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# **South African Grand**

*(hereinafter called 'the event')  
Hosting Contract*

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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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## Terms and Conditions

### 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.

- **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.

### Section 2 : Event Date

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- **Date of South African Grand**

The date will usually be the last weekend of April to coincide with public holidays. However, this remains flexible. The final choice of the date will be the prerogative of the Exco.

- **Date of Selection**

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

### Section 3 : Range Requirements

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- **Range Requirements**

The following are the minimum requirements for ranges:-

- American Trap/DTL Trap – 8 ranges
- Skeet – 2 ranges
- Universal Trench – 1 range (preferably two)

- **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.

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## Section 4 : Umpires and Scorers

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- **Umpires**

Wherever possible, the HC will employ umpires for all disciplines who are qualified national umpires in the respective discipline(s).

The HC must submit the list of prospective umpires to the Exco for their consideration. The Exco will review the list and make the final decision on each recommended umpire.

- **Umpires care and subsistence**

The HC will ensure that all umpires (and scorers if employed) are supplied with:-

1. Ear muffs
2. Protective spectacles
3. Sun protection/rain protection
4. Sufficient water for the day
5. Food for lunch
6. Umpire's Bib - supplied by the CTSASA

- **Scorers**

The HC will ensure that either sufficient scorers are employed to fulfill the task of scoring OR that the squad rotation is such that shooters are aware that they are required to score.

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## Section 5 : Trophies, medals and prizes

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- **Trophies and Medals**

The CTSASA will provide to the HC free of charge all South African Championship medals and the Mackintosh final medals. The floating trophies for the Mackintosh and/or any other trophies will be delivered to the HC for the presentation ceremony, but they will remain the property of the CTSASA and may not be kept by the winning teams or individuals.

- **Mackintosh Badges**

The CTSASA will provide to the HC free of charge the team badges for the Mackintosh International Postal Championship. 20 seniors, 4 veterans, 4 juniors and 4 ladies.

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- **Prizes**

The HC undertakes to obtain sponsored prizes for all major events, including but not limited to:

*South African National ATA Trap Championship*  
*South African National DTL Trap Championship*  
*South African National NSSA Skeet Championship*  
*South African National FITASC Universal Trench Championship*

## **Section 6 : 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.

## **Section 7 : Prize-giving Ceremonies, Opening Ceremony**

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### • **Opening Ceremony**

Traditionally, the day prior to the commencement of a prestigious event is when an Opening ceremony is held. An opening ceremony is optional and the decision rests with the HC. If one is held, then the following is suggested:

1. Hold a fairly informal ceremony where the President of the CTSASA welcomes the shooters with a short speech, followed by a further welcome by the Chairman of the HC or hosting province.
2. The Chairman of the HC or hosting province should include in his/her speech the following:
  - a. Thank everyone for being there
  - b. Thank his/her committee for the preparations so far
  - c. Thank the sponsors in a general way (a more detailed 'thank you' to be done at the closing ceremony)
  - d. Any important 'housekeeping' notices e.g. information on who the umpires are, what the scoring requirement of the shooters is, catering area, no smoking, request for good sportsmanship etc.
  - e. Who to contact if there is a problem including a reminder of no changing machines, squads etc without referring to the convenor or a jury member.
  - f. Wish everyone a successful and enjoyable series of championships
3. The ceremony should be managed by a "Master of Ceremonies" who calls upon each speaker in turn and then declares the event open.

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4. The speeches and welcome should take no more than 10 to 15 minutes.
  5. Hand out 'goody' bags which should contain the shooting timetable, location of ranges, event rules.
  6. Provide light snacks/refreshments.
  7. The time of the ceremony to commence no later than 6pm with an aim to finish no later than 7.30pm.
- **Presentation of Prizes**
    1. Where possible, all prizes for an event should be awarded on the same day as the completion of that event.
    2. Advance notification of the prize giving should be given very clearly to all shooters and should be displayed on the notice board and, where possible, included in the program of the event.
    3. Additional notification of the timing of each prize giving should be circulated in writing on each table in the clubhouse and catering area.
    4. 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.
    5. Sufficient space in front of the designated prize-giving area should be provided for photographers.
    6. The prize-giving area should be in such an area as to provide optimum lighting for photographers.
    7. The prize-giving area should be unobstructed so that the audience will see the whole of the prize-giving area.
    8. The prize-giving area should be easily accessible by the recipients.
    9. 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).
    10. 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.

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11. The microphone should be easily accessible by all speakers and presenters.
  12. The loudspeakers should be located to provide no feedback from the electronic equipment and for clear audio to the audience.
  13. The following sequence should be used for awards all events:
    - a. Ladies – lowest prize to first prize
    - b. Juniors – lowest prize to first prize
    - c. Veterans – lowest prize to first prize
    - d. Super-Veterans – lowest prize to first prize
    - e. Teams – bronze, silver, gold
    - f. C Class – bronze, silver, gold
    - g. B Class – bronze, silver, gold
    - h. A Class – bronze, silver, gold
    - i. High Gun – bronze, silver, gold
    - j. If no classes, then call from the lowest prize winner to the highest, e.g. from position number 10 through to High Gun
    - k. South African Champion – when declaring the winner of a South African Championship, the declaration should include:

“... and the South African National [xyz] Champion for [year] is [name]”.
    - l. At each day’s prize giving, the sequence should be:
      - i. HC Chairman to ‘chair’ the ceremony
      - ii. Thank everyone for being there
      - iii. Express hope that everyone is enjoying their competition
      - iv. Inform competitors that if they have any problems to call upon the designed jury/convenor
      - v. HC Chairman to call upon the designated person to hand out the awards
      - vi. Award the prizes
      - vii. Thank the designated person who handed out the awards/prizes
      - viii. Upon completion of the awards, wish everyone an enjoyable evening and further success in the event.
    - m. At the final prize-giving (where the SA Championships are awarded) the sequence should be:
      - i. MC to welcome everyone in the following order:

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- Visiting dignitaries (e.g. local mayor etc)
  - CTSASA Patron (if present)
  - The CTSASA President
  - Honorary Life Presidents (if present)
  - The CTSASA Executive and other office bearers who are present
  - Umpires
  - All other guests / shooters / family etc
- ii. Call upon the President of the Association for a short speech. The President may take this opportunity to thank the hosting club and province; thank the shooters; briefly thank the sponsors for their support (the HC Chairman will thank in more detail) inform the shooters of any important CTSASA matters or forthcoming events.
  - iii. MC to then call upon the HC Chairman to speak: the HC Chairman to thank his/her committee; trappers/scorers and umpires; caterers; admin staff; sponsors; technical staff and anyone else who made a major contribution. All of the sponsors names to be read out. Finally, to thank all the shooters for being there and making the event successful and thank them for their sportsmanship. Express hope that everyone has enjoyed their competition.
  - iv. MC to hand over to whoever is nominated to call out the awards and to the person who will hand out the awards (suggest the President and/or Executive Officer).
  - v. Award the prizes
  - vi. Upon completion of the awards, the MC will take over from the prize-giving delegates, thank them for their help and wish everyone a safe journey home and hope to see them again next year.

- **Official Photographs**

Ideally, the HC should organize a photographer to take the official photographs of the prize giving ceremonies. These photographs to be made available to the winners.



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## Section 8 : 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 9 : Administration

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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
- Receiving of entries
- Allocating shooters to squads
- Ensuring all competitors are fully paid up members of the CTSASA or, in the case of foreign competitors, that they are not resident in South Africa but that they are members of their respective national association.
- Ensuring that all unclassified shooters are properly classified in accordance with the procedure as detailed in the CTSASA Competition Regulations.
- Production of a clear and informative timetable and posting same on the clubhouse notice board in an easily readable format.
- Allocation of jury members and communication with jury members.
- 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.
- The submission of all results to the CTSASA in the standard results format.
- Liaison with the official photographer.

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## **The CTSASA Administration Office is responsible for:**

- Ensuring the event is listed in the yearly calendar and on the year planner
- Design of the downloadable shooting timetable
- Uploading of the entry form to the CTSASA web site
- Design of the downloadable entry form (for faxing)
- Promotion of the event via the monthly Enewsletter
- Promotion of the event via the Clay News
- 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
- Delivery of SA Medals, Mackintosh trophy and badges and any other awards to the event
- Provision of approved CTSASA products for prizes

## **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 entry fee 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

# THE CLAY TARGET SHOOTING ASSOCIATION OF SOUTH AFRICA



## Section 10 : Shooting Timetable

The agreed timetable for 2016 is:-

DAY	TIME	DISCIPLINE	TARGETS	ENTRY FEES		COMMENTS
<b>Al Thandiwe Shooting Club</b>						
South African Grand program 2016						
1st 200 targets shot per discipline will count towards the SA Championships						
The other available targets will count towards the National Trials.						
The first 100DTL Targets shot will count as the Mackintosh Qualifier.						
The Mackintosh Final is an event on it own and cannot count as the second 100 DTL for the SA Champs						
No More than 100 Targets per Discipline may be shot per day						
<b>DRAFT - THESE PRICES ARE 2015'S</b>						
The Fun Events, Combo Shoot and Double Barrel Walk up are events on their own per day, no carryover.						
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">                     For 2016 : Don't specify time frame for NSSA and UT - don't specify am or pm.                 </div>						
Wednesday - 27th April		Practice and registration		Entry Fee - Seniors	Entry Fee - Juniors	
Thursday – 28th April	10am	Practice				
	am	Combo Shoot 75 targets	25 NSSA Skeet/25 UT/25 ATA	R 345.00	R 280.00	
	am	Double Barrel Walk-up	50 targets	R 250.00	R 200.00	Sudden Death Shoot-off
	pm	SA Universal Trench	100 targets	R 460.00	R 360.00	50 Targets per Range Compulsory
	pm	SA ATA Trap	100 targets	R 460.00	R 360.00	
	pm	SA ATA Trap Doubles	100 targets	R 460.00	R 360.00	
Friday – 29th April	am	SA Universal Trench	100 targets	R 460.00	R 360.00	50 Targets per Range Compulsory
	am	SA DTL Trap	100 targets	R 460.00	R 360.00	
	pm	SA NSSA Skeet	100 targets	R 460.00	R 360.00	
	pm	SA ATA Trap	100 targets	R 460.00	R 360.00	
	pm	SA ATA Trap Doubles	100 targets	R 460.00	R 360.00	
Saturday – 30th April	am	SA Universal Trench	100 targets	R 460.00	R 360.00	50 Targets per Range Compulsory
	am	SA NSSA Skeet	100 targets	R 460.00	R 360.00	
	am	SA ATA Trap	100 targets	R 460.00	R 360.00	
	pm	SA DTL Trap	100 targets	R 460.00	R 360.00	
	pm	NSSA Skeet Doubles	100 targets	R 460.00	R 360.00	100 target event
	pm	SA ATA Trap Doubles	100 targets	R 460.00	R 360.00	
Sunday – 1st May	am	SA NSSA Skeet	100 targets	R 460.00	R 360.00	
	am	SA DTL Trap	100 targets	R 460.00	R 360.00	
	pm	NSSA Skeet Doubles	100 targets	R 460.00	R 360.00	100 target event
	pm	DTL Trap	Mackintosh Final – 100 targets	R 460.00	R 360.00	Can't count as SA Champs score
				Senior 200 SA Championship entry fee - R920	Junior 200 SA Championship entry fee - R720	

## Section 11 : Financial Matters

The income from the event, with the exception of the capitation levies, shall be for the HC's account.

The entry fees will be as follows:-

Event	Fees	Capitation Levy
Event 1 - Combo		Zero
Event 2 - Double-Barrel Walk-up		Zero



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Event 3 - SA Universal Trench		95c per target
Event 4 - SA ATA Trap		95c per target
Event 5 - SA ATA Trap Doubles		95c per target
Event 6 - SA DTL Trap		95c per target
Event 7 - SA NSSA Skeet		95c per target
Event 8 - NSSA Skeet Doubles		75c per target
Event 9 - Mackintosh Final		75c per target
Event 10 - SA ATA Double Trap		95c per target

## Section 10 : Event brochure

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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/program of events
- 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
- Details of how unclassified shooters get a classification for their event(s).



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## Section 11 : 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 **South African 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:

Signed:

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

Name in full:

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

Date:

\_\_\_\_\_

Signed:

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

Name in full:

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

Date:

\_\_\_\_\_

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

Signed:

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

Name in full:

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

Date:

\_\_\_\_\_

Signed:

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

Name in full:

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

Date:

\_\_\_\_\_