reconcile monthly and be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements

h. Other Committee Members' Spending

The President, Secretary & Treasurer are authorised without ratification by the committee to spend up to \$200 a month for minor expenses incurred for incidentals for the club. All purchases must be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

Other Committee Members are authorised without ratification by the committee to spend up to \$100 a month for minor expenses incurred for incidentals for the club. All purchases must be supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

i. Club Members' Spending

Where a club member has been given authority by the Committee of Management to purchase item/s on the club's behalf using their own funds, all purchases must be

supported by a receipt/invoice and shall be reimbursed as per part d) Reimbursements.

j. Stock List

Prior to the end of the Club's financial year a stock take will be conducted in the following areas:

- All Club Captains shall give a count of targets, clips, and patches.
- All Club Nominated Persons shall give a count of ammunition on hand.
- Club merchandise to be counted as to stock on hand.

Value of this stock will be ascertained by the Treasurer via cost base at time of purchase.

k. Asset Register

The Club shall maintain a register of its assets which includes items over \$1000 as well as small valuable and attractive items. The annual Treasurer's report will reflect the value of the assets as at the 31st day of May.

l. Auditing of Accounts

The Treasurer shall prepare a set of accounts and all other legislative items to be supplied to the Clubs chosen accountant reviewer or auditor for the Club Financial Year end being the 31st day of May. The Treasurer will assist the accountant (reviewer) or auditor in finalising the clubs' financial statement for presentation to the members at the Annual AGM.

m. Executive WAPA or SSAA Fees

The Secretary, President & Treasurer shall be a member of both the Sporting Shooters Association and the West Australian Pistol Association. On election of a Club member who is not a member of one of the Associations the Club shall pay the Association membership fees for the Association the Club member is not a member of. The payment of Association membership fees for a club member by the club shall cease when the member ceases to be Secretary, President, or Treasurer.

n. Overdue Member Invoices

Any member whose subscription is unpaid by the due date being 31st day of July, a 15% loading will be applied to the fee. If after 3 months from the due date (31st July) the membership fee and the late payment fee are not paid in full the person will cease to be a member and their name shall be erased from the books of the Club and all privileges of membership will cease immediately. The Committee may waive the late payment fee subject to the member submitting, in writing, a reason acceptable to the Committee for the late payment.

A member is not permitted to conduct any shooting on any range if their fees are unpaid after the 31st July.

o. Ceasing to be a member

Upon ceasing to be a member of the club, whether by Resignation, transferring to another club, death, expulsion or any other reason, the club is not liable to refund any fees or monies. All unused fees are non-refundable.

23. REVISIONS AND AMENDMENTS

This version adopted by the Committee of Management, October 2024.