



Western Province
Field Target
Association

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CONSTITUTION

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1. Introduction

The organisation shall be called **Western Province Field Target Association (WPFTA)** being an accepted acronym for the above) hereinafter referred to as the "WPFTA".

WPFTA shall be affiliated to SAFTAA and any other associations, which may be considered necessary by the committee.

"His, him, he" shall include female and vice versa, unless specifically otherwise provided for.

2. The objectives of the Association are:

- a) To encourage, support and promote **Field Target (FT) and all other outdoor, formal and informal, target shooting disciplines.**
- b) To promote the safe and legal use of air rifles and air pistols.
- c) To promote the use of competition and safety rules for the sport of field target shooting and other outdoor air rifle competitions as set out by WPFTA.
- d) To co-operate with and to support any other shooting, sporting, or associated body on matters of mutual interest to achieve any of the foregoing objectives, but without such co-operation infringing in any way upon the independence of WPFTA or its members.
- e) To adopt the national rules for competitions where scores are submitted to the national association for grading purposes.
- f) To concentrate on any business deemed to further the objectives of WPFTA.
- g) To work in the closest possible harmony with the South African Field Target Air Rifle Association (SAFTAA).
- h) To facilitate communications, from all FT clubs in the Western and Eastern Cape Province, to SAFTAA through one mouthpiece representing all FT shooters in the said region.
- i) To assist in the formation of new Clubs in the Western and Eastern Cape region.
- j) WPFTA accepts SAFTAA as the governing body for Field Target Shooting in South Africa.

3. WPFTA will provide, as a minimum, the following:

- a) WPFTA will assist and provide guidance to new and existing clubs, as to how to facilitate a League Shooting Event. A "League Shooting Event" means a shooting event where ALL of the following requirements are met:
 - 10 Shooters are present and participate in the Field Target Class
 - At least two clubs are represented
 - At least three SAFTAA members participate.
- b) WPFTA will be responsible to certify all ranges for League shooting events. At least two registered WPFTA members (from different clubs) will have to certify that the range complies with the SAFTAA rules and regulations.
- c) WPFTA will certify all scores of SAFTAA members, for the SAFTAA log. At least two registered WPFTA members (from different clubs) will have to verify and sign the scorecards after each event.
- d) WPFTA will keep a Western Province shooters log of all SAFTAA registered members. The WPFTA **Secretary** will then scan the scorecards and forward these electronically to SAFTAA, after each League shoot, with a copy of the latest updated log sheets.

- e) WPFTA will in addition to FT run a **SFT (Sporter Field Target)** log sheet for all club members. It will however be the responsibility of the various clubs to issue WPFTA with an excel spreadsheet of the scores after each League shoot.
- f) WPFTA will at first make use of the **CAPE AIR RIFLE website** www.capeairrifle.co.za to post the log sheets and issue new information to all shooters registered under WPFTA.
- g) WPFTA will co-ordinate all League shooting events hosted by various clubs and provide a calendar of all the League shoots that will be hosted through WPFTA. The calendar will be posted on WPFTA website, www.capeairrifle.co.za. Clubs need to provide WPFTA before end of June, each year, with the dates **when** they anticipate League shoots will be hosted.
- h) WPFTA will be responsible for conveying any and all FT related information form SAFTAA to the various clubs.
- i) **WPFTA will setup and maintain, a "Medals Classification system" whereby shooters, under WPFTA, get classified in accordance with their latest performance. This classification will be used to issue medals at League shooting events, only to shooters of WPFTA affiliated clubs. It will be the various clubs responsibility to (1) make sure that new members are registered with the current medals officer serving on the WPFTA and (2) arrange for the necessary medals. Please refer to the latest "Issuing of Medals" document for further details regarding medals.**
- j) WPFTA will host a "WP Championships" shooting competition towards the end of the shooting season to encourage shooters to keep the level of competition high and to enable WPFTA to issue WP colours on a year to year basis and on the following conditions:

3.1 FOR PCP AND SPRINGERS UP TO 12 FT/LB ONLY

- 3.1.1 A shooter has to, as a minimum have shot six (6) League Shoots from the last National Trials, including WP Champs. Three (3) of these League shoots **must** be "away" shoots. This means that each shooter will have to select, for himself a "home" club, so as to enable the shooter to participate in "another" club's League shoots. Any other club's shooting event is deemed to be an "away" shoot as long as it qualifies as a League shoot under the WPFTA constitution.
- 3.1.2 WPFTA Colours will be awarded in **Eight (8)** classes – Irrespective of gender as indicated below. **Four (4)** classes will be in the PCP division and **four (4)** classes will be in the Springer Division:
 - a) **Veterans class (50 years or older on 01 Jan of that year); and**
 - b) Open class (17 years or older on 01 Jan of that year); and
 - c) U17 (minimum age of a shooter shall be 14 years but less than 17 years on 01 Jan of that year).
 - d) U13 (minimum age of a shooter shall be **8** years but less than than 13 years on 01 Jan of that year).
- 3.1.3 Only the top **Eight (8)** shooters, for that specific year, will receive WPFTA colours under the following conditions:
 - a) The shooter must be a paid up member of ANY club that is affiliated with WPFTA;
 - b) The shooter must be a paid up member of SAFTAA. Club secretaries are responsible for registering the members with SAFTAA, and submitting these details to the WPFTA **secretary**.
 - c) The eight shooters will be equally divided into a WP A-Team and a WP B-Team. The top four scores after the final results of the WP

Championships will determine the top 4 shooters who will make up the WP A-Team.

- 3.1.4 The **eight (8)** shooters (in every class) in point 3.1.3 above, MUST have an average percentage as indicated in the table below, on the WP log to qualify for WPFTA colours. The percentages will be very strictly enforced for Example 79,9% in Open class - PCP on the WP log will not receive **Provincial** colours.
- 3.1.5 The shooters percentage will be calculated in the following manner and as has been illustrated in the example below:
1. The sum total of the 6 best league score for the year, starting from the first league shoot after National Trials added to
 2. The average of the 2 days scores at WP Champs (**WP Ave**)
 3. Divided by 7 = **(Final)** score for WP Colours.
- i.e $\{(S1+S2+S3+S4+S5+S6+(WP Ave)) / 7\}$

Name	Best scores for the year						WP Champs			Final
	S1	S2	S3	S4	S5	S6	Day 1	Day 2	WP Ave	
Deon Marx	92.68%	89.13%	88.89%	86.00%	82.50%	81.82%	77.14%	68.75%	72.95%	84.85%

PERCENTAGES REQUIRED BY CATEGORIES FOR WP COLOURS

	Disc	Class	Power Limit (ftlb)	Cat	Reqd % of Topgun	# Shooters Receiving WP Colours
WP Colours	FT	PCP	12	Senior	80	8
				Veterans	80	8
				U17	70	8
				U13	60	8
	FT	Springer	12	Senior	60	8
				Veterans	60	8
				U17	60	8
				U13	60	8

- 3.1.6 If a shooter is awarded **Provincial** colours, he must represent WPFTA at the next National Trials that follows directly after the WP Champs. If the shooter does not represent WPFTA for whatever reason, the shooter will lose his WPFTA colours, and the next shooter (**9th Place**) will be awarded WPFTA colours, if the requirements of point 3.1.4 are complied with.
- 3.1.7 If the **9th** place shooter (as explained in point 3.1.5 above) does not qualify for WP colours in accordance with point 3.1.4 above, and WPFTA still requires a shooter to make up a team of eight, the **9th** shooter will be selected for the WPFTA team, but WILL NOT receive League colours due to the fact that he did not comply with the requirement of point 3.1.4 above.
- 3.1.8 A shooter that received his WPFTA colours in 2009 (for example) and did not qualify for WPFTA colours in 2010 will be allowed to wear his 2009 colours at any FT event.

- 3.1.9 The above do not in any way restrict SAFTAA's rules of inviting additional shooters to the National Trials. ie Currently all shooters averaging 60% of the WP Log over their 6 best League shoots are invited to the National Trials.

3.2 ALL OTHER AIR RIFLES NOT COMPLYING TO THE ABOVE CATEGORY ie. (PCP and Springers up to 18 ftlb)

- 3.2.1 In an effort to further develop the sport of Field Target in Western Cape, especially among, new people that make first contact with Field Target as well as young and upcoming shooters, WPFTA has in addition to the above PCP and Springer class further accommodated an **Sporter** Field Target (**SFT**) class which will include but is not limited to the following:

- a) **SFT** shooters will shoot in accordance with, and under the same rules as the normal FT competition. The purpose of this change is to develop new shooters, by teaching them how to:
 - Apply the Standard FT rules under the SAFTAA constitution
 - Learn various FT shooting positions
 - Learn the parallax adjustment of his scope
 - Learn the turret adjustment on his scope
 - Learn how to manage recoil on an air rifle, etc etc
- b) PCP and Springers that shoot up to 18 ft/lb will be allowed into this class.
- c) Shooters between the age of 8 to U13 will be able to make use of bipods, or any other means to stabilize the air rifle in the front.
- d) All juniors between 8 and 13 will be monitored at shooting events to see if they have the necessary discipline to participate in shooting event, under the direct supervision of a parent or guardian. No horseplay will be tolerated at shooting events.
- e) Shooters that participate for the fun of the sport and do not want to participate **in the league competition**, will fall into the class.
- f) Points will however be awarded, different to the FT division in that (2) Points will be awarded for a knock-over of the target, (1) Point for a "hit" anywhere on the target and (0) Points for a miss of the target.
- g) In terms of juniors at the age of 13, as well as disabled shooters, shooting in the SFT division, should the shooter decide to shoot the standing and kneeling targets with the help of the front dead rest he will receive half of what the normal score is. ie. 1 point for knockdown and ½ point for Hit. Should the shooter decide to shoot the target in its normal position, he will receive full points. All half points will be rounded off towards the next full number after the final score of the junior. ie, 17,5 will become 18. This rule is introduced so as to promote participation of junior and disabled shooters.
- h) **Provincia** colours will unfortunately NOT be awarded in this category and the shooter will have to change to the FT division to be eligible for **Provincia** colours as indicated above.
- i) Medals will however be awarded to encourage new shooters and motivate them to become better and to eventually change to the FT division which is the primary focus of our sport.

- 3.2.2 WPFTA will award medals to **SFT** shooters at the WP Champs, in accordance with the results from the WPFTA log based on the following:

- a) A shooter has to, **be a member of any affiliated club**, as a minimum have shot six (6) League Shoots from the last National Trials. Three

(3) of these League shoots must be “away” shoots. This means that each shooter will have to select, for himself a “home” club, so as to enable the shooter to participate in “another” club’s events. Any other club’s shooting event is deemed to be an “away” shoot as long as it qualifies as a League shoot under the WPFTA constitution.

- b It will be the responsibility of the individual clubs to issue WPFTA with a list of all the shooters participating in this category.

3.2.3 Medals will be awarded to the following classes irrespective of gender:

SFT	PCP	18		Topgun	Class A	Class B	Class C	Class D
			Disabled	100	80	70	60	Below 60
			Open	100	80	70	60	Below 60
			U17	100	80	70	60	Below 60
			U13	100	80	70	60	Below 60

SFT	Springer	18	Open	100	80	70	60	Below 60
			U17	100	80	70	60	Below 60
			U13	100	80	70	60	Below 60

3.2.4 Only the top three shooters of each class will receive medals and there must be a minimum of (4) shooters participating in each class.

3.3 CALIBER OF AIR RIFLES

3.3.1 Only air rifles that do not need a Fire Arms Licence, will be allowed in the NFT competition.

4. The Committee

- WPFTA shall be managed by a Chairman and Committee of 4 people (2 to form a quorum) who shall be elected at the Annual General Meeting. To be eligible to serve as an officer on the committee a person shall have been a full member of a recognised club in Western or Eastern Cape Region.
- Due to the newly formation of WPFTA, the current committee and founder members of WPFTA will remain in office until June 2010, after which normal rules for the election of Executive committee members shall apply in accordance with this constitution.
- The committee shall consist of 1 Chairman, 1 Vice Chairman, two additional members (this will form the executive committee), and the combination of 2 members from each Affiliated FT club in the Western and Eastern Cape Region.
- The property and assets of WPFTA (if any) shall be controlled and maintained by the elected committee.

e) Medals officer - One of the executive committee members shall be elected as the medals officer. It will be his responsibility to submit a new medal classification before every league shoot, taking into account the previous league shoot results.

f) Treasurer – One of the executive committee members shall be elected as the treasurer. It will be the responsibility of the treasurer to handle all financial matters that might arise as indicated later in this document.

Powers, conduct and duties of the executive committee:

- a) The primary duty of the committee is to:
 - i. Make sure that the WPFTA constitution is upheld and executed within the constitutional framework;
 - ii. Ensure that agreed upon wishes from its members are also upheld and executed within the constitutional framework; and
 - iii. Oversee the activities of WPFTA and make the necessary resources available to execute its duties.
- b) Each member of the executive committee is indemnified by WPFTA against any loss which he may suffer as a result of any act or omission performed or omitted in good faith in the conduct of the business or affairs of WPFTA.
- c) The committee's ruling shall be final in all respects to the administration, and the committee shall make rules from time to time for the use of the organisation's rights and property.
- d) The committee shall also have the right to refuse any member or club into WPFTA.
- e) The committee may, under circumstances where it feels that such action is warranted, enforce disciplinary procedures, of a form, as outlined by WPFTA.
- f) All officers and members of the committee shall be elected annually at the organisation's AGM, or at any Special general meeting.
- g) All members of the committee shall have a single vote, with the exception of the chairman who will only have a casting vote.
- h) Other officers may be elected onto the committee at the discretion of the committee.
- i) Officers may stand for more than one year if they are willing.
- j) The executive committee shall have the right to appoint one or more persons to represent it at any meeting or on any committee of any body or association, whose activities are related to those of the objects of WPFTA.

Terms of office:

- a) Applicable from July 2008 the following will apply:
- b) The chairman for the following term, 2010/2011 will be elected at the AGM from the executive committee that served 2008/2010. This is to ensure continuity in the management of the association. The chairman position can be elected from any of the other committee positions and do not necessarily have to come from the Vice chairman position.

Chair Person Duties

The Chairperson shall take accountability for the execution of duties by the executive committee and any other member that may be co-opted to perform certain duties. Other duties are as set out below.

- a) The Chairperson will convene and preside at meetings.
- b) The Chairperson will have a deliberative vote at meetings and in the case of an equal vote shall have a casting vote.
- c) The Chairperson will be substituted by a Vice-Chair person in his absence.

- d) The Chairperson will ensure that the activities of individuals and the executive council shall not bring WPFTA into disrepute.
- e) The Chairperson shall ensure that all WPFTA business is done in line with the constitution.
- f) The Chairperson shall chair disciplinary actions against individuals / clubs where they have brought WPFTA into disrepute or their actions are contrary to the requirements of the constitution.
- g) The Chairperson shall approve all official communication to members.
- h) The Chairperson shall seek and maintain affiliation on behalf of WPFTA with national / international organisations, whichever is in WPFTA's best interest.

Vice Chairperson duties

The Vice-Chairperson shall abide by the guidelines stipulated below:

- a) A Vice-Chairperson will act for the Chairperson in his absence.
- b) A Vice-Chairperson will convene and preside at sub committee meetings for the Chairperson in his absence.
- c) A Vice-Chairperson will have a deliberative vote at sub committee meetings and in the case of an equal vote shall have a casting vote for the Chairperson in his absence.
- d) A Vice-Chairperson will execute all duties as decided by the executive committee.
- e) The Vice-Chairperson may assist other committee members where such a need arises.

Treasurer duties

The Treasurer shall abide by the guidelines stipulated below:

- a) The Treasurer will keep a complete set of books of all financial affairs.
- b) The Treasurer will compile a Balance Sheet at the end of each financial year and submit an audited account to the AGM or otherwise requested by the committee.
- c) An annual budget must be presented to the delegates to highlight needs for asset purchase(s) or support membership fee increases. Currently members fees are set at R50.
- d) All requests for finances or financial assistance must be submitted in writing and must be accompanied with a motivation for the need and a minimum of 2 quotes where necessary. These requests shall then be submitted to the committee for decision making purposes.
- e) Only the Treasurer and the Chairman shall have signature rights for withdrawals from the petty cash box. The Treasurer shall buy a petty cash box.
- f) Monthly balance sheets shall be forwarded to the executive committee. This will be done due to the fact that the executive committee does not meet on a monthly basis.

Medals officer duties

The Medals officer shall abide by the guidelines stipulated below:

- a) The Medals officer shall uphold all the requirements as indicated in the document "Rules for Issuing League Medals" – Latest revision.
- b) The medals officer, or other competent executive committee member, shall approve all medal awards at league shooting events, before medals are issued at league shooting events. This is to make sure that consistency is maintained throughout the region in terms of issuing of medals.

Resignation

- a) Any member of WPFTA may resign his Affiliation on not less than **one** calendar months' notice in writing provided that he is in good standing at the time of such notice is given.

5. Meetings

5.1 Annual General Meeting (AGM)

- a) The members of WPFTA shall hold an annual general meeting in the course of each calendar year upon 30 days notice being given;
- b) The date for such Annual General Meeting shall be a date considered suitable by the Executive Committee of WPFTA, and approved by the Chairman;
- c) The venue of such Annual General Meeting shall be at the discretion of the Executive Committee;
- d) At such Annual General Meeting of WPFTA the following matters shall be dealt with:
 - i. Consideration and adoption or rejection of the Minutes of the immediate previous Annual General Meeting of WPFTA with or without amendment,
 - ii. The annual report by the Chairman;
 - iii. Consideration and adoption or rejection of the annual financial statements for the preceding financial year, and all other financial matters (if applicable);
 - iv. Election of the Executive Committee members. Such members shall be nominated and voted for at the appropriate Annual General Meeting as described in par. 5.1e (Ref. Par 4.2);
 - v. Any other contingency of which any member had given notice to the Vice-Chairman of WPFTA in writing, during the course of the year preceding the date of the Annual General Meeting: provided that such notice be given no less than 14 (fourteen) days prior to the date of such Annual General Meeting;
 - vi. To conduct and conclude any such other business as may be transacted at an Annual General Meeting, or such matters as may be allowed by the Chairman to be discussed and resolved upon;
 - vii. Voting upon all motions at an Annual General Meeting of WPFTA shall be effected by a show of hands, alternatively by private written ballot, as the Chairman may, in his discretion direct.
- e) Each proposal for the election of a person as contemplated in this Constitution at an Annual General Meeting of WPFTA shall be made by a permanent member, and be seconded by another permanent member in good standing.
- f) Only permanent members in good standing shall have a vote at any Annual or Special General Meeting.
- g) Each permanent member shall be entitled to nominate in writing, one person, as a proxy to represent him/her at such Annual General Meeting of WPFTA.
- h) The representatives of 4 (four) permanent members shall constitute a quorum.
- i) If a quorum is not present within thirty minutes of the time laid down for the Annual General Meeting in question, then such meeting shall stand adjourned for a period of between fourteen and twenty-one days, as directed by the Chairman, when it shall be held upon not less than seven days' due notice to those persons entitled to receive notice of the adjourned meeting. Such persons as may be present at the adjourned meeting shall then constitute a quorum of the Annual General Meeting of WPFTA.
- j) The Chairman of WPFTA shall preside as Chairman at each Annual General Meeting where he shall have a casting vote. If, for any reason, the Chairman of WPFTA is unable to take the Chair then one of the Vice Chairman, or failing him, any nominated

member of the Executive Committee by the Executive Committee shall preside as Chairman provided that such substitute Chairman shall have NO casting vote.

5.2 Special meetings

- a) A Special General Meeting of WPFTA may be called by:
 - i. Any permanent member; or
 - ii. Any four ordinary members.
- b) Any member or members wishing to call a Special General Meeting shall be obliged to advise the Vice-Chairman of WPFTA in writing of such intention and shall furnish the Vice-Chairman with such details of the subject matter of the proposed business to be transacted, so as to allow members of WPFTA to identify the object of such meeting.
- c) The Vice-Chairman of WPFTA shall upon receiving such notice, give due notice, in collaboration with the Chairman of WPFTA of such Special General Meeting to be held, which notice shall be given not less than fourteen days to all permanent members.
- d) The accidental omission of giving due notice to any permanent member of any matter concerning WPFTA shall not in any way invalidate or adversely affect any meeting or decision held or taken in the absence of such member or members.
- e) No proceeding of WPFTA or any of its committees shall be invalidated by reason of the fact that any official who participated in that proceeding was wrongly elected or nominated as a result of a bona fide error.
- f) At all Annual General Meetings and Special General Meetings of WPFTA, resolutions shall be passed by a majority of votes, by members, as described in this Constitution.

6. Disciplinary Rules

- a. Notwithstanding anything to the contrary contained herein the Executive Committee of WPFTA may receive and consider any written complaint with reference to the conduct and or omission of any member or CLUB (hereinafter the "Member");
- b. Such a complaint shall be in writing and shall contain a detailed description of the conduct and/or omission complained of and shall be issued within 7 days of the incident;
- c. The Executive Committee shall upon receipt of the complaint, notify the Member of such a complaint in writing, and provide the Member with a copy of the complaint;
- d. The Member shall have the right to ask for further particulars with regards to the complaint within seven days after receipt of such a complaint by the Member,
- e. If the Member avails himself or herself of this right to ask for further particulars, such particulars shall be given by the Executive Committee within seven days after receipt of the request for further particulars;
- f. The Member may then within seven days furnish the Executive Committee with a detailed explanation with regards to the complaint;
- g. Upon receipt of the explanation and in any event no later than fourteen days after the further particulars had been furnished, the Executive Committee shall:
 - i. Formulate charges against the Member;
 - ii. Dismiss the complaint; and
 - iii. Shall notify the Member forthwith of the Executive Committee's decision.
- h. In the event that the Executive Committee decide to formulate charges against the Member, the Executive Committee shall furnish the Member with a copy of the charges within seven days of so deciding;
- i. The Member shall within seven days after receipt of the charges plead to the said charges, and give a detailed explanation of the plea;
- j. In the event that the Member does not furnish the Executive Committee with such a plea and a detailed explanation, the Executive Committee may, on the evidence before it, decide to refer the matter to a sub-committee for a decision;
- k. If the Member does furnish the Executive Committee with a plea, the Executive Committee may in its discretion refer the matter to a sub-committee for a disciplinary hearing if the Executive Committee is of the opinion that a disciplinary hearing is warranted by the circumstances or it may refer the matter to a sub-committee for a decision on the evidence available;
- l. The Executive Committee shall summons the Member to appear before a disciplinary hearing, and at the same time notify the Member of the date and venue of the disciplinary hearing, which date shall not be less than seven days and not more than twenty one days after the date on which the plea was to be furnished or was indeed furnished;
- m. The terms of reference of such a said sub-committee shall be clearly stipulated in writing and shall be furnished to the Member at the same time as the notice referred to in 6.12 above;
- n. The Executive Committee shall appoint the members of the sub-committee;
- o. The chairman of such a committee shall be elected by a majority of the members of such a sub-committee and any decision shall be taken on a majority of the votes, and in the event of a deadlock, the Chairman shall have a casting vote;
- p. No legal representation shall be allowed at any disciplinary hearing. However the Member may elect a member to represent him or her. Likewise, the Executive Committee may appoint a member to represent the Club;
- q. If there is no appearance by the Member at the time and place appointed for the disciplinary hearing, the matter shall be decided in the Member's absence on the evidence available;

- r. The Member shall be notified forthwith of the sub-committee's decision and the reasons therefore in writing;
- s. In the event of the sub-committee finding the Member guilty, the sub-committee shall allow the Member sufficient opportunity to address the sub-committee at the disciplinary hearing or to furnish the sub-committee with written arguments on mitigation, which written arguments shall be furnished within seven days after the Member has been informed of the sub-committee's finding;
- t. Such a sub-committee who finds a member guilty of misconduct may, with regards to the nature and seriousness of the conduct complained of:
 - i. Warn such a member to desist from such conduct as gave rise to the complaint;
 - ii. Suspend such a member for such a time and subject to such conditions as the sub-committee in its discretion may decide;
 - iii. Terminate such a member's Affiliation;
 - iv. Report the conduct of the Member to the relevant Government Authority/ies;
 - v. Impose a fine;
 - vi. Reprimand such a member; or
 - vii. Deal with such a member as it deems fit, which may include a combination of the above where such combination is possible.
- u. In the event of the Member being found guilty, the Member may within seven days of being notified of the finding and the reasons therefore, appeal to the Executive Committee in writing and at the same time furnish detailed grounds for the appeal and pay an appeal fee of R250.00;
- v. The Executive Committee shall, when receiving such an appeal, have the right to:
 - i. Uphold such an appeal;
 - ii. Dismiss such an appeal;
 - iii. Uphold or dismiss in part such an appeal;
 - iv. Set aside any part of the finding or order including the sentence passed, issued by the sub-committee;
 - v. Replace any order or finding including the sentence passed, of the sub-committee with its own order or finding.
- w. In the event of the appeal being wholly successful, the appeal fee of R250.00 shall be refunded to the Member.
- x. Documents in this article shall be deemed to have been properly served if faxed or posted by registered post to the number or postal address of the Member as it appears in the Club's records.
- y. Should the Member intentionally or otherwise fail to follow the disciplinary procedures outlined in this Constitution or fail to comply with any of the time limits herein, the Member shall be deemed to be in serious breach of this Constitution. This Constitution does not preclude the Member from enforcing any right that he or she may have in a court of law, but the member shall exhaust all internal remedies before doing so.
- z. Any Member who has Disciplinary procedures instituted against him or her in accordance with clause 6.7.1 shall be suspended from participating in any WPFTA sanctioned event for the duration of the disciplinary procedure and until such time as the procedures are terminated.
- aa. Any Member who has Disciplinary procedures instituted against him or her may not represent WPFTA on any form of committee, sub-committee or any other body created by the WPFTA Executive Committee until such time as the procedures are terminated.
- bb. The EXCO and/or Committee may also lodge a complaint in terms of paragraph 6 against any member.

7. Application for Affiliation

- a) Application for Affiliation shall be made to WPFTA by the secretaries of the various clubs to the Vice-Chairman of WPFTA. Such applications shall be considered at the next meeting of the executive committee.
- b) The committee may refuse to admit any person or club for Affiliation without assigning any reason.
- c) All new Affiliations must serve a probationary 2 month period or as determined by the committee, if successful, the affiliation shall be back dated to the original date of application.
- d) All new Club Affiliations must first host a minimum of one normal FT shoot so as to provide proof to WPFTA that an FT event can be hosted under the rules and regulations of SAFTAA before consideration will be given for affiliation.
- e) Clubs will have to apply for affiliation to WPFTA each year.
- f) At least two of the new committee members of new clubs, have to join SAFTAA membership so as to have voting rights on the WPFTA delegates meeting.
- g) In an effort to further develop the sport in the Western and Eastern Province regions, WPFTA need financial assistance. It is suggested that this financial assistance should be forthcoming from club members in the form of R50 per member. This R50 shall be paid by ALL Club members and not only SAFTAA registered members. Clubs are encouraged to deduct the R50 from the existing Yearly Membership fees that are paid by all members. ie. The member pays R350 yearly membership, R50 should be paid over to WPFTA for this purpose.
- h) This R50 per member will be utilised for, but is not limited to:
 - a. Cost for the development of new clubs ie. Swellendam ito Travelling costs
 - b. Costs to improve the presence of the WPFTA at the Major Events, ito banners and flags.
 - c. Costs to support the WPFTA team at National Trials ie. Spray for targets etc.
 - d. Any other costs that is deemed fair and reasonable to Develop FT in WP

8. Termination of Affiliation

The Executive Committee shall have the right to terminate or to suspend the Affiliation of any class of member or club upon any of the following grounds:

- a) Failure to apply for the annual Affiliation within 30 days if it being due.
- b) Failure to abide by the terms and conditions of this Constitution.
- c) Bringing the sport of Air Rifle Shooting or WPFTA into disrepute in any manner whatsoever.
- d) Failing to abide by and to uphold any decision reached by the Executive Committee provided that nothing contained herein shall in any way prevent any member from raising objection to any such decision.
- e) In the event of the Affiliation of a member being terminated in terms of the provisions of this Constitution all Affiliation privileges will be forfeit.

9. Member Grievance Procedure

- a. The member must put in writing the nature of the complaint and send this by registered mail to the WPFTA Vice-Chairman. Alternatively, the complaint could be sent by email or fax, but the onus is on the member to ensure that the WPFTA Vice-Chairman receives the email or fax. The complaint must reach the WPFTA committee no later than 7 days after the incident took place or the member became aware of the matter.
- b. The member must accompany the complaint with a fee (to be determined by the Executive Committee) in order to lodge the complaint. If payment is to be made by bank transfer, a copy of the transfer confirmation should be sent to the WPFTA Vice-Chairman. Should the complaint be upheld, then the fee will be refunded.
- c. Unless sending documentation and payment by registered mail, the onus is on the member to ensure that the WPFTA Vice-Chairman has received the complaint and the payment.
- d. WPFTA must acknowledge receipt of the complaint within 7 working days of the receipt of the registered letter or confirmation that the complaint was received via email or fax.
- e. The Chairman of WPFTA will then assess the complaint and decide whether or not he can handle the complaint himself. If he cannot resolve the complaint personally, the Chairman must then send a copy of the complaint to all members of the WPFTA Executive Committee for their consideration.
- f. If an Executive Committee Meeting is not scheduled within one month of receipt of the complaint, then the matter must be resolved via telephonic/email discussion with the Executive within one month of receipt of the complaint.
- g. If an Executive Committee Meeting is scheduled within one month of receipt of the complaint, then the matter will be placed on the Agenda for that meeting.
- h. If the nature of the complaint is such that the member deems it acceptable that the matter could wait until the next Executive Committee Meeting then agreement should be obtained in writing from the member.
- i. After full discussion and consideration by the WPFTA Executive Committee, the decision will be sent to the member via registered mail. A copy of the decision may be sent by fax or email, but confirmation must be obtained that the member has received such fax or email.
- j. If the complaint is upheld, the member will receive the complaints fee back.
- k. If the complaint is not upheld, the member will forfeit the fee paid.
- l. Upon receipt of the WPFTA Executive Committee decision, the member may choose to accept or reject the decision.
- m. Should the member reject the decision, then the member must notify the Executive Committee in writing via registered mail within 7 working days from receipt of the decision. The rejection notice may also be sent via email or fax, but the onus is on the member to ensure that the document is received by the WPFTA Vice-Chairman.
- n. WPFTA will then utilize the arbitration services of the Sport and Recreation SA.
- o. This procedure does not preclude the member from exercising his/her SA constitutional rights or from recourse to the law, but all internal WPFTA and Sport and Recreation SA procedures must be fully exhausted before doing so.
- p. Should the member deviate from this grievance procedure the Club will automatically instigate disciplinary proceedings against the member under the grounds of 'unsportsmanlike conduct'.
- q. The arbitrary threatening or implied threatening of legal action (whether verbal or written) without first utilising the dispute procedure, against WPFTA or any of its categories of members, or affiliated associations will constitute a direct contravention of this grievance procedure and will be considered as 'unsportsmanlike conduct'. This

will automatically invoke the disciplinary procedure as outlined in the WPFTA Constitution, Paragraph 6.

10. Amendment of the constitution of WPFTA

The constitution may be amended at any AGM or Special general meeting of WPFTA provided that:

- a) Notice of the proposed amendment is given simultaneously with, and to those persons entitled to receive notice of the meeting and,
- b) The notice of the proposed amendment shall contain a draught of the said amendment together with such motivation for the proposed amendment, as the proposer may wish to present to the general meeting of WPFTA in support of the motion for the amendment, and,
- c) Not fewer than two thirds of those persons present and voting at such meeting vote in favour of the proposed amendment, and
- d) Provided that, if notice of a proposed amendment to the constitution of WPFTA is given to be moved at a AGM, for which the Vice-Chairman of WPFTA is bound in terms of this constitution, to give due and proper notice, such notification must be given by the proposer, to reach the Vice-Chairman of WPFTA not later than (30) thirty days before the date of such AGM, and,
- e) Provided further that in the evident of notice of the proposed amendment is given to be moved at a special general meeting, such notice of amendment shall reach the Vice-Chairman of WPFTA not later than (30) thirty days before the proposed date for the special general meeting of WPFTA.

11. Financial Year

- a) WPFTA's financial year shall end on 30th day of June each year.

12. Agency

- a) No person shall have authority to perform any act or to sign any document on behalf of WPFTA other than upon the written authorisation of the executive committee.

13. Dissolution

- a) In the event of WPFTA being dissolved, the property and assets of WPFTA shall be converted into cash and, after payment of WPFTA debts and expenses, the balance (if any) shall be distributed amongst the Clubs in direct proportion to the number of completed years of continuous full club Affiliation.
- b) Probationary members at the time of winding up shall not be entitled to any share of the Clubs property and assets.
- c) In the case of a member with non-continuous Affiliation only the latest period of continuous Affiliation shall qualify for a share in such distribution.

14. General issues

- a) Any club, or member of a club, affiliated with WPFTA, which put the sport of FT in disrepute, by means of, but not limited to the following:

14.1 Discussing ANY matter relating to WPFTA, or any other club, affiliated under WPFTA, on any public forum, or at WPFTA shooting events, before the matter has not been put before, the member in question's, own club secretary, in writing, and receive an answer in writing,

14.2 putting WPFTA or any of its members in disrepute in any situation,

14.3 utilising any open forum to discuss rules and regulations, before it has not been taken up by the member, with his own club committee.

i) . . . shall be informed of such action in writing, which will also be the last warning to such club, or member of a club, for the duration of his membership with the club, indefinitely,

ii) if it is the second offence by the same club, or member of a club, the club or member, will be called before a WPFTA disciplinary hearing, consisting of all the representatives of clubs affiliated under WPFTA. Failure to appear before such disciplinary hearing will result in immediate cancellation of any and all privileges, memberships and participation in any FT event under WPFTA.

iii) Other disciplinary actions that can be taken against such members include but is not limited to:

- Suspension of participation in any number of upcoming WPFTA events,
- cancellation of the last number of league scores achieve by such member,
- termination of membership from WPFTA
- or any other action, that may be deemed fit and appropriate as decided by the WPFTA committee.

15. The Complete Constitution

- a) The foregoing constitution of WPFTA is the complete constitution and this constitution shall not be altered, added to or amended except as stated in paragraph 10 hereof.