



The Clay Target Shooting Association
of South Africa

Provincial CTSA Functions and Duties

(CTSASA Constitutional Permanent Members)

Applicable as at 6th July 2022

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1. Definition of Permanent Member (Provincial CTSA)

Article 7.6 of the CTSASA Constitution states:

Permanent members consisting of properly constituted Provincial Associations representing such areas or such groups of shooters as the CTSASA may from time to time acknowledge.

Definition: Province = permanent member/Provincial CTSA

2. Official Delegate to the National Executive Committee of the CTSASA

As part of the official information to be published, we require the following from the official CTSASA National Executive Committee delegate for each province :

1. A photograph for publication on our web site :
<https://www.ctsasa.co.za/about/executive-committee/>
2. A personal biography to add to the above photograph
3. A declaration from each delegate regarding “Conflict of Interest” in terms of our constitution (section 21.2 see below).

2.1 CONFLICT OF INTEREST

- 21.2.1 Every member of any committee of the CTSASA and every employee of the association shall, within thirty days from his assumption of office, submit a written declaration of interest in any other organisation, federation, association, business or any other type of group, alliance or entity, which may have a conflict of interest with the business or operation of any part of the CTSASA.
- 21.2.2 Any non-disclosure by any person in terms of sub-article 1 will constitute grounds for immediate disciplinary action under article 13 and, in the case of a member of a committee, also to his automatic disqualification for membership of all committees of the CTSASA.
- 21.2.3 The Executive Committee may exclude any person from any committee described in this Constitution, or from a particular meeting or meetings of such a committee, on the basis of an actual or potential conflict of interests.
- 21.2.4 For purposes of the application of articles 21.2.2 and 21.2.2 the onus to show that his interest in any other organisation does not conflict with the interests of the CTSASA shall be on the member concerned.

3. Chairman’s Cup (Inter-Provincial)

All Permanent Members are entitled to select provincial teams to participate in the annual Chairman’s Cup as follows:

- a. **ATA Trap – 3 team members**
- b. **FITASC Sporting – 3 team members**
- c. **NSSA Skeet – 3 team members**
- d. **FITASC Universal Trench – 3 team members**



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The CTSASA pays for the vast majority of the costs of the Chairman's Cup. Team members are only required to pay for their travel and accommodation costs plus ammunition.

All team members must be paid up members of the CTSASA and registered in their province.

Please use the following links to circulate information on the Chairman's Cup to your members:

Chairman's Cup Inter-Provincial Championship

<https://www.ctsasa.co.za/competitions/chairmans-cup-information-results-and-records/>

<https://www.ctsasa.co.za/competitions/chairmans-cup-inter-provincial-an-overview/>

4. Olympic disciplines Inter-Provincial Championship

Each year the CTSASA hosts an inter-provincial championship for the Olympic disciplines:

<https://www.ctsasa.co.za/competitions/olympic-inter-provincial-championships/>

The event is held annually on a roster basis at venues with Olympic shooting facilities and in provinces who nominate their clubs to host this event. There is currently no funding from the CTSASA for this event.

5. Executive Committee Members : Learning Rules and Regulations

All Executive Committee Members are required to be diligent in learning and understanding the various rules which govern both our sport and our own administration structure. The CTSASA web site has all the rules and regulations for all aspects of the various disciplines, awards, trials etc. The main section is here <https://www.ctsasa.co.za/rules/>

If you require assistance with any of the rules please always contact the CTSASA Executive Officer.

6. Provincial Championships

Each province is allocated the following **provincial** championships on an annual basis:

CTSASA Standard Championships

CTSASA English Sporting and FITASC Trap1 Championships

CTSASA FITASC Sporting Championship



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Each province allocates these events to a suitable CTSASA registered club in their province. It is recommended that the province uses a rotation system where possible, in order to allocate the events on a fair and equitable basis.

7. South African National Championships

The SA Championships are on a roster basis and are allocated at the time of drafting the yearly competition calendar.

8. Provincial Correspondence

All provinces are on a main Executive Committee Members email circulation list as well as the WhatsApp Decision Group. Strong communication is encouraged between the Executive Committee Members as well as with the CTSASA Administration Office. For example, if you receive an email from the Executive Officer that has been sent to all the provinces and you wish to reply, please feel free to 'reply all' so that everyone is aware of your input.

9. Liaison with the CTSASA Administration Office

All provincial representatives are encouraged to communicate with the CTSASA Administration Office regarding any matter that they feel is relevant.

In terms of protocol, the President and Executive Officer liaise directly with the provincial representatives on matters that require the attention of the Executive Committee.

10. Executive Committee Meetings and Decisions

All CTSASA Executive Committee Meetings are currently being held via Zoom. Generally speaking, a notice period of at least 6 weeks is given. However, our constitution does allow for a shorter notice period (ten days) but also urgent meetings. See clause 14.4.6 below:

Each meeting of the Executive Committee shall be called on due notice of not less than ten days given to each of its members save in respect of any such members who have in writing waived the right to receive such notice. However, in urgent cases a meeting may be called on shorter notice and conducted by way of telephonic discussion or video link.



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At all times we strive to ensure that all provinces can attend the Executive Committee Meetings in order to get full representation and input.

Formal Meeting Procedures are Followed

The CTSASA Executive Committee Meetings and Annual General Meeting are run according to formal meeting protocols.

- a. Notices of meetings are issued.
- b. If the elected provincial delegate cannot attend a meeting, the province must either provide an alternative or offer apologies for their absence.
- c. Minutes of meetings are taken and draft minutes are circulated usually within a week of the meeting.
- d. The minutes are presented at the following meeting where the Executive Committee must approve the accuracy of the minutes and accept them as a true and accurate record, taking into account any requests for corrections.
- e. All decisions are taken after giving every province fair opportunity to discuss and deliberate the issues at hand.
- f. If an Executive Committee Member wishes to have a specific comment minuted then the member must request this during the meeting.
- g. Where a specific person or province is assigned a task (or tasks) at the meeting, that person/province must make a note of the action required and be committed to carrying out the task(s) as assigned.

11. Decision Requests via Email

In between formal Executive Committee Meetings we have a system of taking decisions via email. Periodically there will be a “Decision Request” (with an allocated number) from the Executive Officer calling for a decision on urgent matters and/or matters that are easily resolved via email. The duty of the Executive Committee Member is to do the following:-

1. Read through the Decision Request
2. Request clarity or further information from the Executive Officer if necessary
3. Consult with provincial CTSA Executive Committee if appropriate
4. Respond with the provincial decision by the deadline stipulated



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12. Openness, Transparency and Fairness

At all times, without exception, the decisions taken by the CTSASA Executive Committee are carried out on an equitable and fair basis. All provinces are consulted equally and given every opportunity to submit their input and decision.

The President and Executive Officer may take decisions on general day-to-day matters and then report to the Executive Committee at Executive Committee Meetings.

13. Responsibilities of the CTSASA Executive Committee Members

The **Objects** and **Powers** as listed in **clauses 4 and 5** in the CTSASA Constitution cover the constitutional objectives vested in the management of the CTSASA. **Clause 14.2** advises the following:

The Executive Committee is tasked, generally, with the management of the affairs of the association within the ambit of its objects and, specifically, with carrying those objects into effect. In order to do so it may exercise all the powers of the CTSASA and deal with all matters pertaining to the CTSASA in any manner which it regards as conducive to the achievement of any particular objective including the assignment of tasks to committees or individuals whenever the Executive Committee finds this appropriate.

In practical terms, this includes the following responsibilities for each Executive Committee Member:

- 1. Comply with the CTSASA Constitution and the CTSASA rules and regulations at all times.**
2. Maintain a professional attitude towards the duties of an Executive Committee Member.
3. Attend all CTSASA Executive Committee Meetings and make notes of all decisions and action required. Ensure that the minutes of the meetings are accurate.
- 4. Take all decisions in the best interests of all the CTSASA members and CTSASA disciplines.**
5. Remain free of any conflict of interest.
6. Respond promptly to all requests for information and decisions.
7. Communicate effectively with fellow CTSASA Executive Committee Members.



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8. When present at **any** CTSASA provincial or national championship, or **any** event held under the auspices of the CTSASA:
- a. Maintain a professional attitude and represent the CTSASA with integrity.
 - b. Assist with the upholding of all CTSASA rules and regulations, including all safety rules.
 - c. Handle any issues which may arise that require the attention of the CTSASA.
 - d. Handle queries from members with regard to CTSASA matters and ensure that the correct information is given.
 - e. If any CTSASA Executive Committee Member is unsure about any matter then they must contact either the CTSASA President or the CTSASA Executive Officer for clarification and assistance.
 - f. Assist the Organising Committee where appropriate.
 - g. Prize-giving duties at **any** CTSASA event:
 - i. All CTSASA Executive Committee Members must represent both their province AND the CTSASA and be prepared to assist with prize-giving duties if required.
 - h. Prize-giving duties and other duties at **own provincial** CTSASA event:
 - i. All CTSASA Executive Committee Members must represent both their province and the CTSASA at the prize-giving for their own provincial championships and at SA championships held in their province.
 - ii. If the CTSASA President and/or the CTSASA Executive Officer is present, they must be acknowledged as being present and included in the prize-giving presentation. The CTSASA President must be allocated a slot at the prize-giving to address the members present.
 - iii. Present the medals and prizes to the winners.
 - iv. Ensure the CTSASA marketing material/banners/media wall is used to promote the CTSASA.
 - v. Arrange for photographs to be taken and sent to the CTSASA Executive Officer.



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- vi. Ensure the results are sent to the CTSASA Executive Officer immediately after the completion of the championship.

14. Communication with provincial clubs and members

Each Permanent Member has a duty to ensure that information on CTSASA activities, decisions and news is communicated to the provincial CTSA as well as to all the clubs and members within their province.

The CTSASA Administration Office publishes information via the following platforms:

- a. **CTSASA Web Site**
- b. **Regular newsletter via email**
- c. **WhatsApp competition groups**
- d. **Facebook**
- e. **Instagram**

It should not be assumed that all members read all the information published! Therefore, each provincial CTSA should develop its own communication system to ensure that its members are fully aware of matters pertaining to them and their province.

It is also really important that the provincial representative on the CTSASA Executive Committee reports back to their own provincial CTSA Executive Committee with accurate feedback and information to avoid misrepresentation of decisions/information within their province or at club level.

15. Reporting on the Outcome of Decisions

When reporting to their committee, the CTSASA Executive Committee Member should emphasise the outcome of the decision, as opposed to the detail of the process. The Executive Committee is made up of individuals who represent their province, and they vote according to the mandate from their province. Several members of the Exco have been verbally attacked by a number of members because the members were told how the Exco members had voted on a specific proposal. This is obviously not acceptable. Decisions do not always have the desired outcome for everyone concerned and members must understand that the individuals are voting on behalf of their province.



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16. Management at CTSASA Championships

Overall CTSASA Management Structure

In terms of overall management of the CTSASA, “The CTSASA” is the CTSASA Executive Committee which consists of the provincial CTSAs, the President and the Executive Officer.

Responsibility of organising and running CTSASA Championships

The **management of the CTSASA** is vested in the **Provincial CTSAs** (the Permanent Members) and, as such, they are responsible for the hosting and organisation of all **the CTSASA provincial and national championships** under the rules and regulations as approved by the national CTSASA Executive Committee.

Who should be involved in the Organising Committees?

When considering who should be involved in the Organising Committee of a CTSASA championship, the Permanent Member (provincial CTSA) should ensure that all the personnel are CTSASA Members who are also :

1. Experienced administrators/committee members
2. Fully conversant with the CTSASA rules and international discipline rules
3. Fully supportive of the aims and goals of the CTSASA and who are free from any potential conflict of interest

Competition Administration

- **COMPETITION ADMINISTRATION** : All the rules and regulations governing the hosting of provincial and national championships are on the CTSASA web site on the following link: <https://www.ctsasa.co.za/competitions/competition-administration/>

Competition Regulations

- **COMPETITION REGULATIONS** : The set of regulations known as the “Competition Regulations” is downloadable from the above link. This is the set of regulations that governs the running of all CTSASA championships, with the exception of the Chairman’s Cup and the South African Grand, which have their own separate contracts but which still comply with the majority of the Competition Regulations.



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17. National Protea Trials

The current National Trial Regulations state that except for **FITASC Sporting** and **English Sporting**, all of the national and provincial championships are designated as National Protea Trials. The **National Trial Regulations** are found on our web site here : <https://www.ctsasa.co.za/national-trials/national-trial-regulations/>

18. Promotion of the CTSASA and the interests of the CTSASA Members and CTSASA Disciplines

When considering any matter or decision, all members of the CTSASA Executive Committee are expected to always put the interests of the CTSASA members and CTSASA disciplines first.

19. CTSASA Management – full explanation

*The **management of the CTSASA** is vested in the **Provincial CTSAs** and, as such, they are responsible for the hosting of all **the CTSASA provincial and national championships** under the rules and regulations as approved by the National Executive Committee.*

Read below to discover how this is structured: (one minute read)

The **Clay Target Shooting Association of South Africa** has been established for **almost 70 years**. We were established in 1954 so in 2024 we will be celebrating 7 decades of governing Clay Target Shooting in South Africa!

From the inception of the CTSASA in 1954 (or the CPSASA as it was known then – we swapped the word ‘Pigeon’ for ‘Target’ in the 1990s) the management has always been structured around the geographical provinces.

Our constitution stipulates that we have **Permanent Members**, which are **the provincial Clay Target Shooting Associations**. The title of **Permanent Members** is used interchangeably with **Provincial CTSA**. For example, the KwaZulu Natal CTSA is a Permanent Member of the **CTSASA**.

What is the purpose of a provincial CTSA?

1. To develop and promote Clay Target Shooting within a province
2. To register clubs as members of the province



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3. To affiliate to the national CTSA as a Permanent Member
4. To actively participate in the management of the national affairs of Clay Target Shooting in South Africa
5. Co-ordinate and control the hosting of provincial events under the auspices of the CTSASA
6. Select provincial teams for CTSASA championships
7. Award provincial colours

All of the provincial CTSA constitutions stipulate the above responsibilities.

The CTSASA Executive Committee consists of a representative from each of the provincial CTSAs. It is this committee which regulates the affairs and rules of the CTSASA.

What does this mean in practice? Who runs the CTSASA's Championships?

To summarise, the **management of the CTSASA** is vested in the **Provincial CTSAs** and, as such, they are responsible for the hosting of all **the CTSASA provincial and national championships** under the rules and regulations as approved by the National Executive Committee.

20. CTSASA Constitution

To download the CTSASA Constitution, please go to
https://www.ctsasa.co.za/rules/?rule_item=31311