



- **Enclosures**

The following items are enclosed:

Minutes of January 23 Committee of Management Meeting + Financials
 Minutes of February 2-3 Board Meeting
 Request for Coaching Form
 2008 Calendar (a few additions)
 Replacement page Secretaries Manual: '**AFFILIATIONS**'
 Club Committee advice form
 Administrator's Duty Description

- **Capitation Fees:**

2007-2008: Adult full year \$90.40	Junior full year: \$45.20
Prorata begins May 1 (half yearly fee) \$45.20 adults \$22.60 junior	
2008-2009: Adult full year \$95.40	Junior full year: \$47.70
Pro-rata: Adult \$47.70	Junior \$23.85

The increase in affiliation fees was agreed upon at the 2007 AGM.

WE ENCOURAGE OUR CLUBS TO AFFILIATE ALL THEIR MEMBERS – INSURANCE MATTERS, NEWS ABOUT OUR SPORT AND ASSOCIATION, LEGISLATION DEVELOPMENTS, FUNDING AND INFORMED KNOWLEDGE OF OUR SPORT ARE THEN AVAILABLE TO ALL YOUR MEMBERS.

PLEASE NOTE; THERE IS A MAJOR CHANGE AS TO WHEN REAFFILIATIONS WILL BE DUE THIS YEAR: (A new 'AFFILIATIONS' page is enclosed to replace the page currently in your Secretaries Manual)

As confirmed at our February 2-3 Board meeting the following procedure is advised:

1. Clubs will receive a list of club members (as per our records at that date) and an invoice for those members in the first week of **SEPTEMBER** each year.
2. The list of members needs to be edited (as per 'Affiliations' page of the Secretaries Manual) and returned to QAPSA. (It's a huge help if you can return the edited list!)
3. Your club can pay then, if numbers match up, or you are confident that you have calculated correctly at your end, otherwise we will send an updated invoice.
4. **THIS ACCOUNT WILL BE PAYABLE WITHIN 30 DAYS OF THE ORIGINAL INVOICE.**
5. Members will be issued with their new cards as soon as possible after receipt of the club's payment:
CARDS WILL THEN SHOW: Expires 30.09 2009

This change has come about due to the substantial number of clubs who did not pay their affiliation until after the Christmas break. This caused problems such as:

1. Members not registered and therefore not covered by insurance in the new year.
2. Some Squad members not eligible for State Team selection because they weren't affiliated.
3. Cards were still being issued in mid-January and early February, when they should have been in the shooters' hands prior to the end of December.
4. Some shooters competed in January and February at QAPSA sanctioned Opens believing they were affiliated, but were not.

This change will also ensure that all delegates are representing affiliated clubs at the AGM and Conference weekend.

- **ROLLING AFFILIATIONS:**

Registering your new members as soon as they join your club is a great idea – for you and the Association. This way your members are registered with us, and therefore covered by our insurance, at the earliest opportunity.

It was a concern, whilst doing 2007's reaffiliations, noting that some clubs had members for up to 5 months prior to registering them with us.

- **COACHING REQUEST:** If your Club is wanting coaching, in any discipline, fill out the enclosed form and return to the office. John McGlew (QCC Coordinator) will then organise coaching for your Club.
- **Queensland Pistol News**

Deadline for our March issue is March 7. **Deadline is strictly adhered to.**

Remember, if your Club is holding an Open this year, get all the details to the Office so we can put together an ad for your event – to be used in conjunction with the generic entry form.

- **SHOOTING CALENDAR:** Is enclosed for your information. The Calendar can be updated easily, so if you now have a date for your Club's Open let us know asap and we will get details to the website and in the QPN. It is now too late for the Pistol Australia Bulletin Shooting Calendar – these had to be advised in mid-January.
- **ANNUAL CONFERENCE and ANNUAL GENERAL MEETING:**

QAPSA's AGM Conference will be held on 22-23 November 2008. One delegate from each affiliated club is funded to attend. Make sure your club is represented this year – there will be several very important decisions to be made.

Zone Directors have been given the task of presenting an 'Affiliation Proposal' at a Zone meeting in the first half of the year. This will give those club delegates present a chance to get the proposal direct from the Zone rep and points explained on the spot. This contact is not for a yes/no vote, simply as an information session to get feedback and ensure the correct interpretation is received. From here it will be worded correctly to be presented as a Notice of Motion at the 2008 AGM.

- **BLUE CARD DATABASE:**

The Association's Member Protection Policy specifies that we keep a register of Blue Card holders who use their Blue Card in relation to pistol club/association activities. To help us do this we are asking that clubs forward the names of Blue Card holders in their clubs who have not been issued their Blue Card through QAPSA. We will need: Name, BC number, expiry date.

Please note: We only need them for our register if they are using their Blue Card for pistol shooting activities in your club, or our association.

- **WEAPONS ACT LEGISLATION REVIEW:**

President Michele Sandstrom is our representative on this panel and has attended seven meetings so far. The panel discusses each submission and either approves or rejects to go to the next step in the process. **This Review is a part of normal practice: a Review is scheduled every five years.**

- **CLUB OFFICIALS UPDATE FORM:**

Enclosed with this newsletter is a cream/beige Club Officials Form – you will note there is now space for all your Committee members (as compared to the form sent out in late 2007)

This information is needed for two reasons:

1. So that we have a record of your Club's officials, and several points of contact.
2. So we can crosscheck to ensure all your Committee are QAPSA affiliates if your club is planning to be covered by Pistol Australia's Association Insurance (or Directors and Office Bearers Insurance) – this is an insurance company requirement, as it is the whole Committee which will be covered.

Thank you for your help with this.

- **MEETING DATES:** QAPSA's next Board meeting is August 23-24
Next Committee of Management meeting: February 20
- **ADMINISTRATOR'S DUTY DESCRIPTION:** This is enclosed for your information so you are aware of what responsibilities this position involves – based on a 32 hour week.
- **OFFICE HOURS:** QAPSA Office is now open an extra 4 hours a week. The new hours are:
Monday: 8.00 am – 12 noon
Tuesday: 8.00 am – 4.00 pm

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Date: ____ / ____ / ____

Signed: _____