



GUIDE TO DISCIPLINES

for

CLUBS and COMPETITORS

Edition 1

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SSAA Guide to Disciplines for Clubs and Competitors

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1. DEFINITIONS, TERMS AND ABBREVIATIONS

The following definitions and terms have application within this Guide:

National Coaching and Discipline Supervisor

National Discipline Chairman / Chairmen

National Discipline Chairmen's Meeting

National Discipline Subcommittee

AGM Annual General Meeting

Board National Board of Management of SSAA Inc

Discipline/s Different groups of SSAA target shooting activities

NSSM National Shooting Sports Manager

SSAA Sporting Shooters' Association of Australia Incorporated

SSAA National Association

State Australian State or Territory

2. SSAA INC

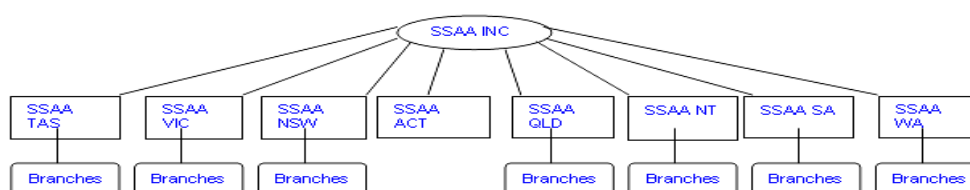
2.1. General

2.1.1. SSAA Inc is a national association composed of member States: Queensland, New South Wales, Victoria, Tasmania, South Australia, Western Australia, Northern Territory and the Australian Capital Territory. National Offices are located in Adelaide and Sydney.

2.1.2. The National Association, an incorporated and administrative body, has as one of its main functions, encouragement of the sport of shooting throughout Australia. The National Office has an infrastructure to provide support and assistance to National Discipline Chairmen. The National Shooting Sports Manager (NSSM) provides support to the National Discipline Chairmen.

2.1.3. Each state and territory, except the ACT, is composed of local branches, which usually provide facilities and/or services for their members. Typically, the Association is a tiered structure with the National Association at the top, the next tier State Associations, then down to the branches and clubs, and to individual shooters who make up the branches and clubs.

2.2. Structure



2.3. SSAA National Shooting Sports Manager

The SSAA National Shooting Sports Manager (NSSM) has a coordinative role and provides a range of support services for the Disciplines through the National Discipline Chairmen.

Some of the support activities performed by the NSSM are:

- Assisting and liaising with the National Coaching and Discipline Supervisor and each of the National Discipline Chairmen
- Travel arrangements - local and international
- Management of discipline claims, medals, uniforms, etc.

2.4. Disciplines and Contact Details

The names and contact details for each of the National Discipline Chairman can be found on the SSAA website on the relevant discipline webpages.

SSAA email addresses for the National Discipline Chairman

Discipline	email address
Action Match	actionmatch@ssaa.org.au
Benchrest	benchrest@ssaa.org.au
Big Game Rifle	biggamerifle@ssaa.org.au
Combined Services	combinedservices@ssaa.org.au
Field Rifle & 3P	fieldrifle@ssaa.org.au
Field Target Air Rifle	fieldtarget@ssaa.org.au
Fly Shoot	flyshoot@ssaa.org.au
Gallery Rifle	galleryrifle@ssaa.org.au
IHMSA	handgunsilhouette@ssaa.org.au
Junior Sports Shooting	juniorsports@ssaa.org.au
L.E.A.D.	lawenforcementactivities@ssaa.org.au
Lever Action	leveraction@ssaa.org.au
Long Range Precision	enquiry@ssaaqld.org.au
Muzzle Loading	muzzleloading@ssaa.org.au
Practical Shooting	practicalshooting@ssaa.org.au
Rifle Metallic Silhouette	riflesilhouette@ssaa.org.au
Shotgun	shotgun@ssaa.org.au
Single Action	singleaction@ssaa.org.au
Target Pistol	targetpistol@ssaa.org.au
Working Gundogs	gundogs@ssaa.org.au

3. SHOOTING DISCIPLINES

Because of the different types of sports shooting and the vast range of hunting, historical and military firearms in Australia used by SSAA members, the generic title '*Disciplines*' is used to describe the various types of target shooting.

3.1. SSAA Disciplines

- Action Match (Pistol)
- Benchrest
- Big Game Rifle
- Combined Services (Military / Service Rifle and Military Pistol)
- Field Rifle, Scoped 3-Positional Rifle & Scoped Air Rifle
- Field Target Air Rifle
- Fly Shoot
- Gallery Rifle
- International Handgun Metallic Silhouette (IHMS)
- Junior Sporting Shooters
- L.E.A.D
- Lever Action
- Long Range Precision
- Muzzle Loading
- Practical Shooting
- Rifle Metallic Silhouette (including Cowboy Lever Action Silhouette)
- Running Target (not active as a national discipline)
- Shotgun, including 5-Stand Sporting Clays
- Single Action
- Target Pistol
- Working Gundogs Association of Australia

3.2 Annual National Championships

SSAA holds various National Championships annually (known colloquially as the '*Nationals*'), at a date and times set by the disciplines. As a general principle, the date/s of these championships remain the same each year to allow shooters to organise their leave around their discipline championships, where this is possible. The National Association sets out the State to host the Championships on a formal roster / rotation. Each State in turn has an opportunity to hold the Nationals in each discipline.

A minimum of two participating States is required to conduct a National Championships.

Should a State be unable or unwilling to host a National Championship, then the National Coaching and Discipline Supervisor, with the assistance of the National Discipline Chairman and the National Discipline Subcommittee, will decide where the next National Championships is to be held. States reserve the right of allocation of the National Championship to their branches / clubs. Allocation to a State branch is not the prerogative of the National Discipline Chairman.

If a State accepts a National Championships out of the roster / rotation, it does not lose its place in the roster / rotation.

A list of the next year's Discipline events (state and national competition) is to be provided by the National Discipline Chairman to the annual National Discipline Chairmen's Meeting.

3.3 Championships to be held on SSAA ranges

All SSAA National Championships must be held on a SSAA range.

An exemption may be granted where SSAA has an affiliation with another association or a written Joint Range User Agreement. A Joint Range User Agreement is a formal written agreement between two or more associations / organisations that sets out the terms of use for each association / organisation for their usage of an approved Firearms Shooting Range. The Agreement should cover all aspects of the use / hire of the range, the responsibilities of all parties and the detail of the current insurance coverage for all parties.

Only the SSAA National President or the Board, with advice from the National Coaching and Discipline Supervisor, may issue such exemptions. On those ranges that have common firing lines, the firing line is to be closed to anyone other than participants competing in the National Championships.

4. DISCIPLINE COORDINATION

The Disciplines are managed by the Board through the National Coaching and Discipline Supervisor, the National Discipline Chairman and the National Discipline Subcommittees.

4.1. National Coaching and Discipline Supervisor

The SSAA Board endorses the National Coaching and Discipline Supervisor who oversees the operation of all disciplines and chairs the National Discipline Chairmen's Meeting.

4.2. National Discipline Chairmen

In order to co-ordinate each of these disciplines nationally, a National Discipline Chairman is elected for each Discipline by State accredited delegates of each participating State. This election is to take place at the annual National Discipline Subcommittee Meeting, which is held at the National Championships of the parent Discipline. The appointment of the National Discipline Chairman is to be submitted to the Board for approval. All decisions made at the National Discipline Subcommittee Meetings are subject to approval by the Board.

4.3. National Discipline Subcommittee Structure

The National Discipline Chairmen keep competitors in the various disciplines informed through networking with their accredited State delegates and / or Chairmen. The State delegates are either elected or appointed by their home state, in a similar manner as the National Discipline Chairmen.

Each State participating in the National Discipline Subcommittee Meeting can have two representatives.

4.4. National Discipline Chairmen's Meeting

An annual National Discipline Chairmen's Meeting is held usually at the end of November / early December. All matters relating to disciplines are discussed. Where

possible, matters are resolved, including rule books, etc.

Decisions made at the National Discipline Chairmen's Meeting are subject to approval by the Board.

5. NATIONAL DISCIPLINE CHAIRMEN

5.1. Responsibilities and Functions

Discipline Chairmen have a range of scheduled functions to perform, the more important being:

- 5.1.1. Assess and encourage the level of Discipline related activity in each of the States and assist the State Discipline delegates in co-ordinating this activity within the rules for the Discipline.
- 5.1.2. Promote the Discipline by networking with State delegates, encouraging growth and development of the Discipline within the participating States, keeping State delegates informed of any information received, which may be applicable to their State.
- 5.1.3. Encourage non-participating States to adopt the Discipline. Encourage participating States to appoint delegates to the Subcommittee. All State delegates to the National Discipline Subcommittee Meeting must provide an official letter of accreditation from their State.
- 5.1.4. Attend and oversee the running of their National Championships, as endorsed by the Board, liaising with the championship host branch / club, ensuring that the facilities and organisation are consistent with Discipline requirements.
- 5.1.5. Ensure that National medals and engraving are ordered through the NSSM and are available for the National Championships.
- 5.1.6. Ensure that the host branch / club is aware of its responsibility to publicise the events. It should supply details to the National Discipline Chairman for publishing in the *Australian Shooter*, bearing in mind that the lead time for publication of articles and advertisements is around three months. Notification should be made to all States.
- 5.1.7. Call for agenda items in sufficient time before the National Discipline Subcommittee meeting, to be able to circulate such items to the States for consultation and summarising before returning to the Delegates. Forward agenda items received from State Delegates to all States, at least two months before the National Championships. This ensures the States have adequate opportunity to discuss the agenda items, allowing true representative voting to take place at the National Discipline Subcommittee Meeting.
- 5.1.8. Contact the State Secretary and Discipline Chairman of the host state on the national roster two years in advance, to ensure acceptance of the National Championships. Should the State accept the Championships, it should inform the National Discipline Chairman of the venue for the Championships 12 months prior to the Championships.
- 5.1.9. Uphold the national roster as far as possible and, in the event that a host State declines its rostered opportunity, ensure that the National Championship venue for the ensuing year is determined by the National Discipline Chairman and the National Discipline Subcommittee, in consultation with the National Coaching and Discipline Supervisor. All Disciplines are strongly encouraged to conduct National Championships within each Discipline at the same time each year.

- 5.1.10. Appoint a Protest and Appeals Committee before the Championship events commence.
See the SSAA Standard Rules for the Protest and Appeals procedures.
It is desirable that the Committee includes a non-competing representative of the host branch / club to speak on behalf of the branch / club on complaints pertaining to the host branch / club.
- 5.1.11. Check with the National Coaching and Discipline Supervisor via the NSSM before entering any negotiations for donated prizes or sponsorships. Advise the host State Association of any such negotiations.
- 5.1.12. Conduct the awarding of trophies and prizes. This may be personally, or by arranging for someone else to do so. Sponsors may prefer to present their own prizes.
- 5.1.13. Tabulate the results of each National Championship match and postal match and circulate these to all States, plus the National Secretary.
- 5.1.14. Arrange to have the competition results published in the *Australian Shooter* and on the SSAA National website (ssaa.org.au). If possible, and in liaison with SSAA Media and Publications, arrange an article on the Championship to be published in the *Australian Shooter* and on the SSAA website.
- 5.1.15. Oversee the correct operation of any handicapping or grading system where applicable.
- 5.1.16. Chair the National Discipline Subcommittee Meeting.
- 5.1.17. Arrange the appointment of an Awards Secretary (if applicable) at the Discipline's National Subcommittee Meeting.
- 5.1.18. Circulate the minutes of the Subcommittee meeting to all Subcommittee members, the National Coaching and Discipline Supervisor via the NSSM, as soon as possible after the event, as well as copies to the National and State Secretaries.
- 5.1.19. Prepare a written report on the Discipline, including any recommendations of the Subcommittee and forward this to the National Coaching and Discipline Supervisor via the NSSM and the National Secretary. This should be in time for presentation to the National Discipline Chairmen's Meeting.
- 5.1.20. Prepare an estimate of expenses for the next year of both National Discipline Chairman and National Awards Secretary (where applicable) to be presented at the National Discipline Chairmen's Meeting each year.
- 5.1.21. Maintain accurate records and correspondence and make these available to the incoming Chairman. All official correspondence should be forwarded to the National Coaching and Discipline Supervisor via the NSSM and to the National Secretary.
- 5.1.22. Arrange for the conduct of postal matches as authorised by the National Association.
- 5.1.23. On a permanent basis, maintain National and/or Australian Discipline Records where applicable, updating these where necessary.
- 5.1.24. Maintain information about rule books and notify State delegates the year before rule books are up for review, so that informed discussion can take place on changes to rules.
- 5.1.25. In all areas of doubt, consult the National Coaching and Discipline Supervisor for advice, remembering that all National Disciplines are Subcommittees of the National Association and therefore bound by the relevant policies of the National Association.

- 5.1.26. Use the Discipline SSAA email address and letterhead for official communication.
- 5.1.27. When a new National Discipline Chairman has been elected or appointed by the Board, the outgoing Chairman should organise to handover all the Discipline's records, correspondence and all other relevant information to the new National Discipline Chairman.

5.2. Accountability

- 5.2.1. All National Discipline Chairmen are accountable to the National Board through the National Coaching and Discipline Supervisor.
- 5.2.2. The Board shall ratify or reject a National Discipline Chairman's decision submitted through the National Coaching and Discipline Supervisor.
- 5.2.3. If a Chairman is unable to fulfil their duties on a temporary basis an approved delegate may be appointed.
- 5.2.4. The Board has the right to remove or replace a National Discipline Chairman at its discretion.

5.3. Election

- 5.3.1. The election of the National Discipline Chairman takes place at the annual National Discipline Subcommittee meeting. Notification of the election of the new Chairman is to be made within a month of the meeting to the National Coaching and Discipline Supervisor via the NSSM and the National Secretary.
- 5.3.2. The appointment of a National Discipline Chairman must be approved by the Board.

5.4 State and Territory Chairmen / Delegates

Each State active in the Discipline is entitled to have two delegates / representatives at the National Discipline Subcommittee Meeting. The State Discipline Chairmen and / or the delegates to the National Discipline Subcommittee meeting have a number of responsibilities and functions:

- 5.4.1 Provide to the National Discipline Chairman their State's official written accreditation on their status as a delegate to the National Discipline Subcommittee Meeting. The National Discipline Chairman should submit these letters of accreditation with the National Discipline Subcommittee minutes.
- 5.4.2 Prepare a report for the Subcommittee meeting.
- 5.4.3 Submit any agenda items to the National Discipline Chairman two months prior to the meeting.
- 5.4.4 Consider any proposed rule changes and discuss with their State members, so they can put their views to the meeting on any changes.
- 5.4.5 If their State is on the roster for hosting the Discipline's National Championships for either of the next two years, seek the support of their State to host this event, and report to the National Discipline Chairman or the National Discipline Subcommittee meeting. Ideally, a State should accept a National Championship two years prior to the event and notify (if possible) the National Discipline Subcommittee of the host branch / club one year prior.

Note: National Championships are allocated to a State, not to a branch / club. The State has the responsibility to allocate the event to a branch / club that has the facilities to host a Nationals.

6. DISCIPLINE FUNDING

The SSAA supports the disciplines with funding for some expenses for National Discipline Chairmen. SSAA also provides some funding for the A team members of approved international teams for their travel, accommodation, nominations and uniforms.

6.1. Self-Funding

Disciplines can have a self-funding account set up within the Discipline Budget structure. Money raised for self-funding is subject to full accountability and must be held / banked, at the earliest opportunity, in a SSAA Discipline Self-Funding Account managed by the SSAA.

The funds in this account should be used to support and assist the Discipline and the competitors. An example of the use of self-funding is the provision of patches and awards other than proficiency awards.

The Discipline may contribute additional funds from outside the discipline allocation to this account.

All expenditure from the self-funding account must have prior approval from the National Coaching and Discipline Supervisor.

7. NATIONAL DISCIPLINE SUBCOMMITTEE

The following are rules under which the National Discipline Subcommittee must function. These procedures, rules, and by-laws can be altered or modified at any time by the Board or the AGM.

A quorum for a National Subcommittee Meeting is the National Discipline Chairman and a minimum of two voting States.

7.1. Authority

All decisions and recommendations of the National Discipline Subcommittees are subject to ratification by the National Discipline Chairmen's Meeting and the Board or the AGM.

7.2. Structure

7.2.1. A National Discipline Subcommittee Meeting will be held no earlier than 5pm of the day before the commencement of the National Championship matches.

If a discipline has split National Championships, the National Discipline Subcommittee Meeting is to be held with the National Championship of the parent discipline. An informal meeting may be held at other National Championships.

7.2.2. A National Discipline Subcommittee Meeting will comprise of delegates representing their State and the National Discipline Chairman.

7.2.3. The National Discipline Subcommittee allows two delegates from each participating state and territory.

7.3. Delegates

7.3.1. All delegates at any National Discipline Subcommittee Meeting must be current financial members of SSAA.

7.3.2. Any person, whose membership expires or has been terminated, shall immediately forfeit any position to which they have been elected or appointed.

- 7.3.3. State delegates are appointed / accredited by their State Association. It is recommended a simple majority will elect the State delegates to a National Discipline Subcommittee, from the delegates attending a State Discipline Subcommittee Meeting.
- 7.3.4. Their relevant State body will accredit all delegates to National Discipline Subcommittee Meetings, by a letter / email / fax from the State Secretary or another Executive member of the State body.
- 7.3.5. If any State delegates are unable to attend the National Discipline Subcommittee Meeting, the State body may appoint replacements and provide written confirmation.

7.4. Observers

- 7.4.1. Members may be observers at any Subcommittee Meeting.
- 7.4.2. Observers may speak at the Subcommittee Meeting with permission of the Chairman.
- 7.4.3. Observers may not propose or second motions and may not vote at the Subcommittee Meeting.
- 7.4.4. Observers may only attend the annual National Discipline Chairmen's Meeting by invitation of the National Coaching and Discipline Supervisor or the National President.

7.5. Meeting Procedure

- 7.5.1. The outgoing National Discipline Chairman will call the Subcommittee to order at a time suitable, and will act, as meeting Chairman until the position is declared vacant. In the absence of the National Discipline Chairman, the delegates present will nominate a Chairman to run the meeting.

7.6. The Order of Business

- Registration and accreditation of delegates
- Appointment of a Minutes Secretary
- Ratification of the Minutes Secretary
- Apologies
- Record of attendance
- Adoption of the minutes of the previous Subcommittee meeting
- Business arising from the previous minutes
- Correspondence inwards/outwards
- Business arising from correspondence
- Delegates reports from the States present
- Discipline Chairman's report
- Other reports
- Election of Discipline Chairman
- Appointment of Awards Secretary (if applicable)
- Agenda items (rule changes)
- General business

7.7. Minutes Secretary

- 7.7.1. The Minutes Secretary will be appointed by the Chairman and ratified by the delegates, after their SSAA State accreditation is recorded. The Minutes Secretary will compile an accurate record of the meeting, which the Chairman circulates to all delegates attending the meeting, the NSSM, the National Coaching and Discipline Supervisor, and the National and State Secretaries.
- 7.7.2. Ratification of Minutes Secretary. The appointment of the Minutes Secretary will require ratification by a simple majority of delegates.

7.8. Registration of Delegates

The Minutes Secretary will record the name and State of the accredited delegates.

7.9. Apologies

Apologies should be recorded.

7.10. Business Arising from Previous Minutes

- 7.10.1. The Chairman will provide copies of the previous minutes to all delegates. These may also be distributed earlier via post or email.
- 7.10.2. The minutes of the previous meeting are verified, by a simple majority of the delegates present.

7.11. Correspondence

The outgoing Chairman is to table all inwards and outwards correspondence they have received or sent.

7.12. Delegates' Reports

State delegates to National Discipline Subcommittee Meetings should present a written report to be included in the minutes.

7.13. Election of National Discipline Chairman

- 7.13.1. The National Discipline Chairman is to be elected for the period between each National Discipline Subcommittee Meeting. The election of each Chairman is to be notified within a month of the meeting to the National Coaching and Discipline Supervisor and the National Secretary. The appointment of a National Discipline Chairman must be approved by the Board.
- 7.13.2. The Minutes Secretary should conduct the election.
- 7.13.3. Any SSAA member can be nominated for the position, provided they are an accredited delegate, an outgoing Chairman or are endorsed by their State Association or the National Board as a suitable person for the NDC position.
- 7.13.4. All nominations must be proposed and seconded by delegates present at the Subcommittee meeting.
- 7.13.5. In the event of more than one nomination for Chairman being received, a secret ballot shall be conducted. A simple majority will elect the Chairman.

- 7.13.6. In case of a tied vote for Chairman, a second ballot shall be held. If this fails to resolve the tie and neither nominee wishes to withdraw, then the position is drawn by lot.
- 7.13.7. Once elected, the Chairman will chair the meeting.

7.14. Awards Secretary

The Awards Secretary may be appointed at the discretion of the National Discipline Chairman, or may be elected by the delegates present. The Awards Secretary need not be a delegate to the meeting.

7.15. Agenda Items

- 7.15.1. The National Discipline Chairman accepts agenda items from States and/or their delegates. Agenda items are not accepted from individuals or branches / clubs.
- 7.15.2. All agenda items must be circulated by the National Discipline Chairman at least two months before the meeting.
- 7.15.3. Any agenda item pertaining to rule changes not circulated two months before the meeting, will be considered out of order.
- 7.15.4. Any agenda item not circulated two months before the meeting will be considered out of order.

7.16. General Business

General business will cover all other business with the exception of rule changes. Rule changes will be regarded as Notices of Motions for the next meeting.

7.17. Voting

- 7.17.1. All participating States will carry two votes. The votes can be held by one or two delegates.
- 7.17.2. There will be no proxy votes.
- 7.17.3. The Chairman, if a delegate, may retain their deliberative vote.
- 7.17.4. In case of a tied vote, the Chairman will have the deciding vote.

7.18. Motions

- 7.18.1. Only delegates can propose, second and vote on motions.
- 7.18.2. The Chairman may not propose or second motions.
- 7.18.3. A simple majority will decide all motions.

7.19. National Discipline Subcommittee Meeting Minutes

All National Discipline Subcommittee Meeting minutes are to be forwarded to all Subcommittee members and the National Coaching and Discipline Supervisor via the NSSM as well as copies to the National and State Secretaries, as soon as possible after the event or within one month of the date of the meeting.

If a meeting is not held, the National Discipline Chairman should notify the National Coaching and Discipline Supervisor as soon as possible.

8. DISCIPLINE RULE BOOKS

8.1. Rules for Competition

Each SSAA discipline has its own set of rules formulated by its representatives and in consultation with participating States. Once the National Discipline Chairmen's Meeting and the Board ratify the Discipline rule book, it remains in force without change for a period of five years (except for matters affecting safety or as directed by the Board). The rule book life commences after approval by the Board and when it is published on the SSAA website.

SSAA National Rule Books are all available on the SSAA website and can be printed free of charge.

8.2. Rule Book Review

The Rule Book Review is carried out by prior consultation with accredited State delegates and finalised at the National Discipline Subcommittee Meeting. Notification to all States that the Rule Book Review will be on the agenda for the National Discipline Subcommittee Meeting, is a mandatory requirement.

8.3. Rule Book Approval

The Discipline can accept its own rule book in final draft, but the new rule book must be ratified at the National Discipline Chairmen's Meeting and the Board, before it can be published on the SSAA website. The Chairman or their delegate must attend the National Discipline Chairmen's Meeting for their Rule Book Review.

8.4. Standard and Mandatory Rules

All SSAA Rule Books must include reference to the SSAA Standard Rules that are common to all Disciplines and as determined by the National Discipline Chairmen's Meeting, the Board or the AGM. The SSAA Standard Rules will include the Mandatory Rules.

The Standard Rules should be used in conjunction with each Discipline's current rule book and takes precedence over the appropriate rule in the printed rule book. For the current version of the SSAA Standard Rules, incorporating the Mandatory Rules, see the SSAA website competition page (ssaa.org.au).

9. DISCIPLINE LOGOS AND BADGES

Disciplines may have their own logos and badges. All Discipline logos and badges must be submitted for approval by the National Coaching and Discipline Supervisor and the Board before use and distribution.

9.1. NATIONAL PROFICIENCY AWARDS

9.2. Proficiency Award System

A number of Disciplines have a proficiency award system that provides awards to be won on a skill and score basis by participants of the particular Discipline. Proficiency awards are governed by a set of rules formulated within the Discipline. These rules appear in that Discipline's rule book/s.

9.3. Awards Stock Management

Many Disciplines have an appointed member as Discipline Awards Secretary. The Awards Secretary usually manages the system of awards, supervises awards / medals stock and re-ordering through the National Discipline Chairman. Award Secretaries are to conduct a stock-take in time for the National Discipline Chairmen's Meeting in late November / early December. Stock-take results are forwarded to the National Shooting Sports Manager by the National Discipline Chairmen. The change of Awards Secretary requires a stock-take and receipt of delivery to the incoming Awards Secretary.

When stocks of award badges are low, it is the Awards Secretary's responsibility to inform the Discipline Chairman who should contact the National Shooting Sports Manager to order more stock. To ensure continuity it is advisable to arrange for the ordering of proficiency awards six months before stocks are exhausted. The rules for proficiency award badges appear in the Discipline rule books.

9.4. NATIONAL CHAMPIONSHIP MEDALS

The Association provides National medals for National Championships. The cost of these medals and the engraving are funded by SSAA.

The 50mm medals are awarded for aggregate scores shot in a shoulder-to-shoulder National Competition (with the exception of Junior Postal shoots). The 40mm medals are for position and postal scores. Each Discipline has its own method of awarding the National medals, supplied from the National Office.

National Discipline Chairmen are the only persons who may order National medals.

9.5. Junior Medals

In the absence of other Junior Medals, SSAA will provide National Junior Medals to the top junior at the National Championships in the classes of:

- Under 15 years of age
- Under 18 years and 15 years and older.

10. NATIONAL PERPETUAL TROPHIES

10.1. Top Gun Awards

All Disciplines may, with approval from SSAA, initiate a perpetual trophy for the top scorer at the National Championships. In many cases this trophy is titled the '*Top Gun*' trophy. It is the Discipline Chairman's responsibility to keep track of this trophy, to ensure it is not lost. No Discipline perpetual trophy is sent outside Australia, even if a competitor from another country wins the trophy.

Disciplines may apply to the National Coaching and Discipline Supervisor to initiate a perpetual trophy. Perpetual trophies will not be funded by SSAA but can be funded through a Discipline's self-funded account.

11. INTERNATIONAL

11.1. Competitions and Contacts

All contact with international / overseas associations, organisations, clubs or persons relating to SSAA Disciplines must be done in association with the National Coaching and Discipline Supervisor, National President and National Secretary.

Details of all international contacts must be advised to the National Coaching and Discipline Supervisor and National Secretary.

All negotiations, invitations and / or acceptances of international competitions and / or meetings must go through the National Coaching and Discipline Supervisor, the National President and National Secretary.

Only the Board can accept international competitions to host the event on a SSAA Range or by SSAA in Australia.

States can submit proposals to the Board to be authorised to hold an international event.

The National Discipline Chairman is responsible for their discipline and may nominate to be the SSAA representative to an International competition, meeting or event.

Any nomination or request to be the SSAA representative must go to the Board and if approved, the Delegate will be provided with an official letter of accreditation. In some cases, the Board may approve a member of staff or Board to act as the representative.

Any SSAA Delegate to any international meeting or event represents SSAA and as such must put forward the official position, policies and views of the SSAA in all matters under consideration and discussion. They must act in the best interest of the SSAA at all times.

Any minutes or information from international meetings or events are to be provided to the National Coaching and Discipline Supervisor and the National Secretary as soon as possible.

11.2. Teams – Selection

Any variation to these rules must be approved by the Board.

The selection process must be completed six months prior to the events first day of competition.

11.2.1. There are two selection methods for SSAA international teams:

11.2.2. SSAA Invitational Team:

The National Board or President may appoint and approve an Invitational Team. The selection of this team may be done with advice from the National Coaching and Discipline Supervisor and/or the National Discipline Chairman.

11.2.3. Discipline Selection Criteria.

The Discipline Selection Criteria must be submitted and approved by the National Discipline Chairmen's Meeting and Board. The approved selection criteria should be made available to members to allow them to qualify for selection should they wish.

The National Discipline Chairmen should submit the teams selected according to the selection criteria to the NSSM for forwarding to the National Coaching and Discipline Supervisor and National Secretary for approval by the Board. Information provided must include the team members name and state/territory, SSAA membership numbers and expiry dates, and their ranking

according to the selection criteria along with the name, date and location of the international competition.

After approval, the National Discipline Chairmen must provide to the National Shooting Sports Manager the team members' full names, contact details, and arrange for a signed SSAA Competitor's Agreement form to be lodged.

- 11.2.4. The Board reserves the sole right to approve or remove a member from a selected international team. The criteria for approval or removal of a team member shall be determined by the Board from time to time.
- 11.2.5. Team Managers are selected and appointed by the Board.
- 11.2.6. If a Discipline requests to have a Team Manager appointed, application should be made through the National Coaching and Discipline Supervisor. Ideally, they should be a team member.
- 11.2.7. If a junior (a junior is a member under 18 years of age) is selected as part of a team, the junior must be accompanied by their parent or legal guardian, at their own expense, for supervision and travel to, during and return from the competition. Any alternative to these arrangements must be approved by the Board.
- 11.2.8. The agreed budgeted national funds for teams shall be for the A Team only.
- 11.2.9. Priority of spending of the agreed budgeted national funds for teams shall be for team competitors' apparel then nominations and lastly for travel costs. Not all team competitors' costs may be able to be met by SSAA for nominations or travel.
- 11.2.10. For international events, where required, payment will be by a method approved by the Board. Personal credit cards may be used with the ensuing accounts submitted for payment in retrospect. Approval should be obtained from the National Coaching and Discipline Supervisor before any payment is made.
- 11.2.11. In the circumstances where a SSAA competitor is refused entry to an overseas country due to the competitor having failed to reveal their past history (e.g. criminal conviction or association with unacceptable organisations), the amount of funds advanced by the SSAA for that competitor is to be fully refunded forthwith. In circumstances of hardship, the Board may agree to the monies being paid back during a two-year period, with 10 per cent interest applying.
- 11.2.12. All team members should display appropriate personal behaviour, sportsmanship and a dress standard suitable to represent the SSAA at an international level. To support the positive aspects and image of the shooting sports, SSAA does not consider camouflage clothing to be a suitable dress standard for SSAA team members.
- 11.2.13. All team members must sign the SSAA Competitor's Agreement and meet the SSAA Nationality eligibility requirements to be an official member of a SSAA Team.

11.3. Teams – Uniforms

Team members are supplied with SSAA uniforms. The uniform shall be determined by the Board.

Any alternative clothing / shirts with SSAA or other sponsors' logos, must be submitted for approval by the Board before they can be used as a team uniform. The use of unapproved uniform / shirts may incur a penalty.

Team members should wear black trousers or shorts (or skirts for ladies if they wish) with their uniform.

Uniforms for additional approved teams will be at the discretion of the Board.

11.4. Teams - Insurance

All Board approved team members on official teams are covered by SSAA Insurance for the duration of the competition and the allowed travel times.

If a Team member does not use SSAA insurance they will be responsible for the cost for their own insurance.

11.5. Teams - Nominations

Nomination fees will be covered by SSAA. To have these paid all information for the nomination for the competition and the amount to be paid must be submitted to the NSSM a minimum of two months prior to the championships. Any variation to this must be approved by the Board.

Any additional nominations for teams or events will be at the discretion of the Board.

11.6. Teams - Travel

SSAA Teams may book their team travel through the National Shooting Sports Manager. This enables better control of the arrangements in regard to allocation of discipline funding. Discipline funding for team travel has an allowance for airfares, car hire (team shared) and accommodation (team shared) for the dates of the competition, with two days before and two days after for travel. A team may apply through the National Coaching and Discipline Supervisor to use an 'RV' in lieu of car hire and accommodation.

The National Discipline Chairman is responsible for the organisation of travel, nominations, customs, firearms requirements, etc. for teams selected from their Discipline. They will assist their team members, in conjunction with the National Shooting Sports Manager, with all the arrangements and to meet the various deadlines.

NDC CHECKLIST FOR NATIONAL CHAMPIONSHIPS

These are the essential tasks to be done by the National Discipline Chairman and host branch / club.

Prior to Championship	Tasks to Do
12 months	Liaise with host branch /club. Ensure facilities and organisations are consistent with Discipline requirements, i.e., range specifications, targets, range crew, catering, accommodation etc. Check that nomination fees are not excessive.
12 months	Contact each state advising the agreed venue for National Championships.
6 months	Prepare an advertisement (in co-operation with the host branch / club) for publication in the <i>Australian Shooter</i> as soon as possible or four months before the shoot). Advise the Editor of the profile of the competition and any items of interest to the <i>Australian Shooter</i> .
4 months	Check with the host branch / club regarding current legislation requirements for competitors / visitors to that State.
3 months	Order National Medals from the NSSM. The National Discipline Chairman only may order National Medals, NOT the host branch / club. By arrangement, medals may be despatched directly to the host branch / club. Arrange trophies if applicable. Either host branch / club or Chairman to arrange presentation of trophies (i.e., sponsors, VIPs), or other appropriate persons. Ensure the National Coaching and Discipline Supervisor approves any sponsorship.
1 month	Liaise with host branch / club for an overview of above checklist to ensure organisation is running to schedule.
Before Competition	Before commencement of the National Championships appoint a Protest Committee as per Section 2 of the SSAA rule books.
Chair the NDSC Meeting	Chair the National Discipline Subcommittee Meeting abiding by the rules included in the Discipline Chairman's Handbook. If not included, refer to the latest ' <i>Guide for Meetings and Organisations</i> ' by Renton. ('Renton's'.)
After Nationals	Tasks to Do
After the Competition Article	After the Championships, arrange for results, photos and a write up of the event to be published in the <i>Australian Shooter</i> and on the SSAA website www.ssaa.org.au . Either the host branch / club or Discipline Chairman may perform this task by agreement.
Post Competition Administration	Arrange the preparation of the draft Minutes and circulate with any enclosures, to all Subcommittee members, NSSM, National Coaching and Discipline Supervisor, National and State Secretaries as soon as possible after the event or within one month of the date of the meeting.

RULES TO BREAK TIES

Some SSAA Discipline rule books contain rules on how to break ties with competition results.

However, in some cases, there are no rules on how to break ties. In other cases, including an aggregate result, breaking a tie can be difficult or impossible to resolve.

These rules apply in an unbreakable tie for places and the awarding of medals.

Places will be awarded according to the score achieved:

Equal 1st place, 3rd place. There is no 2nd place.

1st place, equal 2nd place. There is no 3rd place.

1st place, 2nd place, equal 3rd place. There is no 4th place.

Medals will be awarded according to the placings:

Equal 1st = 2 gold medals; no silver; 3rd = 1 bronze medal.

Equal 2nd = 1 gold medal; 2 silver medals; no bronze.

Equal 3rd = 1 gold medal; 1 silver medal; 2 bronze medals; no 4th place.

SSAA MEDIA AND PUBLICATIONS STYLE GUIDE

When writing discipline articles for SSAA Media & Publications please use the SSAA Media and Publications New Writers Package. This can be found at

<https://www.ssaa.org.au/assets/publications/SSAA-New-Writer-Package.pdf>