

Victorian Amateur Pistol Association

Participation Check Sheet – 09/12/2008

Quote from Licensing Services Division letter 9th December 2008.:

Upon review of the 'Participation Check Sheet', LSD is satisfied that it correctly reflects the legislative requirements as they currently stand and welcomes it as a tool the industry can use to assist them in determining compliance with the legislation.

When communicating the 'Participation Check Sheet' to the industry, LSD strongly suggests that handgun target shooters be reminded that it continues to be their responsibility to understand and comply with the laws and conditions of their licence in this area and therefore the 'Participation Check Sheet' should not be relied upon in isolation. Clubs should also be reminded that this in no way overrides the reporting format provided for in the Regulations.

The Process:

Based on handguns owned as at 31st December of the participation year.

***** You will need a copy of the report that your club has sent to the LSD. *****

Step 1: Have you participated on 10 separate days? (Pro rata calculation if licence was only held for part year).

- If no, your licence will be cancelled.
- If yes, proceed to step 2.

Step 2: Have you participated in 6 matches or shoots as a competitor? (Pro rata calculation if licence was only held for part year).

- If no, your licence will be cancelled.
- If yes, proceed to step 3.

Step 3: Work out the class requirements.

Class Requirements	No Of Matches/Shoots Required
Class 1 (Pro rata calculation if licence and/or class only held for part year)	
Class 2 (Pro rata calculation if licence and/or class only held for part year)	
Class 3 (Pro rata calculation if licence and/or class only held for part year)	
Class 4 (Pro rata calculation if licence and/or class only held for part year)	

Step 4: Have you participated the minimum number of times for each class (as per the above table)?

- If no, you will lose that class. Do not delete those participations, they may be used in step 5.
- If yes, highlight the participations (on the report), starting with the Club Shoots, then Matches. Proceed to step 5.

Step 5: Are there participations in 6 extra matches left over? This would include any matches from a class that you have not complied with.

- If yes, you are finished. You keep your licence, and any classes that you have complied with.
- If no, proceed to step 6.

Step 6: Examine the participations to determine if surrendering one class will obtain compliance for one or more other classes.

- If yes you will be given the opportunity to choose which class(es) to surrender.

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Example for a person that owns two classes of handgun:

Date of Match/Shoot	Match/Shoot	Participation Type	Class
12/05/2007	M	C	3
19/05/2007	M	C	3
16/06/2007	M	C	2
15/07/2007	M	C	2
22/07/2007	M	C	3
12/08/2007	M	C	3
29/09/2007	M	C	3
30/09/2007	M	C	3
10/11/2007	M	C	2
09/12/2007	M	C	2

Step 1: Have they participated on 10 separate days?

- Yes, proceed to step 2.

Step 2: Have they participated in 6 matches or shoots as a competitor?

- Yes, proceed to step 3.

Step 3: Work out the class requirements.

Class Requirements	No Of Matches/Shoots Required
Class 2	4
Class 3	4

Step 4: Have they participated the minimum number of times for each class (as per the above table)?

- Yes, highlight the participations (from the club report), starting with the Club Shoots, then Matches. Proceed to step 5.

Date of Match/Shoot	Match/Shoot	Participation Type	Class
12/05/2007	M	C	3
19/05/2007	M	C	3
16/06/2007	M	C	2
15/07/2007	M	C	2
22/07/2007	M	C	3
12/08/2007	M	C	3
29/09/2007	M	C	3
30/09/2007	M	C	3
10/11/2007	M	C	2
09/12/2007	M	C	2

Step 5: Are there participations in 6 extra matches left over? This would include any matches from a class that they have not complied with.

- No, proceed to step 6.

Step 6: Examine the participations to determine if surrendering one class will obtain compliance for one or more other classes.

- Yes, the licence holder will be given the opportunity to choose which class(es) to surrender.
 - In this case surrendering Class 2 or Class 3 will result in the 6 extra matches needed for the other class. The licence holder will be contacted and asked which class they wish to dispose of.
 - They will retain their licence, and the class of their choice.