

CLUB PROCESSES FOR ACCEPTING NEW MEMBERS

The following information has been collated at the request of some of TRSA's member clubs and includes both legal requirements and recommendations from TRSA and Firearms Branch. Legal requirements have been typed in italics and bolded. This document has been approved by Firearms Branch. September 2004

1 CLUB LEGAL RESPONSIBILITIES RE MEMBERS

Clubs must record:

- a) *details of references and of personal contact with referees.*
- b) *details of participation by club members in club activities, including shoots and meetings. For smallbore and air rifles, a minimum of one activity a year is required.*
- c) *details of persons who attend firearms courses or sit for examinations.*

Records must be kept for a minimum of three years and produced for inspection when requested.

See Regs. 18, 38AA, 38A and 45.

2 MEMBERS' LICENCE RENEWALS

At licence renewal, where 'Purpose of Use' 1 (Club) is endorsed on the licence, members must produce a club chit. See Act Part 3 Div 4 19 (3) (c)

Firearms Branch requests that chits be A5 or A4 size. (The Association provides a sample of this form for your club)

3 PURCHASE OF "CLASS A" FIREARMS

Club chits are not required when applying for a permit to purchase Class A firearms, i.e. air rifles and single shot .22 rifles. ***Police policy.***

4 TERMINATION OF MEMBERSHIP

Clubs must give written notice to Firearms within 28 days of membership termination, including name and address and date membership ceased, together with reasons in the case of expulsion. See Reg. 39

5 MANDATORY NOTIFICATION

Clubs are required to report to the Registrar of Firearms Branch in writing if it has reasonable cause to believe a member of the club is suffering from a mental or physical illness which makes it unsafe for that person to be in charge of firearms. See Act Part 3 Div 4 20A (2), (3) and (4).

6 TRAINING

Where training prior to obtaining a firearms licence is carried out by an accredited club instructor, the instructor must sign the applicant's training notice from Firearms Branch stating person is fit and proper to possess firearms before commencing training. See Reg. 17 and 18 (2) (a). This

"training" is a specific course required to be undertaken before an applicant can be granted a Firearms Licence and should not be confused with the usual "coaching and safety" instruction given to all visitors and members as a matter of course by our clubs.

7 VISITORS

It is recommended by the Firearms Branch that Clubs require visitors to sign a declaration on each visit stating they have not had a licence suspended, cancelled or are otherwise prohibited from possessing firearms. Photographic identification should be sighted and confirmation details noted in Club records.

Visitors without a current firearms licence should be closely supervised while shooting.

A sample visitor's sheet, used by one of our clubs for the past few months is attached. This can be adapted for use by your club if you wish.

8 NEW MEMBERS

After the TRSA recommended 3 visits, a visitor should be making a decision whether to join your club or not. A prospective new member may fall into one of the groups listed on the next page.

Person has Firearms Licence and is transferring to your club from another TRSA club	Person has Firearms licence and has never been a member of a TRSA club or any other A class club	Person has no Firearms Licence but wishes to join your club and purchase one fairly soon	Either – person has no Firearms Licence and has no desire to purchase a rifle or use one outside of the club at this time. Or – person is a Junior between the ages of 10 and 18 years - Reg. 20 (2).
1 Clubs must sight the firearms licence (Reg. 38AA (a)) and check it is endorsed with the correct calibre and use (that is Class A Firearm and Purpose of Use 1).	1 Sight the firearms licence (Reg. 38AA (a)). Advise the holder to apply, at his/her local Police Station, for a variation to his/her licence. Must be Class A Firearms and have Purpose of Use 1 endorsement.	1 Advise the applicant to apply for a Firearms Licence at his/her local Police Station.	1. Request references from 2 people who have known the person for at least 2 years (Reg. 38AA (b)).
2 Sight two references signed within the previous 21 days from people who have known the person for at least 2 years (Reg. 38AA (b)). TRSA recommends that one of the references be from the previous club.	2. Sight two references signed within the previous 21 days from people who have known the person for at least 2 years (Reg. 38AA (b)).	2. Sight two references signed within the previous 21 days from people who have known the person for at least 2 years (Reg. 38AA (b)).	2. Club Official to make personal contact with these referees (Reg. 38AA (c)). Documentation and details of this contact must be kept by the club for at least 3 years (Reg. 38A (1) (aa)).
3 Club Official to make personal contact with these referees (Reg. 38AA (c)). Documentation and details of this contact must be kept by the club for at least 3 years (Reg. 38A (1) (aa)).	3. Club Official to make personal contact with these referees (Reg. 38AA (c)). Documentation and details of this contact must be kept by the club for at least 3 years (Reg. 38A (1) (aa)).	3. Club Official to make personal contact with these referees. Documentation and details of this contact must be kept by the club for at least 3 years (Reg. 38A (1) (aa)).	3 Club to contact the Firearms Branch with the name, date of birth and address of the applicant, and request approval for the person as fit and proper (Reg 38AA (a) (i)) to become a member.
4 If not already registered, register new member with the State Association as a full member (necessary to comply with the terms of the Constitution and Public Liability cover).	4 If the shooter already has a Licence for a Class A firearm, and is awaiting approval for Purpose of Use 1, the member can be registered with TRSA as a full member immediately. If the shooter does not have a Licence for a Class A firearm, Purpose of Use 1, the club needs to contact the Firearms Branch for approval of the applicant as fit and proper to be a club member. This, we are advised, will take about 10 days.	4 Club to contact the Firearms Branch with the name, date of birth and address of the applicant, and request approval for the person as fit and proper (Reg 38AA (a) (i)) to become a member.	4 When approval is forwarded from the Firearms Branch, register the member as a full member. (Should be about 10 days)
	5 In the case of a member requiring the addition of Class A as well as Purpose of Use 1, when approval comes through, carry out any required training.	5 Register new member with the State Association as a full member as soon as approval is forwarded from the Firearms Branch (should be about 10 days).	5 At a later date this person may apply for a Licence and do the Course with the Club Instructor if they wish to purchase a firearm. In the case of Juniors, they must be over 18 years of age to apply for a full licence (see note below).
	6 Register new member with the State Association as a full member.	6 When Firearms Branch issues Training Approval, the applicant may then undertake a Firearms Course with the Club's Accredited Instructor. Instruction must not commence until the approval is sighted.	

Junior (12-18 years) – wishing to participate in competitions held in another State or Territory or in another country, must apply for a special Junior Firearms Licence (valid for one year and not renewable) endorsed with Purpose of Use 1 in order to be able to compete outside South Australia. This permit does not enable the junior to apply to acquire a firearm or to carry a firearm. A fully licensed adult must still be responsible for their firearm. See Reg. 50A