



PISTOL CLUB

# NEWTEC PISTOL CLUB

Incorporated

## **Preamble to the Junior application**

Newtec is really focused on building an environment where young keen shooters can enjoy themselves while learning how to shoot (most of them shoot quite well, it's scary juniors can do what adults work hard to do without much effort).

Unfortunately, there are some point we must make prior to you completing the application which really won't come as a surprise or be too shocking, but we like you to be informed prior to starting the wheels turning as we aim to get junior applications resolved without too many rigours or delays.

### Points:

- Minors cannot own firearms as they are given a permit not a full licence, although it is not prohibited, it can be prohibitive if the parent/guardian is not licenced ABH. We will make every effort to help out if a junior is keen as you can imagine things can be problematic at times as not all members have WWCC certification.
- Parents must be at the range with their child at all times until they have a full firearms licence.
- Minors are 12yrs – 18yrs.
- Guardians must have documentation as proof of guardianship.
  - If the parent is sending the minor with a licenced friend or family, please let us know the details as we have a duty of care to make sure minors are safe.
- The form should be completed and signed off by the parent or guardian as they are of legal age to sign documents.
- Parent or Guardian signs the P650 form on behalf of the minor.
- Identity documents
  - Minor: Birth Certificate / Australian Passport also a Student ID
  - Parent/Guardian: NSW Drivers Licence / Medicare Card
- Changing from the Minors permit to a full licence will require a Firearms Safety Training certificate which can be completed in the months prior to the changeover.
- We strongly recommend that you are across the regulations so that there are no surprises at key checkpoints of the licencing process.

Note: you are responsible for all licencing matters and ensuring all documentation, training and other requirements are met, hence why we say read the firearm registry information.

Target shooting is quite challenging and not as susceptible to poor weather as other sports, so it is a great supplement to other sports.

If you have any questions please do not hesitate to ask, we will help where we can. The main point on that list is the first point, really consider joining with your child as it makes life easier, but it is also a sport that you can do with your child, there aren't many sports you can enjoy like shooting as a family.

We Look forward to meeting you both soon.



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## **J2 - NEW MEMBER APPLICATION (Junior)**

### **General Information**

**(To be completed by Parent or Guardian)**

Given Name/s:						
Surname:						
known by another name/s?						
Date of Birth:						
Home Address:						
	Suburb:				PC:	
Postal Address:						
	Suburb:				PC:	
Parent Name: (Will be at the Club with Junior)						
Parents Phone Number:	H:			M:		
Parents Email:						
Parents Occupation:						
Parents Qualifications/Trade/s:						
Parent Drivers Licence Number:					Exp:	
Parents Firearms Licence Number (if held):					Exp:	
Parents Firearm Categories: (if held):	A	B	C	D	H	G
Firearm Permits Held: (Parent, if held)	High Calibre		Ammo Collectors		Other	
<b>Membership Applying for:</b>						
Membership Type:	New (No Minors Permit)			Transfer (Existing Minors Permit)		
Membership Level	NSWAPA Only (SSAA Membership Required)			Pistol Australia/NSWAPA		



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Applicant Questionnaire -All Questions must be answered by Parent or Guardian-	Response
Is the parent/Guardian a current member of NEWTEC? (if not, a minor cannot own a firearm and requires a licenced adult supervising shooting activities)  Parent Member Number: _____	
Are you transferring from another shooting club? (Complete page 5 in full, if yes)	
Are you a member of the SSAA? If yes,  Membership # _____ Branch: _____	
Are you a member of any other clubs &/or Associations? Name/s? _____	
Have you reviewed all current NSW Firearms Registry factsheets on holding a Minors Firearm Permit?	
Do you understand the consequences of not following laws, regulations, and rules of holding a Minors Permit? (Parent responsible) (Information posted on the NSW Firearms Registry website)	
Are you able to complete required training within the required time frame?	
Are you able to regularly attend the club? Parent is required to be always at the club with minor.	
Do you understand and will abide by the NEWTEC Constitution, Policies and Procedures always? (Copy Available Online or at the Club). (Parent Responsible)	
<p><b>The Next section please answer for the Minor and the responsible Parent/Guardian.</b></p> <p><b>Both the parties must be considered a good and proper person to hold firearms licences or permits to be accepted.</b></p>	



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Applicant Questionnaire -All Questions must be answered by Parent or Guardian-	Response
Do you have a Criminal Record? This is not limited to 10 years.	
Have you ever been arrested? With or without charge.	
Have you been charged with any crime?	
Do you have experience with handling and operation of a firearm?	
Is there any reason you cannot securely handle a firearm?	
Been refused or prohibited from holding a firearms licence or permit or had a firearms licence or permit suspended, cancelled, or revoked?	
Been the subject of a Firearms Prohibition Order?	
Have you been convicted of an offence involving firearms, weapons, prohibited drugs, robbery, violence, terrorism, or an offence of a sexual nature?	
Have you been charged with an offence involving firearms, weapons, prohibited drugs, robbery, violence, terrorism, or an offence of a sexual nature?	
Have you been of currently the subject of a Family Law or Domestic Violence Order or Apprehended Violence Order?	
Have you attempted or contemplated suicide or self-harm?	
Have you been treated or referred for treatment for alcoholism, drug dependence or a mental illness within the meaning of the Mental Health Act 2007 or as a mentally disordered person within the meaning of that Act?	
Have you been or currently subject to a Good Behaviour Bond?	
Have you been or currently subject to an Interim Apprehended Violence Order (AVO)?	
Have you been or currently subject to a Personal Violence Order (PVO)?	
Have you or are you currently suffering from any mental illness or other disorder that may prevent you from using a firearm safely? <i>Medical Clearance will be required.</i>	
Have you been treated for a mental illness, nervous disorder, addiction, or any other illness covered by the Mental Health act in the past 2 years? <i>This is diagnosed by a medical professional and is not limited to diagnoses that requires further treatment.</i>	
Are you aware of the severity of firearms laws in NSW for non-compliance and the potential ramifications of a firearms charge on your life? <i>It is recommended you review all documentation to ensure you can meet the requirements.</i>	
Are you willing to provide a recent National Criminal Record check? - You may or may not be asked to provide a check (at your expense)	

\* If you tick Yes to any of the above, you will be contacted for further information/Documentation.



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## **Transfer Applicants ONLY**

*Do not complete if you are not applying to transfer from another club*

### **Leaving Club Details**

Club Name	
Club Secretary Name	
Club Secretary Contact	
Membership Number	

### **Questionnaire – Transfer**

<b>Question</b>	<b>Response</b>
Which peak shooting bodies are you affiliated/capitated/member of? (Any form of membership.)	
Are you a member of the SSAA? If yes, provide Member Number and copy of membership card.	
Do you have completed Transfer Forms from the leaving club? (Pistol Australia or SSAA)	
Are you in Good Standing with this Club? Financially and with participation (Report required from Club)	
Have you been subject of disciplinary action? If yes, please attach details.	
Are you retaining membership with the club in any form?	
Do you actively participate in Working Bees at the club?	
Do you understand you will be on Probation for 24 full months?	INITIAL:
Do you understand you will not be permitted to serve on the committee of Newtec Pistol Club	INITIAL:
Can you provide the club with the reason you are applying to transfer?	
Can you please tell us what you have done to support your current club while you have been a member?	
If there is anything you would like to add in support of the application, please note here.	
You confirm that you will advise NSW Firearms registry in writing that you nominate Newtec Pistol Club as your primary club and provide written confirmation within 14 days to Newtec's Secretary.	Initial:
You understand that Newtec does not allow affiliate/associate members, if you are found to be there will be immediate termination of membership, the club will treat it as the membership never existed.	Initial

Applicant to sign if above is understood and accepted.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NEWTEC Pistol Club Incorporated reserves the right to terminate memberships that are not compliant.**



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## **Declaration Page – PARENT OR GUARDIAN TO SIGN**

**Please do not sign unless you fully understand the document.**

I \_\_\_\_\_, give my full consent for NEWTEC Pistol Club to contact the nominated references to obtain information required for assessment of the application for membership made to NEWTEC Pistol Club. I have the permission of the person providing a reference to share required personal information reasonably required to contact them in obtaining a reference. Further I give full consent for NEWTEC Pistol Club Incorporated to contact my leaving club (if required), and/or shooting associations to request information on you as we deem relevant to assess applicant suitability to join NEWTEC Pistol Club Incorporated.

I, \_\_\_\_\_ solemnly declare that ALL INFORMATION PROVIDED IS TRUE AND CORRECT & that Providing false or misleading information &/or, failing to disclose information will result in cancelling of this application or immediate termination of membership if offered and discovered later date. I acknowledge and accept that membership is at the sole discretion of NEWTEC Pistol Club Incorporated and NEWTEC Pistol Club Incorporated reserves the right to withdraw, cancel, or terminate any membership deemed to not be in the best interest or uphold the values of NEWTEC Pistol Club Incorporated. I declare and confirm that I have read and understand the requirements set down by the NSW Police Firearms Registry, NEWTEC Pistol Club Inc in relation to holding a firearms licence and possessing firearms for target shooting, I also fully understand that as the licence holder, I am wholly responsible for meeting the requirements of a firearms licence in NSW, it is not the responsibility of NEWTEC Pistol Club Inc, its agents or management to advise you on these requirements or ensure you meet any requirements of holding a firearms licence. Failure to adhere to the NSW Firearms Act, Regulations and/or the Newtec Pistol Club Constitution will result in suspension, expulsion or other action.

Full Legal Name: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

### WITNESS DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_, have witnessed the applicant signing this document and they have confirmed they fully understand the terms of this document and the declaration they are signing.

WITNESS PHONE NUMBER: \_\_\_\_\_

WITNESS RELATIONSHIP WITH APPLICANT: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Return the form to the Club fully completed via Post/Email/In person.**

If form is submitted incomplete, illegible or unclear the club will not action the form.

Making of false declarations will result in immediate termination of membership, please answer all questions truthfully,

Please email if you have any concerns. [info@newtecpistolclub.com.au](mailto:info@newtecpistolclub.com.au)

NEWTEC Pistol Club Reserves the right to withdraw an offer of membership or membership without notice.

NEWTEC does not provide feedback to applicants on failed applications, please do not request this information as refusal may offend.



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## **Form J3 - Membership General Terms.**

This Document once signed is considered binding.

This document outlines in plain English, general terms of membership at NEWTEC Pistol Club Incorporated. The document does not include all conditions/terms of membership and only operates as a supplement to the NEWTEC Pistol Club Constitution and all other documents.

1. Membership is non-transferrable.
2. Annual fees are due by 2 pm on the 14<sup>th</sup> of September annually, (subject to review by the committee with notice)  
Membership expiry is the 30<sup>th</sup> of September.
  - a. Failure to pay fees by 14<sup>th</sup> September annually will result in cancellation of membership on 30<sup>th</sup> September.
    - i. You will be required to re-join the club after 30<sup>th</sup> September; application is made to the committee and will be resolved at the next committee meeting.
    - ii. You will be Charged a late fee, from 2:01pm 14<sup>th</sup> September to 11:59pm on the 30<sup>th</sup> of September.
    - iii. You will be charged a re-join after the 30<sup>th</sup> of September.
    - iv. The club will reset your joining date you re-joined; you will be re-joined as a conditional member if not already in this category.
    - v. The club will also advise the NSW Firearms Registry and NSWAPA immediately that you are unfinancial (no longer a member).
  - b. The club may allow you time to pay club fees upon application, this is to be made prior to 30<sup>th</sup> August (the club will not have ongoing arrangements).
3. Membership does not guarantee.
  - a. Issuance/approval/renewal/retention of a firearms licence or permits. The club will not refund any portion of fees if you are not issued a licence by the NSW Firearms Registry.
  - b. Range time
  - c. Any personal results or goals in the sport.
  - d. Membership Renewal
4. Membership fees are non-refundable.
  - a. In certain circumstances the club may resolve to refund fees in exceptional circumstances this will be less unrecoverable costs e.g. capitation, administration costs, incidentals, & consumables.
5. Members are required to follow the Firearms Act, Regulations and other legislation relating to firearms in any jurisdiction.
6. Members/Licence holder is required to always maintain up to date information with the club. This is updated via the appropriate form of the day in writing.
7. Members are expected to attend club working bees totally 4 annually, this is recorded, a non-attendance fee will be charged if you do not attend.
8. Firearms licence holders are responsible for the administration of their firearms licence, NEWTEC Pistol Club does not act on behalf of members in licencing issues with external bodies/authorities.
9. New Members will be subject to a probationary period of 24 months, during this time any failures or conduct not befitting will result in you being expelled from the club.
10. NEWTEC Pistol Club Incorporated reserves the right not to renew members if they do not meet the expectations and or values of the club.
11. You will be subject to the terms of the approved constitution of the time while a member of NEWTEC Pistol Club.
12. Members must have a current membership card and firearms licence while on the range or handling firearms.
13. While on ranges members are to conduct themselves appropriately and safely, adhering to standing orders and directions of officials.
14. You must maintain a valid licence, if a licence is suspended, revoked, invalid or anything that results in you not being permitted to hold firearms or a licence you must advise the club within 24 hours of you being made aware of the situation. The club will determine if they should continue membership is the matter extends through a renewal period.
15. Members are to respond to all official correspondence within 7 days. Failure to do so may result in suspension, dependent on what the correspondence relates to.
16. Members are not permitted to access the club ranges outside of operating hours unless approval is given to do so, and no shooting activities will take place outside of operational hours without written consent. Members found to be breaching this will have their membership immediately terminated.
17. Photographs/Videos/Audio recordings while at NEWTEC Pistol Club are strictly prohibited. Persons breaching this will be asked to leave and members will be either suspended or expelled.
18. Documents with the NEWTEC Pistol Club letterhead, or any identifying marks are not to be used, distributed or reproduced without express written consent of the Executive Committee.
19. NEWTEC Pistol Club strictly prohibits posting of NEWTEC information/photos/logo/or any other identifiable information on social media or internet sites in any form. Persons breaching this will be directed to remove such items and action will be taken by the committee against those persons.
20. Confirmation of permit to acquire is subject to the applicant being a member, actively engaged in the club pursuant to the confirmation. Probationary members are subject to the training program completion before any PTA is confirmed, and Transfers have the 12-month prohibition on confirmation.
21. All new members a subject to conditional membership, this may be reviewed after the 24-month probationary period for new members, Transfers will be subject to the conditional membership permanently.

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22. Members are not to engage in conduct of any kind that will place NEWTEC Pistol Club, our affiliates or the shooting sports into disrepute internally or externally.
- Members engaging in but not limited to liable, slander, defamatory actions will be subject to expulsion from NEWTEC Pistol Club for life, the matter will also be referred to our affiliated bodies for adjudication and potential further action.
  - Members reasonably suspected of this conduct will not be permitted to represent NEWTEC Pistol Club in any form for a period determined by the committee.
  - Members will be afforded due process in handling matters of this nature.
23. Members are not permitted to act on behalf of or represent themselves as NEWTEC Pistol Club Incorporated under any circumstances without express consent of the current committee.
24. Members are not to reproduce any NEWTEC logos or standards without written consent of the committee.

Any matters/actions contrary to the constitution, terms &/or expectations of members will be actioned by the committee of the day.

I \_\_\_\_\_ declare I have read and Fully Understand the ALL Obligations/Requirements/Duties regarding the holding of a firearms licence & requirements of NEWTEC Pistol Club Incorporated membership, further you will always abide by the firearms act/regulations & the NEWTEC Pistol Club Constitution. Disciplinary action will be taken if you breach regulations, laws, Club General/Safety rules pursuant to holding/Obtaining a Firearms Licence in New South Wales. Members are expected to act with integrity, ethics, morals, uphold club values, if you cannot abide with the above, please do not sign this document.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MEMBERSHIP CONDITIONS: New Members/Transfers**

Conditions set out below are terms in which we will accept your membership and are binding once accepted for the duration of your membership, there will be no alterations or erasure of these terms as they are enduring for the full term of membership at Newtec Pistol Club Incorporated. If you breach these conditions of membership it will result in immediate expulsion from Newtec Pistol Club, with full forfeiture of any fees/levies/payments made to Newtec Pistol Club Incorporated.

Conditions:

- You will not be permitted to serve on the committee or sub committees of Newtec Pistol Club Incorporated.
- You will not be full member unrestricted member.
- You will not be permitted to hold position of any kind within Newtec Pistol Club Incorporated.
- If in the first 12 months you have any failures, or display concerning behaviour your membership will be terminated
- You will be on probation for 24 Months, No permits to acquire will be confirmed during this period.
- Any disruptive or conduct deemed to be destabilising or detrimental to Newtec Pistol Club Incorporated, its members or operations will result in expulsion from Newtec Pistol Club Incorporated immediately.

I \_\_\_\_\_ Fully understand the listed conditions of membership and fully accept the listed conditions of membership in their entirety, I understand that these conditions will be binding for the duration of your membership with Newtec Pistol Club Incorporated. You acknowledge that you will fully always abide by these conditions along with standard terms of membership and you understand the consequences of not abiding by the terms. If you accept these terms, please sign below.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This document is binding once signed and is not negotiable.**

**This Document will form part of the Club file held on you and is secured in line with Privacy requirements Disciplinary action will be taken if you fail to abide by all rules (This does not replace or remove member responsibilities set in the club constitution or other binding documents).**

**Safety of all stakeholders is important.**

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## **Form J4 - Member Expectations.**

**This Document once signed is considered binding.**

New Applicants/Members

1. **YOU WILL make yourself aware of ALL Obligations & Requirements of Holding a Firearms Licence, being a Member of NEWTEC & any other items (I did not know is unacceptable)**  
(NSW Firearms Registry Website for factsheets. [https://www.police.nsw.gov.au/online\\_services/firearms](https://www.police.nsw.gov.au/online_services/firearms))
2. **YOU WILL ALWAYS** abide by the Club Constitution a copy is available on the Club website.
3. Membership Fees are due Annually by **14<sup>th</sup> September**, you are responsible to pay on time.
  - a. Notices will be placed in the clubhouse with important information about fees.
  - b. Failure to pay fees/levies/subscriptions by the due date without an approved plan will mean.
    - i. You will no longer be a member of NEWTEC.
    - ii. NSW Firearms Registry and NSWAPA will be notified.
    - iii. Upon application (If accepted) you will be levied re-join fees and your joining date will be the day of payment.
    - iv. NEWTEC Will not issue or support a transfer if you are unfinancial, owe the club money, subject to disciplinary action, or have failed participation.
4. You will be responsible for all renewals, attending/completing training and other required activities of the Club and NSW Firearms Registry, the club or its agents will not provide personal notices and are not responsible for you or maintenance of any licence/permit issued to you. **YOU ARE RESPONSIBLE FOR YOUR ACTIONS AND ALL ADMINISTRATION RELATED TO HOLDING A CLUB MEMBERSHIP AND FIREARMS LICENCE.**
5. Photographs/Videos/Audio recordings while at NEWTEC Pistol Club are strictly prohibited. You will be subject to disciplinary action if you breach this condition.
6. Documents with the NEWTEC Pistol Club letterhead, or any identifying marks are not to be used, distributed or reproduced without written consent of the Executive Committee.
7. NEWTEC Pistol Club strictly prohibits unofficial social media or internet sites in any form, and you will be formally asked to remove them, this may result in disciplinary action up to membership termination.
8. **You MUST** advise the club in writing of changes to Name/Address/Contact information/firearms licence number and expiry date, within 14 days. Failure to do so will result in a suspension or expulsion.
9. **You MUST** promptly respond to correspondence & collect any documents/items within 7 days.
10. **You MUST** participate in the approved shooting activities per participations requirement set by Firearms Registry directive available on the registry website.
  - a. If you fail to meet participation requirements
    - i. Firearms Registry will be notified (may result in action by Firearms Registry)
    - ii. The club may not renew your membership.
11. It is expected that you attend the Club regularly & will attend a minimum 4 working bees annually or a non-participation levy of up to \$200.00 per year.
12. You will be considered Probationary until you have been a member for 24 Full Months and deemed competent by the club executive at which time you will be granted full membership.
13. **You MUST** notify the club and registry of changes to Address/safe storage arrangements (ITS LAW) this also includes other changes to your circumstances relating to holding an NSW Firearms Licence.
14. **You MUST**, actively participate in club activities including shooting, volunteering, and attending general meetings.
15. **Members are NOT TO** wear or possess anything that may bring the club or shooting into disrepute, this may result in you being asked to leave the club or other action being taken. We do not consider items of political affiliation/opinion, colours, respectful humour to be offensive, this is in respect to directed items by design to cause issue for members or the sport in general.

I \_\_\_\_\_ declare I have read and Fully Understand the **ALL** Obligations/Requirements/Duties regarding the holding of a firearms licence & requirements of NEWTEC membership, further you will always abide by the firearms act/regulations & the NEWTEC Pistol Club Constitution. Disciplinary action will be taken if you breach regulations, laws, Club General/Safety rules pursuant to holding/Obtaining a Firearms Licence in New South Wales. Members are expected to act with integrity, ethics, morals, uphold club values, if you cannot abide with the above, please do not sign this document.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**This document is binding once signed and is not negotiable.**

**This Document will form part of the Club file held on you and is secured in line with Privacy requirements Disciplinary action will be taken if you fail to abide by all rules (This does not replace or remove member responsibilities set in the club constitution or other binding documents).**

**Safety of all stakeholders is important.**



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## **F1 – Newtec Pistol Club Code of Conduct**

Newtec Pistol Club (Newtec) Code of Conduct (the Code) applies to all persons associated and/or involved with Newtec and its activities in any capacity regardless of membership or not.

Such persons include, but are not limited to, the following:

1. All individual Members of Newtec.
2. Committee, Appointees, Coordinators and Officials of Newtec.
3. Representatives and/or officials of State/National Associations.
4. Volunteers acting in any capacity on behalf of Newtec.
5. Contractors and their employees.
6. Visitors and Spectators
7. Any individuals/entities that become involved in any with activities, functions and/or engagements of Newtec Pistol Club for whatever reason.

The purpose of the Code is for the protection of all Newtec stakeholders in ensuring that every individual is treated with respect, dignity and fairness and assured of his/her safety by preventing discrimination, harassment, abuse, and/or any other form(s) of inappropriate behaviour. Newtec Pistol Club reserves the right to take all appropriate disciplinary action against any person and/or organisation bound by the Code if breached. If disciplinary action is deemed necessary and has commenced, the Code will apply to respective persons and/or organisations. It is the responsibility of all stakeholders to always make themselves aware of the provisions of the Code. The Code may be amended from time to time by Newtec and is available to all stakeholders at the club.

### VALUES

The Code is based on our affiliated bodies and adopted into Newtec Pistol Club, applicable to all internal and external stakeholders in all engagements with Newtec.

1. Honesty and integrity.
2. Treat people with dignity and respect.
3. Being responsive to the needs of others.
4. Being open and transparent.
5. Listen and communicate effectively.
6. Accept full responsibility and be accountable for one's actions.
7. Cooperate and work as club.
8. Value the health, wellbeing, and safety of all Newtec Pistol Club stakeholders.
9. Value diversity.

### STANDARDS: Behaviour

The Code requires every individual and/or organisation defined herein to adhere to the following standards of behaviour:

1. Be a positive role model and always promote Newtec Pistol Club in a positive light.
2. Act in a manner that is ethical, moral, fair, and honest in all dealings with internal and external stakeholders.
3. Treat everyone with respect and courtesy, having proper regard for their dignity, rights, and obligations.
4. Place, always, the safety and welfare of others particularly children above all other considerations.
5. Comply with Newtec Pistol Clubs constitution and all other rules, policies, procedures applicable to the Newtec Pistol Club, its members, and affiliated bodies.
6. Operate within the rules of the sport and in the spirit of fair play and good sportsmanship.
7. Comply with all Australian laws, both federal and state, including but not limited to, anti discrimination, harassment, and Privacy.
8. Do not discriminate against any person on the grounds of age, gender, race/nationality, sexual orientation, or any other category other than that person's merit.
9. Act responsibly and be accountable for your actions.
10. Be diligent and perform in a manner that is conducive to the health, wellbeing and safety of yourself and others.
11. Do not engage in any form of harassment towards any individual.
12. Do not engage in any manner towards any individual that may be viewed as sexual harassment/abuse.
13. Do not engage in physical, verbal, emotional abuse towards any other person.
14. Do not engage in ANY intimidating and/or bullying behaviour towards others.
15. Behave professionally, honestly and with integrity.
16. Do not behave in any manner that may bring the reputation of Newtec Pistol Club into disrepute.
17. Do not use your involvement with Newtec Pistol Club to promote yourself ahead of or to the detriment/disadvantage of Newtec Pistol Club, its members, or partners.
19. Do not use your involvement with Newtec Pistol Club to promote your own beliefs, behaviours, standards and/or practices.
20. Do not make improper use of Newtec Pistol Club or other inside information, your status, power and/or authority, whatever that may be.
21. Take appropriate steps to avoid conflict of interest, real or apparent, with your engagement with Newtec Pistol Club.
22. Maintain confidentiality with respect to all information obtained during any engagement and/or work performed on behalf of Newtec Pistol Club per the Privacy Act 1988 (Cth).
23. Do not engage in the inappropriate disclosure, directly or indirectly, of any information regarding Newtec Pistol Club matters of internal and external stakeholders.



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24. Do not provide false or misleading information about Newtec Pistol Club and/or stakeholders irrespective of personal perception of a situation.
25. Act with care and concern for others always.

## GLOSSARY

Abuse	to treat others in a harmful, injurious, or offensive way.
Accountable	to be answerable for one's own actions.
Cooperate	to work or act together for the common purpose and benefit
Confidentiality	maintains strict privacy on matters of a sensitive nature, spoken, written or by action.
Courtesy	acting in a respectful, considerate, and dignified manner towards others.
Dignity	maintains one's self-respect or that of another.
Diligent	attentive and persistent in your efforts to accomplish a task.
Disclose	reveal to others
Discrimination	the unjust or prejudicial treatment of different categories of people
Diversity	state of being different, diverse.
Ethical	acting in a moral or principled manner and in accordance with the rules and standards for right conduct or practice.
Fair	free from bias, dishonesty and/or injustice.
Harassment	disturbs, torment, bother, pester, persecute and/or attack verbally, sexually, physically and/or mentally.
Integrity	of moral and/or ethical principles.
Moral	principles of right or wrong acts or omissions
Stakeholder	a person with an interest or concern in something, especially a business.
Obligations	responsibility by which one is bound or obliged to fulfil out of duty.
Constitution	fundamental principles by which an applicable group is governed.
Member	an individual having paid membership fees for a given period.
Physical Abuse	to use violence and harm or injure one in a physical manner.
Respect	to show due regard or consideration of another.
Responsible	to be reliable, dependable, accountable, and answerable in fulfilling one's duties.
Responsive	acting readily and sympathetically to the task at hand.
Rights	provisions due to one by just claim, legal guarantee, moral principle etc.
Safety	freedom from risk, injury, danger, or loss.
Sexual Harassment	disturb, torment, bother, pester, persecute and/or attack in a manner of sexual nature.
Transparent	open, frank, candid and/or unobstructed.
Values	Ideals that guide appropriate standards of behaviour.
Verbal Abuse	range of words or behaviours used to manipulate, intimidate, and maintain power and control over someone
Violent	physically, mentally and/or emotionally abusive and which causes injury.
Volunteer	one that willingly offers his/her services to perform a duty without pay and/or remuneration.



PISTOL CLUB

# NEWTEC PISTOL CLUB

Incorporated

## **F2 – Newtec Pistol Club – Privacy Policy**

Newtec Pistol Club Inc recognises the importance of protecting the privacy of our members and other third parties who provide their personal information to us. Our policy for dealing with your personal information is explained below (Privacy Policy) and includes disclosure of the matters set out in the Australian Privacy Principles.

### **Personal Information We Collect**

When used in this policy, “personal information” has the meaning given to that term in the Privacy Act 1988 (Cth). Personal information generally includes any information that can be used to personally identify an individual. We may collect the following types of personal information:

- Name
- Residential or Business address
- Email address
- Postcode
- Gender
- Age and date of birth
- Signature
- Telephone number
- proof of identity, such as your NSWPS Firearms Registry Customer Identification Number, driver's licence, Firearms licence or passport number.
- if you are a candidate for membership, we may collect other information as further set out in our application forms or during the recruitment process. This may include information relating to your personal history, suitability for club membership you are applying for, and your reference details.

### **Other Information**

We may also collect information from you that is not personal information because it does not identify you personally. This information is normally retained with your personal information and may include:

- your communications preferences, including the type of information you wish to receive and the method of delivery (e-mail, SMS, direct mail, or other); and
- information you provide to us via our office, website, application forms, or directly to committee in relation to our products and services.

### **Unsolicited Information**

If you send us personal information that we have not requested, or we determine that the personal information you have provided to us is not reasonably necessary or directly related to any of our functions or activities, we may de-identify or delete this information without notifying you to protect your privacy.

### **How We Collect Your Personal Information**

Collection of personal information can occur through the following interactions:

- when accessing and using our website.
- during conversations with our management committee or members.
- when completing purchase orders, registrations, requests or applications for our products or services (by phone, in person or electronically).
- when communicating with us directly (by e-mail, telephone, direct mail or any other means).
- when interacting with us during promotions, competitions, or special events

### **How we hold Personal Information**

We may hold personal information in either electronic or hard copy form. We retain electronically gathered information in our computer systems and databases. This includes computer software programs, internet servers, and hosted internet solutions provided by third parties. Hard copy (paper) information is normally retained in our files, and a copy is made to our electronic files.

### **If we are unable to Collect Personal Information**

If we are unable to collect personal information, some or all the following may occur:

- we may be unable to provide products or services to you, to the requested standard or at all.
- we may be unable to communicate with you to provide information about products and services that you have purchased from us or may intend to purchase in the future.
- we may be unable to tailor the content of our communications to suit individual preferences, o

### **Purpose of Collection of Your Personal Information**

We collect personal information so that we can carry out the following actions (“Purpose”):

- to provide you with products and services that you have requested from us.
- to communicate with you, including about products and services, competition results, special offers, and events which might interest you.
- to answer your questions and provide you with information or advice.
- to create orders, transaction records, agreements for the sale of products or services, accounts, tax invoices or receipts.



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- provide your personal information to third parties that assist us in providing products and services you have requested, such as delivery service providers and fulfilment managers.
- carry out administration, marketing, planning, fraud and loss prevention activities, procurement, product and service development, quality control and research to improve the way Newtec and its related bodies corporate and service providers provide services to you.
- to consider and respond to complaints made by you.
- to comply with laws or regulations or to comply with any directions given by regulators or authorities.

### Disclosure of your Personal Information

Your personal information may be disclosed in connection with any Purpose to any of the following:

- our employees, contractors or service providers, to the extent reasonably necessary to fulfil our obligations to you. This may include internet service providers, IT systems administrators, mailing houses, couriers, payment processors, and data entry service providers.
- our business advisors, including lawyers, accountants or other professional service providers, to the extent reasonably required.
- if you are a candidate for an employment position involving a third party with whom we have an agreement, to that third party to assess your application; and
- if required by law, to any person authorised by such law. This may include the police service, ambulance service, or government departments or regulators within Australia in connection with law enforcement activities.

Your personal information will not be shared, sold, or disclosed other than as described in this Privacy Policy.

### Information given by you to other parties

So that we can provide a wide range of products and services to you, third parties offering products and services may be operating in our stores from time to time. If you provide personal information to a third party other than the NEWTEC, please contact that third party directly in relation to the handling of your personal information.

### How you may access your Information

You may access personal information held by the NEWTEC by making a written request. If your request is unlawful or may interfere with the privacy of other stakeholders, we may reasonably refuse to provide access to your personal information.

All mail to:

Attn: Secretary

Newtec Pistol Club

PO Box 184

West Wallsend NSW 2286

[info@newtecpistolclub.com.au](mailto:info@newtecpistolclub.com.au)

### Correction of your Personal Information

If you would like us to update or amend your personal information, please contact us and we will make the requested amendments. We may ask you to verify your identity to ensure that personal information we hold is not improperly accessed.

### Complaints

If you feel your privacy has been breached, please contact us via mail, setting out the circumstances and reasons for your complaint and the club will aim to respond within 21 days.



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## Items/Documentation Required:

Item	Required Form	Note
NSW Drivers Licence	Original	Require Photo Identification minimum requirement is a NSW Drivers Licence or Passport. Egg a Birth Certificate must be accompanied by photo ID
Australian Passport	Original	
or		
Australian Birth Certificate	Original	
Medicare Card (Green)	Original	
Firearms Licence / Permits (if held)	Original	A current Firearms Licence and or firearms permits held.
SSAA Membership Card (If held)	Original or Copy	When applying for NSWAPA only membership
NSWAPA Membership Card (Transfers)	Original	
Student Identification Card	Copy	Clear
Leaving Club Membership Card (Transfers)	Original or Copy	
Transfer Form (PA or SSAA) (Transfers)	Original (Preferred) or Copy	
Criminal Record Check (If requested ONLY)	Original	Only if requested of the parent or guardian

Any other documentation will be requested if required, generally we require the basics only.

Parent/Guardian must provide identification, including NSW Drivers Licence.

We understand that a minor will not have all forms of identification, and we typically require a Passport or Birth certificate with a Student ID (If held), this is a generic form.

If the legal guardian is attending the club and not a parent, please provide evidence that you are permitted to sign on behalf of the minor and proof of guardianship.