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# **Chairman's Cup (Inter-Provincial)**

(hereinafter called 'the event')

## **Hosting Contract**

(including Chairman's Cup Competition Regulations)

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*Between*

*The Clay Target Shooting Association of South Africa*

*And*

\_\_\_\_\_  
*(Name of Hosting Club)*

*Date of event*

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# THE CLAY TARGET SHOOTING ASSOCIATION OF SOUTH AFRICA



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## Section 1 : Hosting Club Selection

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- **Selection of Hosting Club**

This will be determined by the CTSASA Executive Committee (Exco) based upon the hosting club (HC) complying with criteria as laid down in these terms and conditions and/or other criteria as specified by the Exco, and based upon the official roster as agreed upon by the Exco. The roster may be changed at the discretion of the Exco.

- **HC Requirements**

The HC must be an affiliated CTSASA Club and must be affiliated to its province (Permanent Member) and be in good standing with both the CTSASA and the Permanent Member.

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## Section 2 : Event Date

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- **Date of the Chairman's Cup**

The date is generally either the last or penultimate weekend in November. The final choice of the date is at the discretion of the Exco, who may also choose a date other than in November.

- **Date of Selection**

The confirmation of the HC will be made at the second Exco meeting (usually October) in the year preceding the event.

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## Section 3 : Range Requirements

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- **Range Requirements**

The following are the minimum requirements for ranges:-

American Trap – two ranges

Skeet – one - but preferably two ranges

Universal Trench – one - but preferably two ranges

FITASC Sporting - four ranges Saturday, two ranges Sunday

- **Range and Target Standards**

All ranges must meet the specifications as laid down in the appropriate rulebooks for each discipline. All targets used must conform to international specifications for dimensions.

- **Sporting Ranges**

The type of sporting ranges to be staged at the event is entirely at the discretion and control of the Exco. FITASC Sporting ranges must conform to the FITASC Sporting range setting rules. The Exco may appoint its own range setters or it may direct the HC range setters to set ranges according to its wishes. The role of the jury will be to check the ranges for safety and compliance with the FITASC Sporting range setting rules.

- **Shooting Timetable**

The Executive Officer will be responsible for drawing up the shooting timetable in conjunction with the hosting club. The final approval for the timetable is the responsibility of the CTSASA President.

- **Setting Standard Ranges**

It is the duty of the HC to set all of the standard ranges. The role of the jury is to check that the ranges comply with the relevant international rules.

## Section 4 : Umpires and Scorers

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- **Umpires**

The CTSASA will call for nominations from the provinces for umpires. Umpires will be paid at a daily rate to be determined by the CTSASA Executive Committee. The current rate is R600 for 2 days. No relief umpires are necessary unless only one range is used for the trench or skeet disciplines. Qualified umpires must be employed as a first choice.

- **Umpires care and subsistence**

It is the responsibility of the HC to ensure that all umpires (and scorers if employed) are supplied with:-

1. Ear muffs
2. Protective spectacles
3. Official CTSASA Umpire Bib
4. Hooters or whistles where necessary
5. Red flags where necessary
6. Sun protection/rain protection
7. Sufficient water for the day
8. Food for lunch



- **Umpires badges**

The CTSASA will provide all official umpires with commemorative metal umpire badges.

- **Scorers**

Trap, Skeet and Trench : scorers from the squads will be denoted on the squadding list as published by the CTSASA office. Refusing to score is not permitted. Any shooter refusing to score will be docked three targets. All scoring to be carried out as per the prevailing international rules.

For the sporting discipline, the umpire may designate a squad member to help with the scoring.

If the hosting club wishes to provide volunteer scorers they may do so at their own cost.

## Section 5 : Teams

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- **South African Provincial Teams**

All permanent members (provincial CTSAs) of the CTSASA may enter their provincial team as follows:-

**Trap - three team members**

**Skeet - three team members**

**Trench - three team members**

**Sporting - three team members**

A total of 12 team members.

No substitutes are allowed once the first shot of the competition has been fired.

All teams will shoot the following number of targets:-

**Trap - 150 targets per team member**

**Skeet - 150 targets per team member**

**Trench - 150 targets per team member**

**Sporting - 150 targets per team member**

A total of 1800 targets per provincial team.



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The Exco reserves the right to alter the number of targets shot according to the requirements of the event.

- **Invitational Teams**

The inclusion of invited teams from other countries will be at the discretion of the CTSASA Executive Committee and will be notified to the hosting club well in advance of the event. The hosting club will not be liable for any costs of invited teams from other countries. Invitational teams may win any of the prizes or medals at the event.

## Section 6 : Trophies, medals and prizes

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- **Trophies and Medals**

The CTSASA will purchase all necessary medals. The floating trophies will be brought to the Host Club for the presentation ceremony, but they will remain the property of the CTSASA and will not be kept by the winning teams. The following trophies and medals are currently used/awarded:-

### **The Cup Awards**

#### **Overall Trophy (floating)**

12 gold, 12 silver and 12 bronze medals (awarded)

**Trap** - 3 gold, 3 silver, 3 bronze medals (awarded) - one floating trophy

**Skeet** - 3 gold, 3 silver, 3 bronze medals (awarded) - one floating trophy

**Trench** - 3 gold, 3 silver, 3 bronze medals (awarded) - one floating trophy

**Sporting** - 3 gold, 3 silver, 3 bronze medals (awarded) - one floating trophy

### **The Plate Awards**

Overall Plate (floating)

Trap, Skeet, Trench and Sporting plates (floating)

- **Prizes**

Prizes are not compulsory but are given at the discretion of the HC and/or the CTSASA.

- **Calculation of winners**

Please see Annexure B.

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## Section 7 : Catering and comfort

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- **Ablution Facilities**

The HC undertakes to provide clean toilet facilities for both men and women.

Minimum requirements include:-

1. Liquid soap (not bar soap)
2. Paper towels or electronic hand dryer or sufficient fresh, clean hand towels that are changed on a daily or twice daily basis.
3. Clean toilets, floors and sinks – cleaned daily
4. Sufficient toilet paper
5. Air freshener
6. Urinal cleaning blocks

Toilets to be clearly marked and signposted.

- **Smoking Area**

The HC must comply with South African law i.e. all areas to be non-smoking, save for a designated and enclosed smoking room. It is the law that smoking is prohibited in public areas and covered areas.

Prominent notices to this effect must be displayed, together with notices on the shooting ranges.

- **Catering Facilities**

It will be the responsibility of the HC to provide adequate catering facilities during practice and competition. The proceeds from the catering to be for the account of the HC. A high standard is required, i.e.

- ✓ No paper plates, polystyrene containers or plastic cutlery – china plates and metal cutlery to be used.
- ✓ Tablecloths to be used with small table decoration (e.g. flowers).
- ✓ No smoking in the eating area or anywhere close to the eating area.
- ✓ Catering not to be situated near ablutions or too close to the shooting ranges.
- ✓ Alcohol only to be served to non-shooters or to shooters who have completed their day's shooting.
- ✓ A range of catering to be provided to include:
  - Fresh salads
  - Fresh fruit



- Meat and vegetarian dishes
- Mineral water
- Dessert
- Filter coffee/espresso and a variety of teas
- ✓ Catering must not be limited to burger/wors rolls, chips, white bread.

The HC must take into account the prevailing weather and calculate requirements accordingly.

An example of numbers to cater for is:-

<b>Shooters</b>	<b>108</b>
<b>Officials</b>	<b>10</b>
<b>Umpires</b>	<b>10</b>
<b>Labour</b>	<b>10</b>
<b>Guests</b>	<b>30</b>
<b>Total</b>	<b>168</b>

If everyone drinks 6 cool drinks (including water) per day, this means that over 2.5 days the requirement would be 2520 drinks.

## Section 8 : Opening Ceremony, Prize-giving Ceremonies, Closing Ceremony

The normal format for both the Opening Ceremony and the Annual Awards Ceremony is that it is held on the Friday before the event starts on the Saturday. However, the Exco reserves the right to change the timing of the Annual Awards Ceremony.

- **Opening Ceremony and Annual Awards Ceremony (AAC)**

The HC is required to organize a formal, served dinner or buffet dinner in compliance with these regulations. The HC to liaise with the CTSASA EO in determining the suitability of a venue. The following requirements must be met:

- ✓ As close a proximity to the shooting club as possible
- ✓ A venue that can comfortably hold approximately 170 to 200 people
- ✓ The room to be suitable for presentations so that all guests can hear and see the presentation
- ✓ The area for presentation to accommodate the promotional pull-up banners (as background to photographs)
- ✓ Sufficient space to allow for the presentation to take place
- ✓ A suitable area to be available for group photographs
- ✓ Catering to be of a high standard
- ✓ Audio system - to be tested prior to the event



- ✓ Waiter/waitress service available
- ✓ Cash bar

The funding of the AAC is the responsibility of the CTSASA.

The CTSASA will pay the AAC costs for the following people:-

- President
- Executive Officer
- All Executive Committee Members
- All provincial team members plus a manager
- Up to six organising committee members (HC)
- Official Umpires
- Invited dignitaries
- Invited recipients of awards

All visiting teams from other countries are responsible for their own costs at the Opening Ceremony.

All additional guests and partners will also be responsible for their own costs at the Opening Ceremony.

- **Speeches**

At the Annual Awards Ceremony/Opening Ceremony, the Hosting Club's Chairman or the Provincial Chairman is required to give a short opening speech and should welcome guests in the following order:-

1. Visiting dignitaries (e.g. local mayor etc)
2. CTSASA Patron (if present)
3. The CTSASA President
4. Honorary Life Presidents (if present)
5. The CTSASA Executive and other office bearers who are present
6. Provincial Teams and their managers
7. Umpires
8. All other guests / shooters / family etc

The President of the CTSASA shall then follow with his short speech, followed by the presentation of the annual awards.

The Chairman of the Hosting Club should then declare the Chairman's Cup open and inform everyone present of the format for the evening's entertainment/catering.

It is preferable that a Master of Ceremonies is appointed to make the introductions in the following order:-

- MC - "Welcome ladies and gentlemen", introduce Chairman of HC/Province
- Speech: Chairman of HC/Province
- MC - "thank you, introduce President of the CTSASA"
- Speech : President of CTSASA
- MC - "thank you, introduce EO and President of CTSASA to present awards"
- EO - announce award recipients, President to present and have photographs taken. Hand back to MC.
- MC - "thank you, back to HC Chairman for formal opening declaration"

An ideal MC is a person who has poise, presence and who can command the attention of an audience. The Master of Ceremonies is responsible for ensuring that the program/event runs smoothly, runs on time and that all important people at the event are introduced in a complimentary, professional manner.

The CTSASA Exco will be responsible for appointing the MC and will liaise with the HC in this regard.

- **Presentation of Awards**

The presentation of the yearly awards is handled by the President and the Executive Officer. This presentation takes place after the taking of the official photographs but before the commencement of the dinner/cocktail party.

The normal timing is :

- **17h30 to 19h00 – photographs**
- **19h00 to 19h45 – speeches and award presentation**
- **From approximately 19h45 : dinner**

The official backdrop banners to be used for the presentation of awards. The banners will be delivered to the hosting club in advance of the event or brought in time for setting up at the award ceremony.



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A suitable place for the presentation must be provided for, together with a microphone and speaker system.

The loudspeakers should be located to provide no feedback from the electronic equipment and for clear audio to the audience. This system must be tested prior to the award ceremony to ensure that all is in working order.

- **Official Photographs**

The Hosting Club must organize a photographer to take the official photographs of the provincial teams and the annual awards function (if on the same evening). It is advisable that the team managers liaise directly with the photographer for the ordering of photographs. This alleviates any unnecessary administrative burden on the Hosting Club.

A sample of the photographer's work must be submitted to the CTSASA in order that the quality can be assessed. This must be done at least six months prior to the event.

The final approval for the photographer to be made by the CTSASA President.

- **Prize-Giving/Closing Ceremony**

As soon as the last score is verified and entered on the scoreboard, the Executive Officer will inform the Chairman of the Hosting Club that the results are ready to be announced.

The Chairman of the Hosting Club shall then gather all present at the appropriate location and commence the prize-giving ceremony with a speech of thanks to all relevant parties.

The Chairman shall then hand over to the Executive Officer who will announce the winners. The President (or other designated dignitary) will present the medals and trophies to the winners.

At the end of the prize-giving, the Chairman of the Hosting Club will officially close the Chairman's Cup and wish everyone a safe journey home.

1. A designated area for prize-giving should be erected where sufficient space is reserved for the display of prizes and for the recipient to collect his/her prize.



2. Sufficient space in front of the designated prize-giving area should be provided for photographers.
3. The prize-giving area should be in such an area as to provide optimum lighting for photographers.
4. The prize-giving area should be unobstructed so that the audience will see the whole of the prize-giving area.
5. The prize-giving area should be easily accessible by the recipients.
6. The backdrop to the prize-giving area should either be the official CTSASA backdrop banners and/or a screen that displays the logos of the major sponsors (this could be a selling point for sponsorship).
7. Depending upon the room or area allocated for prize-giving, a microphone and loudspeakers should be installed. All equipment to be tested prior to the first prize-giving.
8. The microphone should be easily accessible by all speakers and presenters.
9. The loudspeakers should be located to provide no feedback from the electronic equipment and for clear audio to the audience.
10. The table holding the trophies/medals/prizes to be covered in a suitable tablecloth.

## Section 9 : Dress Code

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- ✓ For competitions, all competitors are required to adhere to the dress code as per the CTSASA regulations (article 8.5).
- ✓ In addition, the dress code for prize-giving/opening ceremony to follow that of the CTSASA dress code regulations.
- ✓ It is expected that all visitors are also required to dress appropriately for this prestigious event.
- ✓ The above to be stipulated in detail in the event program.



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## Section 10 : Administration

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- **Hosting Club Responsibilities**

The HC is responsible for:

- ✓ Signing of official contract for the event by appropriately authorized person(s) (HC Chairman and provincial CTSA Chairman)
- ✓ Obtaining sponsorships
- ✓ Ensuring the event is run in accordance with all applicable discipline rules and CTSASA Competition Regulations
- ✓ Ensuring sufficient clays are delivered in time for the event
- ✓ Ensuring all ranges are serviced and in full working order (CTSASA checklist to be completed and signed by HC and provincial chairman)
- ✓ Ensuring technical support is available during the event to handle any breakdowns/mechanical problems
- ✓ Liaising with the EO to create a timetable that is in compliance with the agreed shooting schedule
- ✓ Posting the timetable on the notice board the day before the event starts, together with the squadding lists.
- ✓ Liaison with the official photographer.

In addition, the HC will need to provide:

- ✓ Clipboards for range score sheets
- ✓ Pens for range scorers (not pencils)
- ✓ Whistles/hooters for umpires
- ✓ Where possible, flag poles for CTSASA flag, club/provincial flags, visitor team flags.

- **CTSASA Responsibilities**

The CTSASA Administration Office is responsible for:

- ✓ Receiving of team entries
- ✓ Ensuring all CTSASA provincial competitors are fully paid up members of the CTSASA and comply with the CTSASA rules of eligible competitors
- ✓ Allocating shooters to squads
- ✓ Drawing up of the shooting timetable in conjunction with the HC



- ✓ Allocation of technical/appeal juries from the participating shooters. Jury members will be chosen for their seniority and experience and will be selected from as many different provinces as possible.
- ✓ The recording of all scores on a suitable computer system.
- ✓ Creating a clear and easy readable large scoreboard where competitors can easily check their scores.
- ✓ Maintaining the large scoreboard and updating scores as quickly as possible.
- ✓ Ensuring the event is listed in the yearly calendar and on the year planner
- ✓ Liaison with the HC on all matters pertaining to the event
- ✓ The design of the printed brochure in conjunction with the HC and hosting province
- ✓ Organising the printing of the event brochure in time for the opening ceremony
- ✓ Ordering of medals, engraving of trophies and ensuring all trophies and medals are ready for the event and delivered to the HC.
- ✓ Provision of approved CTSASA products for prizes

The EO will provide:

- ✓ All printed range score sheets
- ✓ Large score board sheets
- ✓ Score board marker pens
- ✓ Computer and program
- ✓ A4 paper
- ✓ Badges for umpires

The HC may be asked to provide a laser printer for the competition administration.

The CTSASA Executive Committee's Responsibilities:

- ✓ Approval of HC
- ✓ Approval of final contract (President and Vice President to sign)
- ✓ Approval of date for the event
- ✓ Approval of financial structure
- ✓ Structure of events/shooting timetable
- ✓ Payment for the event brochure
- ✓ Payment of expenses for approved office bearers
- ✓ Liaison with hosting province and checklist compliance

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## Section 11 : Financial Matters

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The CTSASA will pay the Host club the best cost price as agreed prior to the event for the clays as follows:-

***Standard disciplines - 150 targets per shooter plus 10% for breakages***

***Sporting discipline - 150 targets per shooter plus sighters plus 5% for breakages***

The CTSASA will obtain quotations for clays from 3 different suppliers in order to obtain the best price. The Executive Officer will liaise with the hosting club on the supply of clays. Home made clays are not acceptable.

The CTSASA will pay the Host club for the cost of labour at agreed rates during the two days of competition. The cost of clays and labour during practice will be for the account of the Host Club, as will the income from the practice rounds.

The CTSASA will pay the Host Club a hosting fee as determined by the Executive Committee of the CTSASA. Current fee is R5000 (2013).

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## Section 12 : Event brochure

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The design, layout and printing costs are the responsibility of the CTSASA.

All revenue from advertisers in the brochure to be for the account of the CTSASA.

The event brochure to include:

- ✓ Welcome by the CTSASA President
- ✓ Welcome by the Provincial Chairman
- ✓ Welcome by the HC Chairman
- ✓ Date, time and location of event
- ✓ Details of Opening Ceremony
- ✓ Details of award ceremonies
- ✓ Shooting timetable
- ✓ Competition regulations
- ✓ Jury Members
- ✓ Contact number for convenor/shoot organizer
- ✓ Detailed and easy to read location map, including GPS co-ordinates
- ✓ Dress Code
- ✓ List of sponsors, including logos where possible
- ✓ List of team members
- ✓ Details of photographer





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## Section 13 : Event Mementos

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Although not compulsory, it is always appreciated by shooters to commemorate an event and to give a 'goody' bag of gifts. Suggested items in the 'goody' bag are:

- ✓ Embroidered badge with the event and year
- ✓ Shooting cap
- ✓ Sunscreen
- ✓ Water
- ✓ Pens
- ✓ Keyrings

The supply of the 'goody bag' is the responsibility of the HC.

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## Section 14 : Exco discretion

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Any aspect of the Chairman's Cup may be changed at the discretion of the Exco prior to the finalisation and signing of this Chairman's Cup Hosting Contract.



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## Section 15 : Signatories to Contract

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- All pages of this contract to be initialed by all signatories.
- Two copies to be signed.
- One original copy to be held at the CTSASA Administration Office and one to go to the hosting club.

The **Chairman's Cup Hosting Contract** in its entirety is hereby agreed upon and all signatories declare that they are acting under the authority of their respective committees:

### On behalf of the CTSASA:

### On behalf of the Hosting Club and Province:

Signed:

Signed:

\_\_\_\_\_  
(CTSASA President)

\_\_\_\_\_  
(Provincial CTSASA Chairman)

Name in full:

Name in full:

\_\_\_\_\_  
(CTSASA President)

\_\_\_\_\_  
(Provincial CTSASA Chairman)

Date:

Date:

Signed:

Signed:

\_\_\_\_\_  
(CTSASA Vice President)

\_\_\_\_\_  
(Hosting Club Chairman)

Name in full:

Name in full:

\_\_\_\_\_  
(CTSASA Vice President)

\_\_\_\_\_  
(Hosting Club Chairman)

Date:

Date:

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## Annexure A : Competition Regulations

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1. Shooting will start promptly at the specified time. The first squad must be on the ranges and ready to shoot 15 minutes before the allotted time. Succeeding squads to be on the range 10 minutes before preceding squads have completed their round. Any shooter absent when his/her squad is due to shoot will forfeit the complete round of targets. An appeal to the appropriate jury may be made to consider the reason for the absence. An appeal fee of R250 must be paid with the appeal and the appeal must be in writing.
  
2. **Scoring :**  
Trench & Skeet : two shooters from the previous squad to score for the next. Visible scoreboard on Trench & Skeet to be used.  
  
Trap : one shooter from previous squad to score for the next.  
  
Sporting : The umpire may score the round or may nominate a person from within the squad to score.
  
3. All shooters must sign for their scores before leaving the range.
  
4. All shooters in all disciplines must check their score before leaving the range and at appropriate times during the round. Any dispute regarding scores cannot be reported to the jury unless a protest is made according to the discipline rules and before leaving the range.
  
5. Competitors will be required to score and will score in rotation, i.e. the first 2 shooters on a squad will score first, followed by shooters 3 and 4, followed by shooters 5 and 6 or 5 and 1 where applicable. The exception is the Sporting discipline where the umpire may nominate his scorers from within the squad. Scorers for the first squad of the day will be taken from the last squads to shoot, e.g. squads 3 and 4 in Skeet, Squad 5 in ATA. Refusing to score is not permitted. Any shooter refusing to score will be penalized with the loss of 3 targets per refusal.
  
6. The first Sporting Squads should also report to the ranges 15 minutes before the allotted time. Sporting shooters to proceed immediately to the next range as per the shooting schedule.



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7. The 10 second 'ready' rule in FITASC Universal Trench and the 20 second rule in FITASC Sporting will be strictly applied.
  8. Rules: CTSASA Bye-Laws, ATA, FITASC, NSSA Skeet. At all times, where there is a CTSASA over-riding bye-law, this will take precedence over the individual discipline rules.
  9. Shooters may not change squads and squads may not alter the squad shooting sequence. Changes can only be made by the Shoot Organiser (Sarah Kalell).
  10. All score pads must be signed by each individual in the squad, the scorers and the umpire. Only justifiable queries to be referred to the Jury via the Shoot Organiser (Sarah Kalell). Pads to be returned to the office by the scorer at the end of the round.
  11. Equipment – traps, scramblers etc. must not be tampered with. In the event of a breakdown contact the shoot convenor.
  12. Reloaded Ammunition
  13. Any person shooting reloaded ammunition must be aware that the Jury at any event is entitled to obtain samples of reloaded ammunition for testing.
  14. Please assist the organisers by adhering to these rules and so facilitate the smooth running of this event.
  15. Where a dispute occurs and the rules are not explicit enough to provide for a clear cut decision, the final decision rests with the individual discipline jury as elected for this event.

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## Annexure B : Calculation of Cup and Plate Winners

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### Determining the Overall winners of the Chairman's Cup and Plate competition:

1. All provincial teams start the competition contesting the Chairman's **Cup**.
2. At the close of the Chairman's **Cup** competition each provincial team score is added up to determine the winning team for the Chairman's **Cup**.
3. The Second and Third placed teams are also identified.
4. Finally a "loser" will participate in the Chairman's Cup competition (in keeping with the tradition that someone needs to lose for a third place medal to be awarded).
5. This means that the top four teams compete in the Chairman's cup (after the "cut").

### Making the "Cut" for the Plate Competition:

1. The "cut" is made once the results are available. The remaining teams fall into the **Plate** competition (teams ranking 5th place and lower).
2. The **Plate** trophy will be won by the highest overall team score in the Plate Competition

### Tie Breaking (Cup and Plate competitions)

1. In the case of a tie (equal score) the most number of "straights" in a team during the competition will determine the winning team.
2. If the number of straights is equal, then the highest individual score is to be used - for example if a team member in Team A has shot a 150 straight vs Team B who has a 149, the highest score will be used to indicate the winner (Team A).
3. If the highest individual score is equal, then the next highest scores are to be used and so on until the winner is determined.

### Determining the winners of Discipline Trophies (Cup and Plate):

1. The combined scores of the 3 man teams for each Discipline are tallied.
2. The highest 3 man team score in each discipline will be the winner of the Discipline Cup regardless of whether they fall in the overall Chairman's Cup or Plate competitions. Second and Third place medals will be awarded per Discipline.
3. Teams who fall in the Chairman's Cup competition (Overall position 1 - 4) are not eligible for trophies in the Plate Competition.
4. Teams who fall in the Plate competition (5th ranking and lower) are eligible to win discipline Cups in the Chairman's Cup competition (see point 2 of "Determining the winners of Discipline Trophies").



5. Teams who fall in the Plate competition and who win a discipline Cup, are not eligible for the Plate trophy in the same discipline. They may however win other Plate trophies.
6. Teams who fall in the Overall Plate competition compete against one another for the discipline Plate trophies.
7. The winner of each discipline Plate is decided by the highest 3 man team score. No medals are awarded for runner up and 2nd runner up in the Plates.
8. The same tie-breaking rules apply as in the overall Plate

### Example of Plate Calculations (from 2013 event)

Overall Trophy/Cup placings:

1. Central Gauteng
2. Gauteng North
3. Western Cape
4. Free State
5. Eastern Cape
6. Limpopo
7. Kwa-Zulu Natal
8. Zimbabwe
9. Northern Cape

Eastern Cape in 5<sup>th</sup> position takes the Overall Plate.

Therefore, the bottom five teams are now in contention for the individual discipline Plates - Eastern Cape, Limpopo, KZN, Zimbabwe and Northern Cape.

In Trench, the results were:

1st	WC	4th	FS	7th	KZN
2nd	GN	5th	LIM	8th	Zim
3rd	CG	6th	EC	9th	NC

Therefore, Limpopo is highest in the teams in contention for the discipline Plates so Limpopo wins the Trench Plate.

In Sporting the results were:

1st	FS	3rd	GN	5th	WC
2nd	CG	4th	Zim	6th	EC

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7th LIM

8th KZN

9th NC

Zimbabwe is highest in the plate contenders and therefore wins the Sporting Plate.

In Skeet the results were:

1st CG

4th EC

7th FS

2nd GN

5th KZN

8th NC

3rd WC

6th LIM

9th Zim

Although EC is the highest in the Plate contenders, they won the Overall Plate so therefore KZN wins the Skeet Plate.

In Trap the results were:

1st CG

4th NC

7th FS

2nd WC

5th GN

8th LIM

3rd KZN

6th EC

9th Zim

Therefore, NC wins the Trap Plate.

## Annexure C - Checklist for HC

Item	Done ✓
Contract read, understood and signed and sent to the CTSASA office	
Event convenor designated	
Shooting ranges : in compliance with requirements and international rules, including distance markers, shooting stands etc	
Umpires : in compliance with requirements	
Additional scorers?	
Volunteer list and designated duties  Range technicians Range setters Range supervisor - clays, empty cartridge cases, score sheets etc Labour supervisor Umpire co-ordinator Catering co-ordinator Sponsor co-ordinator Administration supervisor : range menus, notices, liaison with CTSASA, photographer, awards ceremony etc Armoury : responsible person Club house and ablution supervisor	
Sponsors and prizes	
Photographer appointed - liaise with CTSASA	
Provincial Chairman - HC Chairman - speeches	
Award Ceremony : erection of banners, installation of audio equipment, provision of table for awards.	
Ordering of clays	
Provision of all equipment for umpires	
Provision of all equipment for range admin - clipboards, hooters etc	
Provision of space for large score board sheets	
Provision of space for competition administration (for EO), including electrical points, extension cables etc	
Liaison with CTSASA for the brochure	
"Goody bag" co-ordinator	
Club house maintenance and requirements- check:  Repair requirements, including any painting required Seating requirements for duration of event Rubbish bins Lawn/garden maintenance	
Backup generator/electricity	