

Membership Process for New Clubs

Application

- Verbal or written contact made with QSCA / SCA (expression of interest)
- Informal discussion held on membership application process with applicant
- Formal written application to become a member received by State Secretary, with a copy of the Club's / Associations Constitution
- State Secretary and/or State President receives application, notifies State Committee Executive

Assessment

- State Secretary requests necessary information from applicant; such as:
 - Copy of the AGM or General Meeting that elected the clubs Executive Committee
 - A copy of registered members details
 - Financial Report
 - Range details / information
 - Shoot Calendar / scheduled competition arrangements
 - Membership fee structure / arrangements
- As required, constitutional changes recommended to applicant (to align to QSCA Constitution, Code of Conduct and Member Protection Policy)
- Application for membership discussed at next QSCA Committee Meeting (or at a special meeting), and vote held on membership

Membership

- Applicant notified of result of vote
- Applicant notified of any funding provisions from QSCA in the current year
- Information pack provided to successful applicant including:
 - Certificate of Insurance ex SCA
 - Copy of SCA Competition Rules
 - Copy of SCA Scoring Software for competitions
 - Copy of QSCA Inc. Constitution, Code of Conduct and Member Protection Policy
 - QSCA Stationary (Shoot Calendars, Hardcopy Competition Scorecards, Competitor Scorebooks)
- Transition plan formulated for existing club members to join SCA Online database
- Club Coach training discussed
- Applicant club attends the next QSCA Committee Meeting, AGM and/or Annual Conference