



**SA Hunters & Game Conservation Association
SA Jagters- en Wildbewaringsvereniging**

*Policy for the Development, Organization
and Management of Branches*

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SA Hunters & Game Conservation Association

Policy for the Development, Organization and Management of Branches

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1. INTRODUCTION

The SA Hunters and Game Conservation Association (SAHGCA) established a proud history and culture as a hunters and game conservation association since its inception in 1949.

Our hunting activities are increasingly in the line of fire and unfortunately, the hunter is often the one to blame for the negative image the general public has about hunting, even if only, because of the actions and/or transgressions of a smaller group. In this regard the SAHGCA, the Branches and the individual members of the SAHGCA have the very important task of addressing the negative image and perceptions that the general public often have about hunting, the hunter and the role of the hunter in conservation. The influence that Branch Management can exert on its members at branch level is invaluable and here the Code of Honour of the SAHGCA can be quoted as a point of departure and basis for what we as hunters “**should do**”:

SAHGCA CODE OF CONDUCT

In profound acknowledgement to the Almighty, Creator of all life with sincere appreciation for the universe in the sublime totality thereof, I hereby pledge myself as a hunter and as a member of the South African Hunters & Game Conservation Association to:

- Obey all written and unwritten hunting regulation and practices, and to take nothing from nature which I am not entitled to;
- Hunt with compassion and to utilise from nature with utmost discretion;
- Actively conserve and promote with love and respect, fauna and flora, soil and water and the life it represents;
- Employ my firearms with skill and consideration, and with understanding for the value of life; and
- To hunt with humility, to respect my fellow hunter and to enhance and strengthen ethical hunting.

Conservation – The “modern” human being caused more damage to nature in the last 50 years than all our predecessors together over thousands of years! In their “simplicity”, our predecessors knew instinctively what we (to a greater or lesser extent removed from nature) do not understand anymore, i.e. that the human being’s continued existence on this planet is dependent on sustainable utilization of the natural resources. We are blessed to live in a country that is richly endowed with land, water, air, sunlight and fauna and flora. There are, however, too many of us who use (misuse) these natural resources as if there is no tomorrow.

We as hunters are privileged to hunt in parts of our country where nature is still largely undisturbed. All of us want to see that it is conserved to be visited and experienced again and again. We are worried, and rightly so, when going about our everyday business, when we see how these natural resources are polluted, damaged, destroyed and killed indiscriminately!

The hunter is in a unique position, because of his interests, to make an enormous contribution in his immediate sphere of influence and to exert influence by supporting conservation practices and ideas.

The activities of hunters directly benefit nature by ensuring that habitat and species are conserved and thus ensuring that there will be wildlife areas and game to hunt in future. The land in private ownership in South Africa where game are kept, cover enormous areas

compared to 50 years ago. Hunters must realize, and must also be taught to explain their contribution to Joe Citizen who does not realize this. Instead of explaining apologetically why we hunt, we as hunters should actively explain our positive contribution to conservation to the uninformed. Branches have to take their responsibility to educate their members about conservation very seriously, and execute it properly. The “**Conservation Charter of the SAHGCA**” (Annexure “OO”) provides guidelines to Branches and members.

The education of our youth plays a key role in the future conservation of our natural resources – since the youth of SA constitute 50% of our population, it is clear how critical it is to involve them in what we as hunters do. Junior training in terms of conservation is not negotiable; it will determine the future of nature on earth as we know it and will, especially in Africa be a determining factor in the next 50 years – maybe even sooner!

***“In the end we will conserve only what we love;
we will love only what we understand;
and we will understand only what we have been taught.”***

Baba Dioum, Africa

Hunting culture – Senior and more experienced hunters in particular must realize that a large number of “modern” hunters did not have the privilege of growing up with a person or persons who set the correct example and guided the education of the hunters. Urbanization in South Africa in the last number of decades is largely the reason. For a hunter who had a father as an example and mentor during his childhood years, it is often difficult to understand the words and actions of less experienced hunters and it is easy to become impatient or express negative criticism.

For this reason, Branch Management must identify experienced persons in the Branch who have the necessary personal aptitude and approach to assist with training, formal and informal, even if it is only to set the correct example. When the transfer of knowledge happens successfully and spontaneously, and especially when “younger” less experienced members start to look up to senior / experienced / knowledgeable members, a Branch culture will develop that members can be proud of – this then becomes a uniting factor that is found in very few other types of sports and is probably unique to hunting. If this happens we have given a few positive steps back into the shoes of our ancestors when the transfer of hunting knowledge and experience to the next generation happened automatically.

The current generation of hunters will have to master the transfer of knowledge to the next generation thoroughly and very fast if we want to transfer the culture and heritage of hunting successfully onto future generations. We must realize how fortunate we were if we had the correct example and opportunities that some of today’s less experienced hunters only dream about, and start to plough back into hunting that enriched our lives on so many levels. A healthy Branch setup is the ideal breeding-ground to create such a culture.

The branch management, but in particular the Branch Chairperson must realize that they are the ambassadors of the SAHGCA and that the message they communicate and the way they communicate it makes an enormous contribution to the image of the SAHGCA, the branch, the individual hunter and hunting in South Africa. The following maxim illustrates this clearly:

“When a strong man stand up for something, the spine of others stiffen”

2. THE NECESSITY OF BRANCHES

Branches in the SAHGCA serve as the primary delivery platforms in the Association. For this reason, Branches must be well organized and apply proper administrative and financial control. Branches must have effective communication mechanisms and must be managed

in a transparent manner. Branches must not only communicate internally, but horizontally to neighbouring Branches (by means of joint ventures) and vertically to the National Branch Chairpersons' Forum (NBCF) and the Executive Committee (EXCO). Branches are voluntary structures and the responsibilities and duties must be spread as widely as possible so that not only a few individuals carry the full load. Regular management elections must take place and representation at management level must be accessible to everyone. Branches must organize branch activities on a regular basis.

Branches have a large degree of autonomy regarding internal affairs, but they are subject to the following:

- 2.1 **Takreglement** (bylae "PP")
- 2.2 **"Gedragkode en Disziplinêre Prosedure vir lede van die SAJWV"** (bylae "A"),
- 2.3 **Internal Rules** (Annexure "B") and
- 2.4 **Constitution of the SAHGCA** (Annexure "C").

3. BRANCH ESTABLISHMENT

3.1 CRITERIA FOR BRANCH ESTABLISHMENT

- 3.1.1. The need of enough members in a certain area to be serviced by their own Branch.
- 3.1.2. Availability of a suitable shooting-range to be used by the Branch.
- 3.1.3. The viability of the Branch to be established.
- 3.1.4. The potential for growth and sustainability of the Branch to be established.
- 3.1.5. The potential effect of the establishment of a new Branch on the sustainability and quality of other Branches.
- 3.1.6. The principle of free association must apply to individual members with regard to the choice of Branch membership. A member has the freedom to join the Branch of his choice. He must give notice to the National Office – see attached example of the **"Request by member for Branch Transfer"** (Bylae "D").
- 3.1.7. The distance of the Branch to be established from neighbouring Branches.

3.2 INITIATION OF BRANCH ESTABLISHMENT

The establishment of a Branch can be initiated in various ways, for example:

- 3.2.1 Application by members residing in a specific area.
- 3.2.2 Application by potential members or groupings.
- 3.2.3 A decision by the EXCO if there is a need for expansion in a given area.
- 3.2.4 A proposal from the management of a Branch if there is a problem with service delivery to members in a certain area because of the distance from the existing Branch.
- 3.2.5 When the membership of a Branch increased to an "unmanageable" size.

3.3 PROCEDURES FOR BRANCH ESTABLISHMENT

- 3.3.1 Based on an application from members, an EXCO decision or a proposal from Branch Management that a new Branch should be established, the National Office will send a notice of a meeting to all members residing in the specific area and request them to invite all interested persons to the meeting. The Manager: Branch Development in the National Office will act as convener and will determine the potential for a new Branch based on the relevant postal codes (number of exiting members in the area).
- 3.3.2 The Manager: Branch Development, a member of the EXCO or someone appointed by the EXCO will act as Chairperson at the meeting.
- 3.3.3 At the meeting to establish a new Branch, the interest of the attendees will be determined – if there are at least 50 (a quorum) members and prospective branch members present, the Chairperson will announce that, subject to final approval by the EXCO, a new Branch will be established.

- 3.3.4 The meeting will then proceed to the election of an interim management consisting of a Branch Chairperson and at least four additional members to fill the following positions:
 - 3.3.4.1 Secretary
 - 3.3.4.2 Treasurer
 - 3.3.4.3 Trainer
 - 3.3.4.4 Shooting Co-ordinator
- 3.3.5 More than one portfolio can be assigned to a member of the management – it must be done with circumspection though, to ensure that the person will not be overloaded with work.
- 3.3.6 After the meeting, the Chairperson will compile a branch portfolio (**Takstigtingsportefulje** – see Annexure “E”) to report to the EXCO, after which the elected Branch Chairperson will be notified of the outcome. The decision regarding the new Branch will be determined by:
 - 3.3.6.1 Members according to the SAHGCA database.
 - 3.3.6.2 Members at the meeting (minimum of 50 persons).
 - 3.3.6.3 Deviations from (i) and (ii) will be considered on merit by the EXCO.
 - 3.3.6.4 Availability of a suitable shooting-range.
- 3.3.7 After branch establishment the Manager: Branch Development will closely monitor the progress of the newly established Branch with emphasis on:
 - 3.3.7.1 Services rendered to members according to the annual programme, which was advertised on the Association’s website and in the magazine. (A branch calendar is a good idea.)
 - 3.3.7.2 **A monthly report of the branch activities must be forwarded quarterly – see attached example of the “Takaktiwiteverslag” concerned** (Annexure “JJ”)
 - 3.3.7.3 Growth in membership.
 - 3.3.7.4 Regularly minuted management meetings (at least six per year)
 - 3.3.7.5 Financial control and recording according to prescribed rules.

4. BRANCH STATUS

The Congress of the SAHGCA:

The Congress is the highest authority of the Association and has full decision-making powers regarding all matters arising from the terms of the Constitution and Internal Rules. **At the Congress, the Branches have the opportunity by means of their branch delegations to participate in the decision-making process of the SAHGCA on national level.** The Congress gathers once a year at the time, on the date and at the place determined by the Association. The size and composition of branch delegations to the Congress of the SAHGCA are determined in terms of the **Internal Rules** (see Article 4.2.2). Attendance of the Congress by branch delegates is mandatory and the right to vote, functions and powers of the Congress are set out in the **Constitution of the SAHGCA** (see Article 10).

The National Branch Chairpersons’ Forum (NBCF)

All Branch Chairpersons (excluding satellite branches) have seats on the National Branch Chairpersons’ Forum (NBCF). In terms of the **Internal Rules** (see Article 6.2), attendance of the NBCF is mandatory. If a Branch Chairperson cannot attend, a substitute must attend and be authorized to participate in decision-making on his behalf. For the composition, functions and procedures of the NBCF see the **Constitution of the SAHGCA** (see Article 14).

5. FUNCTIONS OF SATELLITE BRANCHES

- 5.1 The Branches have the right to establish Satellite Branches in their geographical area at their own discretion, without the approval of the EXCO, but in consultation with neighbouring Branches and the Manager: Branch Development.

- 5.2 Satellite Branches are considered extensions of the mother Branch that take the responsibility for all matters concerning the Satellite Branch.
- 5.3 The Chairperson of the Satellite Branch has a seat on the management of the mother Branch.
- 5.4 Satellite Branches have no direct representation on the NBCF or the Congress, but are represented by the delegation of the mother Branch.
- 5.5 Funding of a Satellite Branch is the responsibility of the mother Branch, which also receives the membership subsidy for the members of the Satellite Branch, because the membership of the Satellite Branch is included in the calculation of the mother Branch subsidy.
- 5.6 News from the Satellite Branch is part of the news from the mother Branch and is not published separately in the SA Hunter / SA Jagter.
- 5.7 If a Satellite Branch wishes to become an autonomous Branch, see paragraphs 3.2 and 3.3.

6. FUNCTIONS OF BRANCHES

(See Article 13.4 of the **Constitution of the SAHGCA** and Article 7.6 of the **Internal Rules**)

The predominant function of the Branches is to promote the vision (see Article 4 of the Constitution) and mission of the Association locally by means of ethical hunting practices, regular training and purposeful conservation projects. Additional specific functions are to:

- 6.1 Provide hunting training to members locally by qualified trainers with a view to producing competent hunters.
- 6.2 Organize access to an accredited shooting-range and arrange shooting exercises under the control of qualified Range Officers with a view to producing competent hunters.
- 6.3 Compile and execute an annual programme for the Branch that includes shooting, training and social events.
- 6.4 Identify and support local conservation projects in terms of the conservation policy of the SAHGCA.
- 6.5 Assist branch members locally with problems regarding hunting activities.
- 6.6 Assist branch members with the licensing and re-licensing of firearms.
- 6.7 Manage discipline at branch level according to the Disciplinary Code of the Association.
- 6.8 Purposefully strive for the sustainability of existing membership and recruiting of new members.
- 6.9 Submit annual hunting trophy registrations and maintain local trophy registers.
- 6.10 Apply sound administrative and financial policy.
- 6.11 Keep record of each branch member's participation in branch activities and make this information available when necessary.
- 6.12 Report to the National Office on branch activities as required by the National Office from time to time.

7. COMMUNICATION WITH THE NATIONAL OFFICE

Branch management:

Communication with the National Office about day-to-day administrative matters may be done directly with the officials concerned, but any policy matters or problem areas must be taken up with the CEO or Manager: Branch Development preferably in writing. If important matters need to be discussed, an appointment will contribute to the success of the meeting.

Individual members:

Members must direct their enquiries and/or problems to Branch Management first before they contact the National Office.

Comment: The principle applicable here is that problems must be solved at the level where they originated. This means that individual members who contact the National Office will be asked if their Branch Chairperson has been informed of the problem.

8. FUNDING OF BRANCHES

Branches are entitled to a certain percentage of the membership and joining fees raised by the Association, which is determined by the EXCO from time to time on the basis that it will make a reasonable contribution to the administrative costs of a Branch. Attached is the amended "**Takbefondsingsmodel**" (bylae "NN") that is effective from January 2008.

Branches must also generate funds by organizing training, shooting-days, fundraising projects and similar events, which will enable the Branches to finance their own expenses to the benefit of the members.

When Branches negotiate sponsors or prizes, it must be done officially under the signature of the Branch Chairperson.

9. AWARDS, LOGOS AND IDENTITY

9.1 Branches are entitled to take the following actions and introduce customs to establish a branch identity, on condition that it is not in conflict with the image of the Association. The Branch is entitled to design, manufacture and introduce the following items at branch level:

- 9.1.1 Branch logo
- 9.1.2 Branch shirts
- 9.1.3 Branch letterhead
- 9.1.4 Branch banner
- 9.1.5 Branch promotional items
- 9.1.6 Branch newsletter

9.2 If a Branch intend to use the buffalo emblem on any clothing, letterhead, promotional item or any other object, the written permission of the Chief Executive Officer must be obtained. The following national awards of SAHGCA is available on order from the National Office and may not be duplicated in any format whatsoever:

- 9.2.1 Shooting badges (eg. shooting test for Skilled Hunter, shooting test for Dedicated Hunter, Bushveld shooting exercise, Plains shooting exercise, Big Bore shooting exercise, Black-backed Jackal shooting exercise etc.;
- 9.2.2 Dedicated Hunters;
- 9.2.3 Skilled Hunters;
- 9.2.4 Range Officers.

9.3 Branch badge:

The branch badge for use on shirts and jackets is explained in Annexure "CC". Assistance with its design is available at the National Office and it must for the sake of uniformity be constructed and displayed as follows:

- 9.3.1 Colour of the background inside the circle is left to the discretion of the branch management to complement the branch's unique design.
- 9.3.2 Branch name in white letters.
- 9.3.3 Branch badge is placed on the left breast above the shirt pocket with the lower edge of the badge one centimetre above the top edge of the pocket.
- 9.3.4 Name of the member, if preferred, on the right breast above the shirt pocket.

9.4 Shooting badges:

The shooting badges are attached to shirts and/or jackets as follows:

- 9.4.1 Shooting badge, if only one, is placed on the right sleeve with the top edge one centimetre below the shoulder seam.
- 9.4.2 In the case of two shooting badges, one on each sleeve.

- 9.4.3 The highest badge obtained is always displayed alone – e.g. silver replaces bronze, and gold replaces silver as the shooter obtains the higher badge for each exercise.

10. GUIDELINES FOR MANAGEMENT OF BRANCHES

The extent of the input by Branch Management and helpers (e.g. Range Officers, etc.) necessary to efficiently manage, control and operate a branch of the SAHGCA should not be underestimated. Since 2004/2005 the SAHGCA for various reasons, entered a totally new playing field in terms of the services that need to be rendered to members (and the number of members!) at branch level. It is important to remember that the persons concerned, do the work for the love of it, and they neither expect nor receive any payment for their services!

The person that makes an effective and successful contribution at Branch Management, is normally also successful in his profession and is usually very busy. Because this type of person is willing and effective, it is very easy to overload him with work. The eventual negative effect on such a person's personal and professional life is very often realized too late and the Branch unfortunately may lose his/her services.

The above-mentioned is to illustrate the necessity in appointing the right persons in the different positions and how important it is to monitor each of them in terms of their success in their respective positions, but also very important, how heavy the workload is and how they handle it. For these reasons, every person elected for a position at Branch Management level should be chosen with the necessary deliberation.

10.1 PORTFOLIOS ON BRANCH MANAGERMENTS

The following portfolios are considered as the minimum needed for Branch Management (except for satellite branches):

- 10.1.1 Branch Chairperson
- 10.1.2 Deputy Chairperson
- 10.1.3 Secretary (Assistant-Secretary can also be considered)
- 10.1.4 Treasurer (Assistant-Treasurer can also be considered)
- 10.1.5 Communications Officer
- 10.1.6 Senior Trainer
- 10.1.7 Junior Trainer
- 10.1.8 Shooting Co-ordinator

As a new branch settles down the following portfolios can be added:

- 10.1.9 Trophy Co-ordinator
- 10.1.10 Conservation Co-ordinator
- 10.1.11 Hunting Co-ordinator
- 10.1.12 Logistics
- 10.1.13 Membership administration
- 10.1.14 Support staff
- 10.1.15 A maximum of three additional management members may be elected. Members of branch management can fill more than one portfolio, but it is inadvisable to add any additional portfolios to the Branch Chairperson's position.

Comment 1: Members can also be co-opted to management.

Comment 2: If more management members are needed, sub- committees can be appointed.

10.2 ELECTION OF BRANCH MANAGEMENT MEMBERS

Members of management are elected annually at the Annual General Meeting (AGM) of the branch.

Election procedures:

- 10.2.1 Notice of the Annual General Meeting (AGM) or special meeting to elect the members of branch management must be given at least 21 days prior to the meeting. The members must also be informed of where the **nomination form** (Annexure "EE") are available. The portfolios for which nominations are awaited and the names of the serving management members that are available for re-election must be announced in the notice.
- 10.2.2 The above notice must reach the members in time by means of SMS, e-mail or the branch news in the SA Hunter / SA Jagter magazine.
- 10.2.3 Serving branch management members that are available for re-election are deemed duly nominated.
- 10.2.4 Members are entitled to submit nominations for new members on the branch management, to reach the secretary at least 7 days prior to the meeting.
- 10.2.5 Nominations must fulfil the following requirements:
 - 10.2.5.1 Nominations must be in writing.
 - 10.2.5.2 The nominated person must be available for the position and must sign the nomination.
 - 10.2.5.3 The nomination must also be signed by the both the proposer and the seconder.
 - 10.2.5.4 The nominated, the proposer and the seconder must be paid-up members of the SAHGCA, involved in the branch and allocated on the membership list of the branch.
 - 10.2.5.5 If a person is nominated for more than one position the different nominations can be done on one nomination form.
- 10.2.6 The voting process:
 - 10.2.6.1 Candidates must be given the opportunity to compile a short CV and to present it, or have it presented to introduce him-/herself.
 - 10.2.6.2 The nominated must be present during the election, except in extraordinary circumstances like illness.
 - 10.2.6.3 If a person is nominated for more than one position, the voting must start with the highest position, namely Chairperson / Deputy Chairperson / Treasurer / Secretary. The ideal is that a person does not occupy more than one position.
 - 10.2.6.4 Voting can be done by show of hands or by ballot-papers.
 - 10.2.6.5 A person like the Deputy Chairperson / Secretary / Treasurer or a SAHGCA member not involved in management can act as convener with two or four other members to result in three or five persons to handle the election and counting of votes. The current branch management decides on the composition of the election committee.

Important: The election process must always be transparent to instill confidence with the members.

- 10.2.7 Right to vote:
- 10.2.8 Only persons who are paid-up members of the SAHGCA, involved in the branch and allocated on the branch's membership list may participate in the election process – it is recommended that the branch obtain an updated membership list from Inyathi Park immediately before the election for this purpose.
 - 10.2.7.1 Members must be present and no voting by proxy may be done on behalf of another person.

- 10.2.7.2 Each voter may only vote for one of the nominated persons per portfolio.
- 10.2.7.3 Persons who vote must be 18 years or older.

Comment 1: It is important that members of management be nominated for a portfolio for which they have the necessary interest, knowledge, ability, infrastructure and free time to execute their functions properly.

Comment 2: Branch managements are allowed to change positions internally.

10.3 **DEVELOPMENT OF BRANCH MANAGEMENT CRISIS**

- 10.3.1 **Principle:** All attempts must be made by the branch management to solve problems at branch level. The Manager: Branch Development and/or the Vice-president: Membership Matters can be requested to assist with the solving of problems.
- 10.3.2 **Dissolving of management:** If 50% of branch management resigns simultaneously, the persons involved must immediately inform the Manager: Branch Development and/or the Vice-president: Members' Interest to initiate a re-election.
- 10.3.3 **Personality disputes:** The Branch Chairperson must facilitate disputes between individuals in order to reach a solution. If the branch chairperson is not able to handle the facilitation, the Manager: Branch Development and/or the Vice-president: Members' Interest must fulfil this function.
- 10.3.4 **Financial problems:** The Manager: Finance and Administration must be involved immediately and he/she will act appropriately in consultation with the EXCO and Branch Management.
- 10.3.5 **Branch secession:** Branch secession takes place if a grouping within the branch requests autonomy and it happens in a peaceful manner.
- 10.3.6 **Branch split:** A branch split takes place if a grouping within a branch demands autonomy in a hostile manner or if a branch management is not willing to allow separation in a peaceful manner. The matter will be handled by the Manager: Branch Development and/or the Vice-president: Members' Interest.
- 10.3.7 **Appeal:** The President is the final arbitrator in all these matters.

10.4 **BRANCH MANAGEMENT MEETINGS**

Branch management meetings must take place on a regular basis, at least every two months, but preferably every month.

It is important to ensure that all branch activities are planned, managed, controlled and operated efficiently. The success of branch management meetings and the successful execution of decisions taken at these meetings will determine the efficiency of services to members.

As mentioned previously, the branch must be managed and operated according to "business principles", the Branch Chairperson is the Executive Manager of the company (Branch) and each member of the management committee is responsible for a "division of the business". Decisions are taken at branch management meetings and the execution of these decisions is the responsibility of the "division managers" with feedback to the Branch Chairperson.

A typical example is the planning and execution of a branch shooting-day. The Shooting Co-ordinator carries the overall responsibility for the shooting activities and the arrangements of all facets of the day. It is important that he delegates and involves other persons, like the Range Officer and officials, to assist him (the detail planning of a shooting-day follows later). Another person is responsible for providing

refreshments for the day, the Treasurer is responsible for the finances of the day, the Communications Officer must send notices to the members in good time with the details (what, where and when) of the occasion. The Branch Chairperson is overall responsible for the co-ordination of all the activities and he is the host on the day!

The big difference in comparison with a business is that branch management formally meets at the most once a month. The rest of the time the management members are in contact with each other per telephone or by e-mail to quickly discuss and finalize urgent matters. The minutes of branch management meetings (see Annexure "G") are *inter alia* important to ensure that every member of management knows exactly what his duties are between meetings.

The Branch Chairperson must continuously co-ordinate and make sure that the members of management are making progress with the execution of their responsibilities. The understanding that the Branch Chairperson must show for the fact that the "work" of the SAHGCA is done on a voluntary basis and that management members have full-time occupations, is of cardinal importance when it becomes clear that a management member will not be able to fulfil his SAHGCA duties. This is when the Branch Chairperson must be innovative with methods to find help for the manager to avoid the development of a crisis.

10.4.1 Branch management meetings must be recorded properly and the minutes must be approved at the following management meeting with amendments, if necessary. These minutes must be nothing more than a factual report of decisions taken. Branches must keep approved minutes for at least five years and make them available at the request of a branch member, the auditors or the EXCO.

10.4.2 The Branch Chairperson is also the Chairperson at branch management meetings.

10.5 THE ANNUAL GENERAL MEETING (AGM) OF BRANCHES

Notice of the branch's annual general meeting, finalized by 30 September of each year, or any other special member meetings, must be given to members at least 14 days prior to the meeting.

10.5.1 It is adequate that the notice of the AGM is published in the SA Hunter / SA Jagter magazine and the annual programme.

10.5.2 The agenda, minutes and financial statements can be obtained from the branch Secretary 14 days before the meeting, and will be available at the meeting as well.

10.5.3 The Branch Chairperson is also the Chairperson at the branch's annual general meeting.

10.5.4 The agenda of an annual general meeting will include *inter alia* the following:

10.5.4.1 Opening and welcome

10.5.4.2 Apologies

10.5.4.3 Approval of minutes of previous AGM

10.5.4.4 Chairperson's report on activities of the previous year

10.5.4.5 Financial report for the previous year

10.5.4.6 Election of Branch Chairperson and branch management

10.5.4.7 General

The Annual General Meeting, as well as any special member meetings, must be recorded properly and the minutes must be approved at the following Annual General Meeting with amendments, if necessary. A quorum of an Annual General Meeting, if proper notice was given, will be the members present at the meeting.

10.6 DUTIES, SKILLS AND PERSONALITY TRAITS OF BRANCH MANAGEMENT MEMBERS

10.6.1 General

- 10.6.1.1 To exercise proper administrative and financial management at branch level.
- 10.6.1.2 To attend branch management and member meetings.
- 10.6.1.3 To help with all the activities of the branch.
- 10.6.1.4 Management members that were absent without a valid reason from three consecutive meetings, or in general were absent from more than 50% of all meetings, will automatically be suspended from branch management.
- 10.6.1.5 Any management member that was found guilty of any violations of the disciplinary rules will automatically be suspended from the branch management.
- 10.6.1.6 All management members have the responsibility to recruit new members.
- 10.6.1.7 No press releases may be issued on behalf of the Association except at the explicit instruction of the President.
- 10.6.1.8 No contractual obligations on branch level may be entered into on behalf of the Association without the approval of the EXCO.

10.6.2 Branch Chairperson

The job description of the Branch Chairperson bears a resemblance to that of an Executive Manager of a company – **the biggest difference is that he and the volunteers he relies on are not compensated for their services.**

A branch chairperson has two broad functions to direct a branch successfully:

- (a) He is a **MANAGER** that maintains systems and controls;
- (b) He is a **LEADER** that uses innovation and creativity and relies on people.

In short, he must be able to create and maintain a branch structure that functions effectively and can be managed by management members. Furthermore, he must have the following leadership qualities to act as a role model in the branch for both management and the members:

- (a) Character – honesty, integrity, self-discipline, perseverance and conscientiousness.
- (b) Influence – leadership is influence and every effective leader has two characteristics in terms of influence – firstly he is goal-oriented and secondly he has the ability to convince people to follow him!
- (c) Positive attitude – one of the most valuable characteristics that any person can possess – people with a positive attitude are able to reach heights where others cannot.
- (d) Excellent human relations – a leader without human relations will very soon have no followers.
- (e) Proven record – usually successes in his past.
- (f) Self-confidence – it is not an arrogant person, but someone who believes in his own abilities!
- (g) Effective communication skills – a branch chairperson is on micro level an ambassador for his branch and on macro level for the SAHGCA.
- (h) Not necessarily satisfied with the “Status Quo” – this does not mean a person who finds fault with everything in principle, but in a positive sense, a person who is always on the lookout for methods to improve the current situation.

If a Branch Chairperson does not have management members who manage their respective divisions effectively or if they are overloaded with work and/or he is not able to delegate successfully, he will end up with more work and problems than he can handle. Eventually service delivery to the members will suffer with dissatisfied members and the associated problems.

Based on the above problems that can arise, it is clear that the primary responsibility of a Branch Chairperson is to manage the branch with continuous assessment of how effectively the different divisions are managed and whether management members or persons responsible can handle the workload. Assistance must be provided as soon as it becomes evident that a bottleneck or problem is developing.

A branch chairperson's first responsibility is to have an effective overall view of the branch and not to become too involved in detail – because then he loses perspective. The question must always be: "who besides me can complete the task effectively?" **Effective delegation is one of the most powerful management tools at a Branch Chairperson's disposal.**

The Branch Chairperson has the following duties:

- (a) He is the host at every event the branch presents and if he is not available, the deputy chairperson must act on his behalf.
- (b) To take the lead with regard to forming of policy of the branch.
- (c) To function as spokesperson for the branch on local level.
- (d) To act as chairperson at all branch management and member meetings.
- (e) To monitor the functioning of all portfolios on branch management.
- (f) To speak to branch members and others about any matter regarding the Association.
- (g) To represent the branch at the Congress of the Association and, subject to the Constitution, to appoint additional representatives.
- (h) To serve in the National Branch Chairpersons' Forum (NBCF) of the Association.
- (i) To communicate policy matters and information received from the National Office via communiqués and presidential letters to branch management and, where possible, to members during member meetings.

10.6.3 Deputy Chairperson

A person with similar qualities and abilities as the Branch Chairperson should fill the position of deputy chairperson.

The reason for this is simple. In the absence of the Branch Chairperson, the Deputy Chairperson must act as Branch Chairperson and ideally, must eventually take over when the Chairperson retires.

For the above reasons the Deputy Chairperson must be the first point of contact for the Chairperson for advice and they must have a good relationship. The Deputy Chairperson must be seen as a Chairperson-in-training – this will ensure continuity in the branch, especially with regard to a leadership figure and the fact that someone is being prepared to take over the position of Chairperson with as little disruption as possible in management and in the branch.

The Branch Chairperson and his management must endeavour to appoint a person with the right characteristics as Deputy Chairperson and when

achieved, it is the Branch Chairperson's responsibility to train the person and prepare him to take over the position of Branch Chairperson in future.

The Deputy Chairperson has the following duties:

- 10.6.3.1 To assist the Chairperson with his duties.
- 10.6.3.2 To act as Public Relations Officer for the branch on local level.
- 10.6.3.3 To act as Chairperson at all meetings of the branch in the absence of the Chairperson.
- 10.6.3.4 To represent the branch at the Congress of the Association, where applicable.
- 10.6.3.5 To attend in particular to the conservation projects the branch initiates or supports.
- 10.6.3.6 Or any other task the Chairperson assigns to him.

10.6.4 **Secretary**

The Secretary has the following duties:

- 10.6.4.1 To compile the minutes of all the branch management meetings, Annual General Meetings and special member meetings and to submit the minutes to the following branch management meeting or Annual General Meeting for approval.
- 10.6.4.2 To keep copies of all approved minutes for the record.
- 10.6.4.3 To ensure that proper notice of the branch AGM and special member meetings is given to branch members.
- 10.6.4.4 To write letters at the instruction of the branch management as necessary from time to time.
- 10.6.4.5 To compile an annual report in co-operation with the Chairperson for submission to the branch AGM.
- 10.6.4.6 To ensure that the monthly branch news are sent to the editor of the SA Hunter / SA Jagter magazine in good time.
- 10.6.4.7 To attend to the compilation and distribution of a newsletter, if the branch communicates directly with its members by such means.

10.6.5 **Finances**

Finance is a key position and the Treasurer should ideally be an accountant. The financial statements should e.g. be compiled according to generally accepted accounting practices, firstly, to make it uniform for all the branches and, secondly, to make it easy for the National Office to include in the Association's financial statements!

The Treasurer has the following duties:

- 10.6.5.1 The duties of the Treasurer are described in detail in the SAHGCA financial guidelines for branches. See the document "**Finansiële Riglyne vir Taktesouriers**" (Annexure "X").
- 10.6.5.2 To record the financial records of the branch in terms of the financial policy and guidelines for branches of the SAHGCA.
- 10.6.5.3 To apply financial control in terms of the financial policy of the SAHGCA.
- 10.6.5.4 To control the branch assets and compile and maintain a branch asset register.
- 10.6.5.5 To ensure that money received by the branch is deposited into the banking account of the branch.
- 10.6.5.6 To spend the funds of the branch at the instruction of branch management.
- 10.6.5.7 To compile budgets for branch activities in consultation with branch management and submit them for approval.

10.6.6 **Communications Officer**

The portfolio of Communications Officer is a key position! The person must be highly computer proficient and must have the necessary facilities (computer and Internet access) available on a daily basis! Communication is the LIFE BLOOD of a branch and because of its importance a detailed section on communication is included in this document (see item 11).

The Communication Officer has the following duties:

- 10.6.6.1 The distribution of all communications received from the branch chairperson to members (e.g. notices of meetings or shooting-days).
- 10.6.6.2 Manage the e-mail address of the branch and contact the Branch Chairperson on a continuous basis regarding the handling of correspondence that is not normally the direct responsibility of the Communications Officer.
- 10.6.6.3 Responsible for the data capturing of all member activities (e.g. shooting-days and branch meetings) for the record.

10.6.7 **Senior Trainer**

Training Officers – as already mentioned in the introduction under hunting culture, the SAHGCA and more specifically the branches have the responsibility to train the members, especially in this “modern era” where there are many members who were not raised by a mentor, like a father, who laid the groundwork and set the example with regard to conservation, ethics, etc.

The training officers must preferably have the following characteristics:

- 10.6.7.1 Senior/experienced/knowledgeable persons who instil trust because of their knowledge and experience;
- 10.6.7.2 necessary enthusiasm and passion for training;
- 10.6.7.3 persons who want to plough back into a heritage that means so much to them;
- 10.6.7.4 effective communication skills;
- 10.6.7.5 Junior training officer must specifically have a knack to work with children.

The Senior Trainer has the following duties:

- (a) A Senior Trainer should ideally, already successfully completed all available training courses of the SAHGCA before he/she presents training him-/herself. The acquiring of assessor/ facilitator training is highly recommended.
- (b) To organize and co-ordinate local training sessions for branch members at the instruction of branch management.
- (c) The following training courses are co-ordinated by the senior trainer:
 - (i) Dedicated Hunter training;
 - (ii) Range Officer and range official training;
 - (iii) Measurement courses;
 - (iv) Other relevant courses according to need (e.g. re-loading courses)
- (d) Be conversant with all the rules and requirements with regard to training as determined by the Association.
- (e) To arrange that competent trainers, including experts are available to provide the training.
- (f) To arrange for the necessary training material and examination papers obtainable from the Training Department at the National Office and to ensure that it is available in time.

- (g) To arrange for the marking of the examination papers and submission of the results to the Training Department at the National Office for inclusion in the membership records and arrangement of the applicable recognitions.
- (h) To co-ordinate the registration and payment for course participation.

10.6.8 **Junior Trainer**

The Junior Trainer has the following duties:

- (a) A Junior Trainer should ideally, already successfully completed all available training courses of the Association before he/she presents training him-/herself. The acquiring of assessor/ facilitator training is highly recommended.
- (b) To organize and co-ordinate training sessions/interventions for juniors at the instruction of branch management.
- (c) To co-ordinate the registration and payment for course participation.
- (d) To arrange for the necessary training material and examination papers obtainable from the Training Department at the National Office and to ensure that it is available in time.
- (e) To arrange for the marking of the examination papers and submission of the results to the Training Department at the National Office for inclusion in the membership records and arrangement of the applicable recognitions.

10.6.9 **Shooting Co-ordinator**

The Shooting Co-ordinator must be a person with a strong personality who can maintain discipline and he must be a good organizer! Defence Force officers or non-commissioned officers (NCO's) are often good candidates. Shooting-range discipline and firearm safety in the SAHGCA is non-negotiable; this is where the foundation is laid for weapon safety in general. Weapon safety in the hunting-field is the one area where hunters (even if only a small group is guilty) are often criticized. The shooting-range is the place where discipline and healthy habits are developed and here the Shooting Co-ordinator and his Range Officer and officials play a crucial role.

The Shooting Co-ordinator has the following duties:

- (a) To organize shooting events for branch members at the instruction of branch management.
- (b) To arrange training for range officers and officials on branch level in co-operation with the Senior Trainer.
- (c) To ensure that properly trained Range Officers and officials are available at shooting events.
- (d) To ensure that proper safety procedures are applied during shooting exercises.
- (e) To ensure that member activities and shooting scores are recorded and maintained properly in co-operation with the Communications Officer.
- (f) Be conversant with all the rules with regard to standard shooting exercises of the SAHGCA and to ensure that such shooting exercises take place according to the rules.
- (g) To submit the scores of members who pass the SAHGCA shooting tests to the Training department at the National Office for updating of member records.
- (h) To keep record of the scores of members during shooting exercises, to determine the Victor Ludorum and other awards at branch level and to arrange the applicable recognition for shooting achievements of the members.

- (i) To ensure that all participants at the shooting exercises sign the shooting-range register and indemnity forms.
- (j) To act as convener of the committee that chooses teams to take part in the Inter-branch team shooting competitions.

10.6.10 Trophy Co-ordinator

The Trophy Co-ordinator has the following duties:

- (a) It is recommended that the branch Trophy Co-ordinator complete the official SAHGCA measuring course – if he did not do it, he must complete it during his term of office.
- (b) To co-ordinate the annual branch trophy registration.
- (c) To ensure that the measuring of the branch trophies is done under the supervision of an official measurer according to the SAHGCA's official measuring method.
- (d) To compile a branch Trophy Register and to adjust it annually.
- (e) To arrange that all trophies qualifying for the SAHGCA Trophy Register, are submitted for inclusion.
- (f) To be conversant with all the rules of trophy measuring and to ensure that trophy measurement is done according to such rules.
- (g) Liaise with the EXCO co-opted member for trophy matters.

10.6.11 Conservation Co-ordinator

Conservation is the one area where not nearly enough is done on branch level in terms of training of the members of the SAHGCA to enable them to communicate the correct conservation message to an uninformed public. It is essential that our members should be able to communicate the correct information about their activities, hobby and cultural heritage! The Conservation Co-ordinator must be a person who will be able to handle this portfolio with the necessary passion and dedication! The involvement of the branch in a conservation project is very important to get the members directly involved in conservation and this type of project within the branch must be done under the leadership of the conservation co-ordinator. The **“Bewaringshandves van die SAJWV”** (Annexure “OO”) provides guidelines to branches and members.

The Conservation Co-ordinator has the following duties:

- (a) The co-ordination of the conservation matters at branch level.
- (b) The identification of worthwhile conservation projects on branch level.
- (c) The Conservation Co-ordinator is responsible for the compiling of business plans if the branch wishes to make use of financial support from the SAHGCA's Conservation Fund.
- (d) The identification of knowledgeable people to speak about conservation matters at branch events.

10.6.12 Hunting Co-ordinator

The Hunting Co-ordinator gathers information regarding local hunting opportunities and ensures that the standard stays the same from year to year, or he improves the information on the hunting register and adds new hunting destinations. See Annexure “FF”, “GG” and “HH” for details about the **“SAJWV Jagregister”**.

The Hunting Co-ordinator has the following duties:

- (a) Gather information about reliable hunting destinations (that provide good value for money) with the assistance of members of the branch that know destinations (e.g. already hunted there).
- (b) Input of information on an electronic data page that must be forwarded to the “SAJWV Jagregister” (Inyathi Park) for inclusion.

- (c) Collect and deposit the hunting fee into the account of the SAHGCA – who will pay the hunting destination (game farmer) for the service – and forward the deposit slip together with the data page to the Hunting Register.
- (d) This is primarily an administrative position (if the members provide the information). The incumbent requires access to a computer and the Internet and computer proficiency is a requirement.
- (e) Maintain an elementary summary to keep record of the hunting destinations on a branch's list and to allocate a Hunting Register reference number to each hunting destination to be used throughout the process.

10.6.13 Logistics

Logistic arrangements, especially for branch shooting-days and shooting competitions that the branch present e.g. on regional and/or national level are very important to guarantee the success and smooth running of such events. The person responsible for the co-ordination of the logistic arrangements is of critical importance, e.g. the Branch Chairperson or the Range Officer. See the “**Beleid vir die bedryf van skietaktiwiteite van die SAJWV**” (bylae “H”) for details on the planning of shooting-days and shooting competitions.

10.6.14 Membership administration

Administration is increasing and the following are examples of what the person responsible has to do: recording of activities, administration for Dedicated Hunter training, contact with the National Office for SAHGCA Competency Certificates and Dedicated Hunter status.

10.6.15 Support Staff

The Chairperson has to identify potential problems/bottlenecks where support staff will be needed. The support group is the reserve for management when one of them needs help or wants relief (e.g. vacation). Branch management cannot handle all the work necessary to operate the branch – as the need arises suitable members must be identified and co-opted in time to help with the various tasks. If the Chairperson does not deal with this aspect on a continuous basis, management might find that committee members or helpers suffer from burnout and resign – what then? Attention must therefore be given to this aspect so that everyone will be afforded the opportunity to participate in the activities and the situation where the same group of people work all the time can be avoided.

The support group typically consists of the following:

- 10.6.15.1 Range officers – there must be enough trained Range Officers to rotate. This will prevent the situation where the same group of Range Officers work on shooting-days and do not get enough opportunities to take part in the shooting exercises themselves!
- 10.6.15.2 Assistance with SAHGCA Dedicated Hunter training (theoretical part) – “senior” members with specialised knowledge and experience must be involved to present certain sections, e.g. shot placement, ethics, trophy preparation etc..
- 10.6.15.3 Membership administration – especially on shooting-days and during branch meetings more persons are needed to handle all the tasks.
- 10.6.15.4 Hosts – It is important to identify members to act as hosts and hostesses, especially on shooting-days and during branch meetings, so that guests will immediately feel welcome and

engage in the activities as soon as possible. The purpose is to turn them into enthusiastic branch members who will participate in branch activities and become ambassadors of the branch and the SAHGCA.

The hosts and hostesses must be dedicated members with a positive attitude towards the branch and the SAHGCA and who will be willing to convey this attitude to the new members.

Each member of branch management must automatically fulfil this function, but it might be necessary at times to have extra people available to assist when the work is more than what the branch management can handle. It is also important and beneficial for branch solidarity / *esprit de corps* that members participate in this function.

10.7 LEADERSHIP QUALITIES AND THE DEVELOPMENT OF LEADERS

Any person with the right personal qualities can be successfully utilised as support staff on branch level. However, a Branch Chairperson needs leaders on his branch management to operate an effective branch. For the leadership qualities needed, refer to the paragraph regarding the Chairperson (item 10.6.2) – the same qualities that make a branch chairperson a leader are also important for his branch management members.

The Branch Chairperson has the critical task as leader to develop his branch management members and helpers as potential leaders. (with the right attention they will thrive):

- 10.7.1 Believe in them and show it.
- 10.7.2 Encourage them.
- 10.7.3 Share with them (feedback).
- 10.7.4 Trust them.

While developing the leaders around him, the Branch Chairperson has to keep in mind that he sets the example as role model and that people will act according to his example and not necessarily according to what he tell them to do!

It is therefore important that a Branch Chairperson:

- a. Continuously work on the development of a relationship of trust with his branch management and the members of the branch – always accept accountability, be predictable and reliable.
- b. Always be transparent – acknowledge own mistakes and accept responsibility, do not blame others!
- c. Spend time – time spent with a potential leader is an investment.
- d. Believe in people and show it – when you believe in people, you motivate them and unlock their potential.
- e. Encouragement – do not let good work or attempts go by unrecognized, thank the people at an appropriate occasion.
- f. Feedback – when people are well informed they can do their jobs effectively and, very important, they know that they are part of a team that work together.
- g. Consistent behaviour – when we are consistent, people learn to trust us.
- h. Meaningful contribution – people want to know that their contribution is important.

- i. Provide security – people who focus on their fears do not grow and become paralyzed. An effective leader places fears into perspective and thus provides security.
- j. Establish a support system – it is counter-productive and unfair to expect of people to do a job without any support – depending on where it is needed, support can be given on different levels:
 - i. emotional,
 - ii. skills training,
 - iii. money,
 - iv. equipment and
 - v. personnel.
- k. Lastly, be dedicated, serious and available for your people – as role model you should never underestimate your personal attention to your people – they thrive on it!

11. COMMUNICATION AT BRANCH LEVEL

Timely and clear communication in a branch, between branch management members and to the branch members is a prerequisite for a healthy branch with happy and informed members. Communication is the **LIFE-BLOOD** of a branch and the SAHGCA. The alternative, namely poor communication causes everyone to be unhappy and activities deteriorate into chaos, with the result that nobody want to participate anymore. Eventually branch management will occupy themselves with crisis management, which will draw the attention away from all the other worthwhile activities, resulting in problems that will take a long time to correct.

Communication from the National Office occurs, with a few exceptions, to the Branch Chairperson and he distributes the information to the rest of branch management. The Chairperson will identify the necessary tasks for the various committee members and will follow-up to co-ordinate progress. Communication also occurs directly from the Training Manager to Training Officers, Financial and Administrative Manager to Treasurers and Publications to Secretaries with regard to branch news. For successful and effective communication, each member of the branch management must have access to a telephone and an e-mail facility and the e-mail facility must preferably be available every day (the Branch Chairperson and the Communications Officer must be on the lookout on a daily basis for information that need to be communicated).

The main difference between a business and branch management is that the latter meets formally at most once per month. During the rest of the time, effective communication by e-mail or telephone is the only way to deal expediently with and finalize normal and urgent matters that might come up.

The **what, where** (map and/or directions) and **when** must be communicated to members well in advance of each activity. The mediums used to communicate with members from the branch management and the National Office are primarily the following:

- 11.1. E-mail;
- 11.2. SMS;
- 11.3. SA Hunter magazine – e.g. the “Branch News” is a powerful medium to advertise branch activities. The Branch Chairperson can also use the latest issue of the magazine to discuss topical subjects with members at branch meetings, e.g. a topical message from the President.
- 11.4. Branch programme – the branch programme must be distributed to members for the following year, by the end of the year and the following activities should typically appear on the programme (or announced as soon as possible if it cannot be included in the year programme):
 - a. Branch meetings

- b. Management meetings
- c. Shooting-days
- d. SAHGCA competency training courses
- e. Range Officer courses
- f. Junior training courses
- g. Shooting competitions
- h. Inter-branch shooting competitions – against other Branches
 - i. Inter-branch shooting competitions – National
 - ii. Versatile Shooter shooting competitions
 - iii. President's shooting competition
- i. Year-end function
- j. National Congress
- k. Annual General Meeting (AGM) of the Branch

Do not make the mistake to communicate only with active members during shooting-days and branch meetings. You are “preaching to the converted”. There is a large inactive group, and the size of the group varies from Branch to Branch, that does not receive any communication from the Branch if communication only occurs with the active group on shooting-days and at branch meetings! A communication channel must be created that will have its own character in each Branch, but it can be based largely on e-mail and SMS communication. This will guarantee that all the members (**also the inactive group!**) will be informed of important matters. The advantage is that inactive members will observe what services are rendered at branch level and can gradually become involved and eventually become active members.

Growth in the number of active members at branch level is one of the most important tasks of the Branch Management. Members who do not experience the services at branch level could lose interest and might end their SAHGCA membership. The power of the SAHGCA at various bargaining tables where our interests as hunters are negotiated is the number of members the Association represent.

12. MEDIA RELEASES

No media statements or interviews with the press, radio or television regarding policy or other matters may be made or given on behalf of the SAHGCA unless it is at the explicit instruction of the President. Branch Management must realize that there are many elements in the media that are only waiting for an ill-judged statement to be used against hunters in general. See **Communication Policy (annexure “QQ”)** for national policy on communication.

13. TRAINING

“Beleid vir die bedryf van skietaktiwiteite van die SAJWV” (bylae “H”) must be read together with this section.

Hunting is a sport where there are often no spectators present and therefore the hunter's ethics and abilities as individual are important to ensure that the hunter's actions are as correct as possible and justifiable. The training of the SAHGCA's members is a very important function of the Branch. The reader is referred back to the introduction of this document where it was emphasized that people with the necessary passion for hunting and the right skills must be involved in the training function either formally or informally.

The creation of the Heritage Council of the SAHGCA (involvement of former Presidents of the SAHGCA as consultants on the Executive Committee) during the second half of 2005 will in future clearly stand out as one of the milestones in the creation of a culture of knowledge transfer in the SAHGCA. Branches must embrace this principle, realize that senior members are an inexhaustible source of knowledge and that we must give them the

necessary recognition to the benefit of our younger members, and utilize them in the training function and as mentors.

In many spheres, we make the mistake to “write people off” when they retire because we erroneously assume that they cannot make a meaningful contribution anymore (“they are done for!”)

In reality, a person is at his peak at retirement in terms of knowledge and experience. If such persons are also hunters, they can, if allowed, make a huge contribution to enrich the hunting sport with its unique culture and traditions to the benefit of everyone involved. The Eskimo’s, San (Bushmen) and our own Voortrekkers are only a few examples of hunting cultures where knowledge and experience were transferred automatically and very successfully from generation to generation.

13.1. **DEDICATED HUNTER TRAINING**

The Dedicated Hunter training is the cornerstone of all training presented in the SAHGCA. Currently it is not compulsory (unless a member has more than four firearms and he needs Dedicated Hunter status to motivate extra hunting firearms), but members must be encouraged to complete it as soon as possible, because this is the most basic formal qualification that a hunter can obtain in the SAHGCA. The training consists of the following two sections, which must be completed successfully to qualify for the Dedicated Hunter certificate.

- a) **SAHGCA Dedicated Hunter theoretical training** is presented under direction of the Senior Trainer and by using senior more experienced members and even experts from outside to present parts of the course (e.g. the section on First Aid). The material for the course is available from the National Office and courses for the training of trainers are arranged and/or presented by the National Office from time to time.

It is important that the training be presented thoroughly and interestingly. The training covers a vast scope and can only be presented in a synoptic manner – the aim is, and this must be explained clearly to the students before the course starts, that the training should stimulate the students to learn and experience more in their own time and that this learning process should never stop. In their hunting career, some hunters e.g. will make a study of tracking, whilst others will concentrate on conservation as a speciality, etc.

- b) **Shooting tests** – There are two shooting tests for hunters:
 - i. **Skilled Hunter** shooting test (Annexure “LL”) are shot at distances of 200, 100 and 50 metres and consists of a total of nine shots. This is the original shooting test and is for members who wish to obtain the optional Skilled Hunter award.
 - ii. **Dedicated Hunter** shooting test (Annexure “L”) consists of three shots at 100 metres and is the qualifying shooting test to obtain Dedicated Hunter status.

Experience at Branches has shown that members who often hunt on open plains and/or participate in hunting type shooting competitions, experience the Skilled Hunter shooting test as easy. Their equipment is usually more accurate and the shooters understand the trajectory of their calibre over distances between 100 and 200 metres and even longer. Hunters who hunt primarily or exclusively in woodlands, would only in exceptional cases shoot at distances longer than 100 metres (the distances are in general closer

than 100 metres). The skill to shoot over longer distances has not yet been developed and often the equipment is not suitable (e.g. open sights on rifles). The latter group are not necessarily poor shooters and in their familiar environment and under the circumstances that they are used to, many of them are excellent shooters. For these members the Dedicated Hunter shooting test is probably the easier route to follow, especially if the initial purpose is to obtain Dedicated Hunter status for re-licensing of existing firearms according to Act No. 60 of 2000.

For the above reasons, members who want to do the shooting test must preferably be divided into two groups. One way to do this is to explain the test to members and then to ask them whether they feel that they, their equipment and their shooting techniques (e.g. the field positions used) will cope with either the Skilled Hunter or Dedicated Hunter shooting test. The group that is uncertain must be involved in a shooting clinic where the necessary training will be given to shooters and attention be given to equipment.

After the shooting clinic, the second group will be able to do the shooting test of their choice with much more confidence and success and will have a better self-image after the test. If they are thrown in at the deep end and do not pass the test, some of the members might not have the confidence to try again. Remember the “psychology” of a hunter’s shooting ability in his own eyes.

The level of encouragement, support and training given by experienced shooters will determine whether a person that struggles, will either persevere and later look back on improved results with pride or become despondent and do not try again. The “achievement” of successfully completing the shooting test by one member must be recognised by other members who already forgot what it was like – the recognition will mean a lot to them. Once again, the choice of experienced members to do the training is very important in terms of their shooting skills, personality and ability to train people successfully.

After successful completion of the SAHGCA Dedicated Hunter theoretical course and practical shooting test, the Senior Trainer will forward the results to the Training Department of the National Office. The SAHGCA Dedicated Hunter certificate will be issued and sent to the Branch. At a suitable occasion (e.g. a branch meeting), the certificate must be presented officially and with the necessary ceremony to the member. Remember that it is a proud moment for the members and this is the opportunity for the Branch Chairperson to make the occasion special!

c) **Application for Dedicated Hunter status**

After receipt of the SAHGCA Dedicated Hunter certificate as described above, the member can apply for Dedicated Hunter status at the National Office. **“The Manual for the application and awarding of dedicated status in the SAHGCA”** describes the process of application in full with an application form (see Annexure “BB”).

13.2. **RANGE OFFICER TRAINING**

The training of Range Officers is important to ensure that there will be enough qualified staff available to assist with the presentation of shooting-days. See **“Leerplan vir baanoffisiere** (bylae “I”) that must be used by the branches to train their Range Officers. After the theoretical training, the students must officiate at a

shooting-day under the supervision of a qualified and experienced Range Officer to complete the practical part of the course.

13.3. **JUNIOR TRAINING**

The training of juniors is important to ensure that we prepare our successors and cultivate the necessary interest in shooting and hunting activities. The modern times that we live in has many unhealthy activities that continuously threaten our children. By involving them in the activities of the SAHGCA, we can make a large contribution to the meaningful spending of their time and Dad, Mom and children can participate together.

13.4. **ADVANCED SHOOTING TRAINING**

Some members have the need for further training in shooting techniques after completion of the SAHGCA shooting test, especially those that wish to compete in shooting competitions. This advanced shooting training, which can be presented by experienced shooters on each shooting-day, is important to improve the shooting standards of members and to make them better shooters *inter alia* in the hunting-field.

Other opportunities to present the advanced shooting training are during the trials to choose teams e.g. for the Inter-branch shooting competition and after the teams have been chosen, the special training-camp to prepare the chosen teams for the competition.

This activity can be used to establish a very successful group spirit in the Branch! It is important that the training take place under the supervision of the Branch Chairperson or the Senior Trainer to ensure that the person presenting the training does it in a skilful and positive manner.

14. **BRANCH ACTIVITIES**

If communication is the **LIFE-BLOOD** of a Branch, the branch activities are the **HEARTBEAT**. The viability, growth and accompanying success of a Branch will be determined by the quality of the branch activities. It is important that branch activities are planned and structured properly, communicated to the members well in advance and that the execution of the activities be done according to the planned structure. The importance of this aspect cannot be overemphasized and will be discussed in more detail at each branch activity below.

- 14.1. **Branch meetings** – The branch meeting must consist of two parts, i.e. formal and informal, with a clear dividing line between the two. The **formal part** is the branch meeting – this is a meeting in the real sense of the word and must be based on a very clear structure and agenda – see “**Takvergaderingsagenda**” (bylae “J”). This meeting must always add value to a member’s knowledge of e.g. the SAHGCA, hunting, conservation or other related subjects. A guest speaker (a branch member with exceptional knowledge of a subject can be used with great success) at each occasion to speak about a topical subject must be communicated to the members well in advance as the main event of the evening.

This part of the evening must run in an orderly manner to ensure that everyone will experience it as a positive opportunity to learn more about the subject. The role of the Chairperson as host at these occasions and his handling of the events will determine the success!

After completion of the formal meeting, the **informal or social part** of the evening will be announced. This is a very important component of a branch’s culture and is the opportunity to exchange those **THRILLING** (hunting) stories. Hunting stories by

experienced hunters of the Big 5 can e.g. be included in the formal part of the meeting and a great deal of hunting knowledge can be transferred to members who do not have this type of experience. The content of the branch meetings will depend largely on the creativity of the Branch Management.

Discipline must be maintained at branch meetings to ensure that both the formal and informal parts run orderly.

- 14.2. **Shooting-days** – is the most important practical activity that the SAHGCA presents to its members and is the opportunity for members to do the following:
- a. Improvement of shooting skills;
 - b. Safe weapon handling;
 - c. *Ad hoc* shooting training by experienced members;
 - d. Participation in shooting competitions on branch level and the opportunity to qualify for shooting competitions on regional and national level within the SAHGCA.

“Without shooting, there can be no hunting and without hunting, there will never be conservation”

Participation in shooting-days must be encouraged because it is the activity, except for hunting, that is nearest to the heart of our members and is especially suitable to create and develop an excellent team spirit and pride in the Branch.

The shooting activities within a Branch on a shooting-day can be divided in two groups, namely:

- a. the members who want to participate and practise informally and
- b. the members who want to participate in competitions at branch level and qualify to represent the Branch in competitions on regional and national level.

Shooting-days must be planned and presented in such a manner that experienced persons will give proper attention to both the groups at the required levels – only then a shooting-day fulfils its purpose. Shooting-days must therefore be well planned with a formal structure and agenda (sien bylae “K”), with the Shooting Co-ordinator as executive manager and the Branch Chairperson, the host for the day.

A shooting-day of a branch and a big shooting competition has similar logistical requirements, it is primarily the scale that differs and it must not be underestimated. See **“Beleid vir die bedryf van Skietaktiwiteite van die SAJWV”** (bylae “H”) for a checklist of all the items that need to be attended to. The following documents contain important supplementary information:

- a. **Rain Policy during National Shooting competitions (annexure “SS”)**
- b. **Skiethulpmiddels (bylae “TT”)** for participants at official shooting exercises.

The different official shooting exercises of the SAHGCA are as follows:

- a. **Shooting tests:**
 - i. **Skilled Hunter Shooting Test** (Annexure “LL”)
 - ii. **Dedicated Hunter Shooting Test** (Annexure “L”)
- b. **Plains-shooting exercise (Springbok)** (Annexure “M”)
- c. **Bushveld-shooting exercise (Blue Wildebeest)** (Annexure “N”)
- d. **Large calibre shooting exercise (Buffalo)** (Annexure “O”)
- e. **Rimfire shooting exercise** (Annexure “P”)
- f. **Shotgun shooting exercise** (Annexure “Q” – not available yet)
- g. **Black-backed Jackal shooting exercise** (Annexure “R”)
- h. **Handgun-hunting shooting exercise** (Annexure “AA” – not approved yet)

14.3 **Shooting competitions**

Shooting competitions as a sport is an important opportunity for a large group of members and it is also the opportunity to take the shooting skills of enthusiastic members to the next level – there is no limit to what a person can achieve. This is demonstrated again and again in every other type of sport. With the right approach, Branch Management can use these occasions to create team spirit, branch pride and a culture that will contribute to a successful and dynamic Branch.

Transparent selection process – The selection committee under the leadership of the Branch Chairperson and with the Shooting Co-ordinator as convenor, must be experienced senior members and shooters with a proven record in the Branch who will instil confidence with the members – branch members must have the confidence that the best persons will be selected, based on performance and that no other unsound criteria will influence the decisions. The selection of members for shooting competitions must be transparent and have the necessary structure to ensure that:

- a. members will know beforehand who the selection committee will be;
- b. members will know beforehand what the criteria and standards are to qualify for the competition either individually or as a team member;
- c. any disgruntlement will be avoided when the selection committee announce the chosen members and it is alleged that the process was not clear beforehand or worse that it was unfair towards certain members;
- d. each member who wishes to participate in future, will know what he or she must do to qualify. It provides positive motivation to members who might not yet be good enough, to work on improving their skills;
- e. pride and team spirit is created in the Branch as this is one of the important objectives of the activity;
- f. each member should have the peace of mind that choices are made on merit. Do not underestimate the value of this element!

A typical selection process should be as follows:

- a. The first requirement that members should know about, is that they should participate in shooting-days on branch level on a regular basis and that they should participate in the various official shooting tables (e.g. Busveld, Plains and Large Calibre shooting exercises) of the SAHGCA. This gives the selection committee an instrument to choose people and to invite them to the shooting trials. If a person does not have a proven record on branch level, he should not be considered for selection.
- b. If time allows, the top 30 or 50 members should be invited to trials based on the above record.
- c. Based on the results of the trials and the above record, the selection committee choose members on merit to represent the Branch.
- d. The names of the chosen individuals should be announced to all the members at a branch meeting and/or by e-mail and/or SMS. The official announcement / congratulation will ensure that all the members will know before the competition who were chosen. Secondly, it is an honour for each individual to represent his Branch and the recognition given by means of the announcement / congratulation creates added incentive to the members.
- e. Where possible, women and juniors must be accommodated, especially where there are separate classes for them.

- 14.4 **Practise clinics** – Shooting clinics must be held for those that were chosen to represent the Branch in a competition. This is the opportunity to coach the members as individuals or teams in the finer techniques and prepare them for the competition.

- 14.5 **National competitions** – The following national competitions are presented annually:
- a. **Versatile shooter shooting competition** (rules are published annually in the SA Hunter magazine)
 - b. **Inter-branch league shooting competition** (Annexure “T”)
 - c. **Presidentskietkompētisie** (bylae “U”)
 - d. **HOWA Groepering skietkompētisie** (bylae “V”)
- 14.6 **Annual year-end and prize-giving function** – This occasion can be used to gather socially as branch members and to present the following awards:
- a. Award prizes for shooting achievements.
 - b. Recognition for exceptional service rendered by members.
 - c. All other recognitions that were not done during the year.

15. BRANCH EVALUATION PROGRAMME

Regular quality branch activities

= service delivery to members
 = **SUCCESSFUL BRANCH**

Why measure the attendance of members at the monthly activities? Measurement of any recurring result is important for quality control. “TO MEASURE IS TO KNOW” (“*OM TE MEET IS OM TE WEET*”) is an adage the Reloaders like to use. In the case of SAHGCA, a measuring method is important for the following reasons:

- a. That all Branches would know what the primary activities are that need attention.
- b. A universal measuring method used by all Branches will enable Branch Management and Inyathi Park to use the results to identify potential problems.
- c. Branch development – with new Branches that are established continuously, it is important to have an instrument to enable Branches to develop themselves.
- d. To visibly reward Branches that render excellent service.

To ensure that the optimum service delivery to members take place on branch level, at least the following branch activities must be presented on a regular basis:

- a. Branch Management meetings (monthly).
- b. Branch meetings (monthly), AGM and year-end function.
- c. Shooting-days (monthly) and participation in regional and national shooting competitions, e.g. regional and national Inter-branch, President’s and Versatile Shooter shooting competitions.
- d. Training for Dedicated Hunters (according to need);
- e. Junior training (according to need).

Branches are expected to submit a quarterly report of the above monthly branch activities. For each activity, **the date and the number of SAHGCA members involved** must be provided. For details of the “**Takevaluasieprogram**”, see Annexure “II”, “JJ” and “KK”.

16. REGIONS

16.1 The SA Hunters and Game Conservation Association developed, especially during the last number of years, into a national association with more than 50 branches and representation in all nine regions. Co-ordination and co-operation on regional level where possible, of the following aspects are to the mutual benefit of Branches and individuals:

16.1.1 Training activities:

- a. Training for Dedicated Hunters
- b. Competency training
- c. Range Officers training

- d. Trophy Measuring Officers training
- 16.1.2 Shooting tests for Dedicated Hunters
- 16.1.3 Inter-branch shooting competitions
- 16.1.4 Compile an annual programme for the Region of above activities to encourage co-operation between Branches.
- 16.1.5 Co-ordinate the optimal utilisation of available facilities (e.g. shooting-ranges) in the Region.
- 16.1.6 Further benefits are:
 - a. Mouthpiece from regional level to the National Office;
 - b. Develop each Region's own unique culture within the SAHGCA.
- 16.2 Attached is an explanation (bylae "MM") of Regions and grouping of Branches based on the following criteria:
 - 16.2.1 To keep the Regions as "compact" as possible from a logistical point of view with the shortest possible travel routes (limiting of costs) for:
 - a. participation in events like regional inter-branch shooting competitions;
 - b. contact of Regional Co-ordinators with Branches in his area;
 - 16.2.2 To group a reasonable number of Branches together.
- 16.3 The co-ordinating of co-operation between Branches in the region necessitates the appointment of Regional Co-ordinators. The Branches in each Region nominate and elect a Regional Co-ordinator for the Region. The following guidelines apply:
 - 16.3.1 Experience on Branch Management level (preferably a former Branch Chairperson).
 - 16.3.2 A Regional Co-ordinator has a two-year term.
- 16.4 The duties of the Regional Co-ordinator are *inter alia*, but not limited to, the following:
 - 16.4.1 Compile an annual programme for the Region in co-operation with the Branches involved, of activities to encourage co-operation between Branches.
 - 16.4.2 Co-ordination with Branch Chairpersons to present training activities together, where possible.
 - 16.4.3 Co-ordination of Inter-branch shooting competitions.
 - 16.4.4 Co-ordination of the optimal utilisation of available facilities (e.g. shooting-ranges) in the Region.
 - 16.4.5 Act as spokesperson from regional level to the National Office.
 - 16.4.6 Develop the Region's own unique culture within the SAHGCA.
 - 16.4.7 Attend the National Branch Chairpersons' Forums and annual SAHGCA Congress.

17. SAHGCA HUNTING REGISTER

The purpose of the SAHGCA National Hunting Register is to create, keep up to date and continuously expand a database to provide information to South African hunters of reliable hunting destinations.

Each of the Branches of the SAHGCA is a potential source of confirmed information about hunting destinations because the management and members of the Branch are in the best position to give an opinion of the quality of hunting destinations in their immediate area:

- a. Some of the branch members are owners of hunting destinations.
- b. The members of the Branch themselves hunt at the hunting destinations.
- c. The members of the Branch and the game farmers reside and live in the same community and interact in various capacities.

The Hunting Co-ordinator (position on branch management) gathers the information of the local hunting opportunities and ensures that the standard is maintained from year to year,

or improves the information on the hunting register and adds new hunting destinations. **A generous portion of the income from the advertisements for hunting destinations and packages solicited is paid to the Branch for the contribution made to the Hunting Register.** See Annexure “FF”, “GG” and “HH” for details of the **SAJWV Jagregister.**

In this way, a dynamic hunting register is kept up to date on a national level and the rural Branches receive the financial benefit because of their location in the areas of South Africa where the hunting opportunities exist, and an important service is rendered to South African hunters and the South African game farmers.

18. FIREARM SAFETY

Firearm safety is everybody’s business and where firearms are handled on occasions the SAHGCA Branches present, the safety rules must be emphasized and applied strictly and consistently. At these occasions, responsible Range Officers and officials must be appointed, clearly identifiable with red/yellow vests, to ensure that the safety rules are adhered to at all times. Any “so-called accident” that happens in the hunting-field or on the shooting-range, happens because a person ignores one of the basic safety rules. **There is no such thing as “an accident”; it is always the disregard of a safety rule.** Unsafe handling of firearms should not be tolerated. The constant repetition of safety on the shooting-range and hunting-field is the DUTY of each member of the SAHGCA. Each “so-called accident” with a firearm is an indictment against firearm owners that we cannot afford.

This section must be read together with the “Beleid vir die bedryf van Skietaktiwiteite van die SAJWV” (bylae “H”), specifically “aanhangsel ‘B’ – Skietbaanreëls en veiligheid”.

SAFETY WITH FIREARMS

10 GOLDEN RULES

Review the following 10 important rules:

1. ***Handle each firearm as if it is loaded*** – this is the first and most important rule! Even when a “safe” firearm is handed to another person, ensure that it is really safe, the action open and no rounds in the chamber or magazine.
2. Rifles brought into the camp or house or any other place after a hunt must be “made safe”. It is a sound policy to store the rifle and the action separately, especially if there are children or inexperienced people in the camp. It is imperative that the ammunition are stored separate from the firearms.
3. The barrel and action must always be clean and dry. All oil must be removed before a shot is fired. Ensure that you have the correct ammunition for your weapon before you leave the camp, especially if there are a few hunters with different calibres in the camp.
4. Always carry your rifle with the barrel pointed skywards, away from other persons or forbidden targets. Even if you should fall, you must be able to control the rifle and be conscious of the direction of the barrel. Always keep the safety catch on until you are ready to shoot.
5. Identify your target before you shoot, ensure you shoot at what you think you saw, otherwise it can cause a tragic accident, or an embarrassment if you have to explain why you missed the Zebra and shot the cow instead. Incidents like this really happened, so identify your target before you shoot.
6. Never, ever point your firearm at anything you don’t intend shooting, except when dry-firing, but still exercise extreme caution. Your neighbour might report you to the police for pointing your rifle at his dog, even if you had no intention of shooting. This can have serious ramifications.

7. Never climb on or off a vehicle with a loaded firearm, cross check with your fellow hunters that all firearms are safe.
8. Never climb through a fence or into a tree with a loaded firearm. Never pull a rifle towards you by its barrel or pick it up that way.
9. Never shoot at solid objects or water surface, the projectile might ricochet and hit someone. Ensure that there is an adequate sandbank when doing target practise. This applies in the hunting field as well. For safety reasons you do not e.g. shoot at an Impala standing between you and your hunting-camp.
10. Avoid all alcoholic drinks prior and during shooting or hunting activities. Certain medication and drugs may affect your eyesight and reactions, which can have fatal consequences.

Safety should never be compromised and cannot be overemphasized. Listed above are only basic guidelines. Each game farm and shooting-range usually have their own safety rules. It is in the hunter's interest to adhere to these rules.

19. PROJECTS

- 19.1 **Conservation** – The fact that hunters are probably one of the parties that make the biggest and most direct contribution to conservation is something that even hunters do not always understand! We should not be surprised if the general public is uninformed and severely criticises the hunters about their activities! See **Bewaringshandves van die SAJWV (bylae "OO")** with regard to national policy on conservation.

One of the most important functions of the SAHGCA members to safeguard the future existence of hunting as an activity is the education of people about the role of hunting as one of the instruments of conservation. This **responsibility of the individual hunter** has been neglected for too long and in most cases was totally absent until now!

- 19.2 **Involvement in community projects**

Below are two examples of projects – the creativity of Branch Management is the only limitation!

- a. The sponsorship and encouragement of e.g. the local school's airgun shooting teams and assistance with the coaching of the teams.
- b. The operation of a booth at the local or regional agricultural show.

The purpose is to market the SAHGCA's involvement in the local community and to recruit members.

20. FOCUS ON SPOUSES AND CHILDREN OF MEMBERS

A specific focus of the Branches must be the spouses and children of members. The branch activities lend themselves to involve Mom and children in Dad's interest and activities. Participation of spouses and children ensure that families move closer together and that this is not another "male activity" from which the family is excluded. Here Mom and Dad can educate and raise tomorrow's hunters (boys and girls!) together. Ladies who become actively involved in branch activities distinguish themselves almost without exception as extremely competent in the arrangement of logistics and administration of events!

The branch meeting can particularly be used to involve spouses and children and for this reason it must not become a "get-together", only for men. If spouses and children have a healthy interest in Dad's hunting and shooting activities, this is one of the branch activities where the whole family can be included in Dad's interest.

If members do not have the confidence to bring their spouses and children to the branch meetings and social gatherings, Branch Management must realize that there is a problem –

it must be identified quickly and solved. This situation has the ability to develop into a crisis in a Branch very quickly and can cause long term damage.

21. GUESTS AND POTENTIAL NEW MEMBERS

The shooting-days and branch meetings are excellent opportunities for members to bring guests along and expose them to the activities of the Branch, which could lead to their joining of the SAHGCA. This “marketing function”, which is the responsibility of each member, must continuously be emphasized by Branch Management – only by standing together can hunters protect the future of their hunting activities and cultural heritage.

The services of the SAHGCA and the Branches of the Association are taken for granted by longstanding members. You will be surprised by the feedback from the public that is exposed to this for the first time. It varies from surprise about the activities and structure at shooting-days and branch meetings to appreciation for the fact that they meet many people who feel the same as they do about e.g. firearm ownership and our hunting heritage. For these reasons it is necessary that the activities be presented professionally, remember first impressions are lasting!

Recruitment of members: Each Branch has the responsibility to recruit members in its catchment area to improve the viability of the Branch and to expand the SAHGCA nationally. The best method of recruitment is to use existing members as marketers for the Association.

The Association provides the following incentive to existing individual members for the recruitment of new members: If a member recruited 10 new members in a year, his membership fee for the following year will be waived!

22. STRATEGIC PLANNING

Planning is a critical management process and without it everything will fall apart – “**If you fail to plan, you plan to fail**”. It is extremely important that Branch Management take the time to hold a proper strategic planning session once a year on the eve of a new year.

The aim of the session must *inter alia* be the following:

- c. Summary of strengths
- d. Summary of opportunities
- e. Summary of weaknesses
- f. Summary of threats
- g. Priorities for the year ahead
- h. Objectives and action plans
- i. Responsible persons

It remains the responsibility of the Branch Chairperson to follow up and co-ordinate that target dates are pursued and reached. The strategic targets must be part of every month's Branch Management meeting to guarantee constant attention. See attached example: “**Strategiese werk sessie 2005**” (bylae “W”).

23. FINANCIAL PLANNING, BUDGET AND CONTROL

For financial planning, budget and control in Branch context refer to the document: “**Finansiële riglyne vir Taktesouriers**” (bylae “X”). All activities on branch level have a direct influence on the finances of the Branch. The financial planning and budget for each activity must be included in the strategic planning session. In the execution of the activities, the necessary controls must be applied according to the financial guidelines.

24. BRANCH EQUIPMENT

A Branch eventually accumulates a list of equipment, which represents capital and needs proper control. The control starts with a “**Lys van taktoerusting**” (bylae “Y”) that must be maintained and the treasurer must control the stock list/assets list.

25. SHOOTING-RANGE AND CLUBHOUSE

A shooting-range and clubhouse is important for the identity of a Branch. The ideal is to have both on the same site, where achievable, but it can also be on different sites without any problems.

The clubhouse will typically be used for branch meetings, committee meetings, training sessions and other social events.

Access to a shooting-range is a requirement for each Branch. The use of military shooting-ranges was an easy solution in the past. With the disbandment of the commando units countrywide, the availability of shooting-ranges diminishes rapidly. It is important that “private” shooting-ranges comply with statutory requirements. Attached is a “**Vraelys vir evaluering van skietbane**” (bylae “Z”) to assist Branches with the evaluation of potential shooting-ranges – it is only a guideline and not necessarily exhaustive. Shooting-ranges are of strategic importance to the SAHGCA on national level and this information must be provided to the Manager: Branch Development.

26. DISCIPLINARY CODE

The behaviour of hunters at all levels, eg. the shooting-range and/or hunting-field, has a positive or negative influence and/or consequences for the Association. The SAHGCA expects high ethical hunting standards and moral values of the members of the Association. All members of the Association are unconditionally committed to the “**Gedragkode en – Dissiplinêre Prosedures vir lede van die SAJWV**” (bylae “A”).

When a member of the Association is accused of misconduct, it is the responsibility of the Branch Chairperson to refer the charge to the Executive Committee (EXCO) for further action.

FINIS