

COMMISSION REGULATIONS GOVERNING

CTSASA Discipline Commissions

As approved June 2019, updated November 2020

(latest updates are in red/bold)



The Clay Target Shooting Association of South Africa

These regulations are for all discipline Commissions.
All discipline Commission members are required to read, understand and
abide by the purpose and spirit of these regulations.

PO Box 812 Great Brak River 6525 Tel : 044 620 4178
Email : ctsasa@netactive.co.za
Web Site : www.ctsasa.co.za
Facebook : click [HERE](#)

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A. Purpose of Commission

1. The **purpose** of a **Commission** is to facilitate increased communication between the member and the CTSASA Executive Committee (Exco) in order to develop and manage their disciplines.
2. The **Commission** is responsible for :
 - a. **Co-ordinating** the collation of members' views and ideas in order to discuss their merits and to act upon them as necessary.
 - b. **Formulate** proposals for submission to the Exco.
 - c. **Present** proposals to the Exco.
 - d. **Assisting** Organising Committees at CTSASA championships.
 - e. **Proactively Upholding** the rules at any Clay Target Shooting event and practice session.
 - f. **Assisting** CTSASA Clubs to develop new members, including basic **coaching** and **safety** instruction.
3. **Proposals** for the alteration / amendment / addition of rules or clauses for a particular discipline to be discussed and forwarded to the Executive Committee for their discussion and decision. ***See Appendix A for the format and procedure for submitting proposals.***
4. Liaison between the **Commission Chairperson** and the President of the CTSASA is crucial to the success of a **Commission**.
5. The **Commission** does not have the authority to alter any rule without the prior permission of the CTSASA President or the CTSASA Executive.
6. These regulations may be updated by the Exco as and when required. Any proposed updates will be discussed with the active Commissions prior to amendment.

B. Structure of Commission

The Commissions:-

- Trap - ATA Trap, ATA Trap Doubles, DTL Trap
 - Skeet - NSSA Skeet, NSSA Skeet Doubles
 - Olympic - Olympic Trap, Olympic Skeet, Olympic Double-Trap, Universal Trench, TRAP1
 - Sporting - FITASC Sporting, English Sporting
1. Each **Commission** shall have equal representation from the CTSASA provinces with each province having one vote. Each delegate to be approved by their respective provincial CTSA.
 2. Each **Commission** shall have a **Chairperson** who shall be elected from the Commission members. This position to retain voting rights for his/her province.
 3. The **Chairperson** must be elected on an annual basis and may not remain in office for longer than 16 months without an election taking place. **The Chairperson** may serve as many terms as having been elected by the Commission.
 4. The **President of the CTSASA** and the Executive Officer of the CTSASA shall be ex-officio on all **Commissions**.
 5. The **Commissions** must satisfy the Executive Committee that the method of voting for the **Chairperson** has been completely fair and transparent.
 6. The Commissions may co-opt additional officials provided the decision is taken at a properly constituted Commission meeting. Additional officials will not have a vote on the Commission.

C. Commission Meetings

1. It is the responsibility of the **Chairperson** to call a meeting timeously. Members of the **Commission** to receive at least two weeks' notice and which includes an agenda with detailed proposals and/or items for discussion.
2. No proposal may be voted upon unless it has been received by the **Commission** at least two weeks in advance.
3. A **Commission** member has the right to refuse to allow a decision to be made at a **Commission** meeting if insufficient notice has been given.
4. Meetings shall be held to facilitate the inclusion of as many members of the **Commission** as possible, ensuring a suitable quorum is achieved of not less than **60%** of the sub-committee members with voting rights being present at the meeting.
5. Meetings shall not be called so as to obstruct the participation of any **Commission** member, the President of the CTSASA or the Executive Officer of the CTSASA.
6. All meetings shall have full and proper minutes to record the proposals put forward and the recommendations made.
7. A copy of the minutes to be forwarded to the CTSASA Executive Officer within ten days of the meeting.
8. The **Chairperson** must take into consideration the timing of the CTSASA Executive Committee Meetings (usually May/June and October) in order to get decisions/proposals discussed at the Exco meetings. Alternatively, proposals can be submitted in between meetings for the Exco to take a decision via email.
9. Upon request of the Exco or the **Chairperson**, the **Chairperson** may attend the CTSASA Executive Committee Meetings to present the proposals of the Commission and to provide feedback from the Commission.
10. All proposals may be published on the CTSASA web site, Facebook, Enewsletter or Clay News if appropriate.

D. Specific Tasks

1. Each **Commission** to take responsibility for the following:-
2. **Accessibility** - each **Commission** member to be easily accessible by the shooters within their discipline. Every effort must be made by the **Commission** member to make it known who is on the committee and how they can be contacted.
3. **Rulebook** – it is the responsibility of the **Commission** to support the CTSASA Executive in the correct interpretation and application of the rulebook and to uphold all rules pertaining to Clay Target Shooting. This includes the CTSASA Constitution and the Competition Regulations.
4. **Safety** - every Commission member is required to specifically know and understand all the **safety rules**. Although it is every CTSASA member's responsibility to know, abide by and apply all the safety rules, it is a specific responsibility of each Commission member to correct safety transgressions which come to their attention.
5. **Standards of Ranges** – it is the responsibility of the **Commission** to support the CTSASA Executive in the upholding of range standards and facilities; to help clubs in implementing the specific discipline and to co-operate as far as possible with the staging of CTSASA Championships and other events.
6. **Consider all Clay Target Shooting disciplines** – it is the responsibility of the **Commission** to recognise all Clay Target Shooting disciplines and to ensure that recommendations made do not endanger or prejudice any other discipline within the CTSASA. At all times consideration must be given to what is good for our sport and not for any particular person or province.
7. **Levels of Ability** – it is the responsibility of the **Commission** to undertake to serve members of all levels of ability and to recognise their respective needs.
8. **Promotion of the Sport** – all shooters are ambassadors for Clay Target Shooting, but the respective **Commissions** are requested to take on board an additional responsibility for setting high standards of sportsmanship and etiquette.
9. **National Trial Systems** – the **Commission** to liaise with the Executive Officer of the CTSASA in the administration of their respective trial systems. The **Commission** to recommend trial regulations, designated events, etc. Consideration of travel details and requirements to be made.

E. APPENDIX A

Procedure and format for submitting proposals:

1. Any member or Commission member can submit a proposal as per the format below.
2. The proposal to be submitted to the appropriate Commission.
3. Once the proposal has been received by a Commission, the Commission must discuss and decide whether to submit to the Exco.
4. Once it has been decided to submit to the Exco, the final proposal must be sent to the Executive Officer - info@ctsasa.co.za.
5. The Executive Officer shall liaise with the President who will approve the appropriate method of submitting the proposal to the Exco - either by email or at the next Exco meeting.
6. The President and/or Executive Officer may request further information from the Commission before submitting to the Exco.
7. Any proposal to change the rules must be submitted to the Exco.
8. Any proposal for funding must be submitted to the Exco.
9. Any other proposal may be considered for approval by the President at his discretion.

Format for proposals

(This is to ensure that all necessary information is submitted so that the proposal can be properly evaluated).

Commission name and date

Give name of Commission
Date the document

Proposal Summary

Describe the **purpose** of the proposal

Motivation

Detail the **background** to the proposal
Explain what **outcomes** the proposal is expected to produce

Proposal detail

Describe as fully as possible how the proposal is intended to work
Give schedules where applicable
Give details of costs
Give details of who would be involved
Give details of timescales if applicable

Commission Chairperson to sign proposal