

Scoring Procedures

The purpose of this document is to clearly define roles and responsibilities relating to the process of maintaining members scores and participation information (as required under the Firearms Act).

Definitions:	1
Responsibilities of Club Members:.....	3
Competition Days:	4
Scores Shot at Other Pistol Clubs:	5
Postal Competitions:	5
Responsibilities of Senior Duty Person:	5
Responsibilities of Club Scorer:	6
Responsibilities of Club Captain:	6

Definitions:

Competition: Also referred to as a “Match”. A competition organised by the club which is recognised by the club and the LSD when determining the number of participations that a member has accumulated.

Club Shoot: Also known as a “Club Practice”. This is when members are practising for a club competition. These “Club Practices” must be organised by the club (i.e. they are held at the club during club “hours of operation”).

Practice: This describes an event that is not organised by the club. For example when a club member attends at the range out of normal club hours and practices for a competition (or adjusts the handgun sights etc). These “practices” are not recognised as an official participation by the LSD. **Range Sheets** do not need to be submitted on these occasions **HOWEVER** the Attendance Sheet must be filled in for insurance purposes.

LSD Licensing Services Division (the relevant section of Victoria Police responsible for monitoring the Firearms Act).

Participations: Is the term used by LSD when determining the number of times a member must compete (or otherwise participate) in Club Matches (Competitions) or Club Shoots (Club Practices).

Range Sheet: An official club record that must be filled in and completed by every member that wishes his/her official participation recorded (details to be submitted to LSD). Every section of this document must be completed correctly. This document has provision to record the member’s competition score.

Range Sheet Box: Box within the Club House where Range Sheets are to be deposited at the end of each competition day.

Score Sheet: An internal pistol club document used to record members scores. **This document is not used to record a member's participation for the purposes of the LSD returns.**

Duty Room: The room at the entrance to the clubhouse.

Responsibilities of Club Members:

Each club member is responsible for the following;

- Ensuring that they have sufficient participations per calendar year as required by the LSD.
- Ensuring that they properly complete the Range Sheet each time they participate in either a Competition or a Club Shoot¹. This includes Participations/Competitions where those participations occurred at other clubs.
- Details on the Range Sheet are to be **clearly legible** or the record will be omitted from the club records (and therefore not transmitted to the LSD).
- Ensuring that their Score Sheets have been tallied within a reasonable time (and prior to the end of the shooting day).
- The Score Sheets (with all scores tallied) need to be handed in to the Duty Room so that they can be entered on the White Board by the Duty Person.
- Scores have been recorded on the appropriate Range Sheet.

Details to be recorded on the Range Sheet includes the;

- **Date**
- Handgun Licence Number
- Handgun Licence Expiry Date
- Members full name
- Club name (if different from the name at the top of the Range Sheet)
- Event Name
 - Or where recording a Club Shoot write the word “Shoot” and then the Calibre of the pistol used (e.g. “Shoot .22” or “Shoot .38”)
- Serial number of pistol used (must be the correct serial number – near enough is **not** good enough).
- How you participated – e.g. C = Competitor, RO = Range Officer etc
- Your signature
- **Your Score**

Note:

- In the circumstance where no scores have been entered to the Range Sheet but all the other details have been added correctly then the participation shall be entered into the club database **without** a score.

¹ Firearms Act Sections 123B (1) and (1A) refer to the requirement to maintain records of **all** matches or shoots conducted by the club. Section 123B (1A) (3) further states that the record must be kept in **writing** and in the **form** as approved by the Chief Commissioner.

- The club is not responsible for chasing members to enter a score.

Members are further responsible for placing the Range Sheets in the Range Sheet Box in the following circumstances:

- When members are still shooting (or are about to commence shooting) after the Senior Duty Person has declared that members have had a reasonable time to conclude formal competitions for the day.

This is to cater for the circumstance where the majority of members have finished for the day yet there are a few stragglers still wanting to shoot.

- Members shooting on days other than Saturday (when a Duty Person is rostered). E.g. on Sundays or Thursday competitions etc.

Competition Days:

The club calendar specifies the Matches that will be organised by the club on any given Saturday. Only **scores** for Matches **scheduled** to be conducted on the Saturday will be entered into the club database.

Your participation will still be recorded within the club database even if you have not entered your score on the Range Sheet providing the participation is in accordance with these rules.

Members may shoot club competitions on days other than the specified Saturday for the club competition in the following circumstances:

- Only when the organised competition is shot in the week prior to the designated Saturday or the next day (i.e. Sunday) **and**
- Only in competition conditions in club organised competitions such as those organised on specified Sundays and Thursdays.
- Club organised air pistol competitions on Tuesday nights

All participations (recorded on a Range Sheet) will be entered in the club database **however** in the following circumstances the details will be added to the club database **without the score**:

- Scores shot outside club hours
- Not shot as part of a club organised competition.
- Where the member has already shot the specified competition for the week and has had that score recorded in the club database.

To assist the Club Scorer - members who shoot a particular competition more than once during the week must indicate on the Range Sheet as to which score is to be recorded in the club database. It is preferable that they only record one score per competition per week on Range Sheets. Whilst the other participations should be recorded on Range Sheets – those scores can be left off the sheet.

Scores Shot at Other Pistol Clubs:

Scores shot in club competitions held at other pistol clubs will only be recorded in the Melton Pistol Club database in the following circumstances;

- The score was shot in competition conditions **And**
- The score relates to the competition that would have normally been shot at the Melton Pistol Club (as specified in the club calendar). E.g. a member competed in a Rapid Fire Match at the Yarra Pistol Club on a day that Melton Pistol Club also had Rapid Fire as the match of the day².
- **And** the member had not submitted another score for that specific competition. **Note** that the club will only accept one score for any specific competition.
- **And** the relevant details including the score are submitted to the club on a properly completed Range Sheet.

In the above circumstances the scores shot at another pistol club will be considered when calculating the end of year club trophies.

Postal Competitions:

Members wishing to compete in the Postal Competitions must have shot the required competition and submitted their scores on an appropriately completed Range Sheet. Members may shoot the Postal Competition at the following times:

- On a Tuesday Air Pistol Night or an organised Thursday competition in the week prior to the designated Saturday.
- On the Saturday competition day itself.
- Or on the Sunday immediately after the Saturday competition. Members shooting on a Sunday wanting to have their scores considered for the Postal Competition must notify (preferably by email) the Club Scorer of their score and grade by the following Monday night at the latest.

Responsibilities of Senior Duty Person:

The rostered Senior Duty Person (or in his/her absence a Committee member):

- Must ensure that all Range Sheets are collected at the end of each Saturday from each range and deposited in the Range Sheet Box situated within the Club House.
- Will determine when it is a reasonable time to collect the Range Sheets. If members are still shooting at that time then those members will assume responsibility for placing the Range Sheet in the appropriate Range Sheet Box.

² An exception to this rule would be in circumstances where a member competed at an Open spanning the weekend. In this case the scores would still be accepted if the match was shot on a Sunday even though it was scheduled to be shot at Melton on the previous Saturday.

- Must ensure that the tallied scores and the handicaps are written on the White Board.

Note: Members are responsible for tallying up their own scores. It is not the responsibility of the Duty Person or Club Scorer.

- Award the weekly handicap trophy to the winner of the designated competitions for the day.

Responsibilities of Club Scorer:

The Club Scorer must:

- Collect (or arrange for the collection of) the Range Sheets from the Range Sheet Box each Saturday (or at least once a week where practical).
- Enter the details recorded on the Range Sheet into the Club Database. This includes the scores (**which should have been clearly recorded on the Range Sheet by the competitor**).
- It is not the responsibility of the Club to determine if the LSD will accept or reject a participation that has been correctly and legitimately recorded on the Range Sheets. Therefore the Club Scorer will record as participations all records on the Range Sheet.
- Where no scores are recorded on the Range Sheet the Club Scorer will still record the participation.
- The Club Scorer must maintain an official (Master) copy of the club scoring database. This “Master” copy of the database may be kept on a computer other than the club computer (e.g. at the Scorer’s home computer). The Score must however ensure that the club’s copy of the scoring database is regularly updated with data from the master copy (at least once a fortnight).

Note: The Club Scorer will only enter scores/participations into the Club Database that are contained within properly completed Range Sheets.

Responsibilities of Club Captain:

The Club Captain’s duties include;

- Promote competition shooting within the club.
- Organising the Club Postal Teams
- Submitting the weekly Postals scores as required.
- Providing guidance to the Committee in the preparation of the Club Calendar.