



Insert Club Logo

# CLUB NAME

## Welcome to our X Target Shooting Club

Contact Person 1

President: Jenny Smith

Phone: 0412 345 678

Email: [jennysmith@email.com](mailto:jennysmith@email.com)

Contact Person 2

Secretary: Charlie Row

Phone: 0491 011 121

Email: [charlierow@email.com](mailto:charlierow@email.com)

Website: [www.sportsshootingclub.com.au](http://www.sportsshootingclub.com.au)

This welcoming pack has been developed to provide new and existing members alike with information on how our club operates, training times & costs, who to contact for further information and the safety of our sport and club.



*(Add Club Logo & address of venue)*

Date

Dear (Name)

### **(Club Name) Welcome Pack**

Paragraph 1:

- Thank the individual(s) for their enquiry and interest in your club.
- Make the individual(s) feel welcome and provide reasoning as to why they should join your club and what makes your club unique (keep in mind that you do not want to be forceful). For example: We value all of our new and existing members and endeavour to create a safe and fun environment to encourage participation.

Paragraph 2:

- Outline the reason why the Welcome Pack has been provided to the individual(s). E.g. please find enclosed information regarding the cost to participate, codes of behaviour, contact details of committee members and coaches, training details and the safety of our sport. This information will provide you with an insight into our club and how we operate.

Paragraph 3:

- Provide the contact details of the most appropriate person who can answer any questions regarding the club and the Welcome Pack. E.g. if you have any questions regarding the club and the enclosed information please contact John Smith on (03) 5555 5555 or via email at johnsmith@email.com
- Inform the individual(s) that this person will be in contact with them within two (2) weeks to discuss further and answer any questions.

Paragraph 4:

- Reinforce your appreciation of their enquiry and interest.

Regards

(Name)

President of (Club name)



***(Example of letter to a new member)  
(Add Club Logo & address of venue)***

Date

Dear *(name of new member)*,

I would like to welcome you as a new member to *(shooting club name)*. We are excited about the upcoming season. We value all of our new and existing members and endeavour to create a safe and fun environment to encourage participation.

Please find enclosed information regarding the cost to participate, code of behaviour *(attach if you have your own club code of behaviour)*, contact details of committee members and coaches, training details and the safety of our sport. This information will provide you with an insight into our club and how we operate.

Our Coach *(name)* has been coaching at our club for *(eg 2 years)* and is *(level of coaching eg: Accredited, Club or Competition coach etc)*.

*(training or session details – (list what is suitable for a new member to come to)*

Our *(shooting club name)* have enjoyed great success over the past five years and we welcome new participants to the club and encourage current members to invite friends along. Our purpose is to engage members of the public in the understanding of firearms safety and to provide an opportunity in giving them an experience in target sports.

Target sport is a sport that can be enjoyed by the whole family as a recreation at a local gun club, or at a competition level from registered clubs' events to regional, state, national and international competitions. These include World Championships, Commonwealth and Olympic / Paralympic Games.

People of all ages and abilities are welcome to participate.

The club will still be holding other Open Day on *(date, time & venue)*

For more information on registering to become a member with the *(insert club name)* please contact the following:

Secretary *(Name and mobile / email address)*

President *(Name and mobile / email address)*

Yours sincerely

*(name of President)*

*(Club name)*



## BACKGROUND

Include a brief introduction / history of the club.

## CONTACT DETAILS

It is important that both new and existing members are provided up to date contact details of committee members.

For example:

Position	Name	Phone	Email
President			
Secretary			
Treasurer			
Coach			
Chief Range Officer			
Other			

## COST

Information to include:

- List all membership options available and the costs, remember to include a breakdown of what this fee covers e.g. insurance, coach, venue hire etc.
- List any additional fees they may incur as a member of your club e.g. uniform and where to purchase, events (Xmas Show, Quiz night etc).
- Notify the individual(s) of any special discounts that your club offers e.g. your first two come and try sessions are for free.

For example:

**Membership Details:** This includes insurance fees and affiliation with our State Sporting Association

**Senior:                    \$0.00**

**Junior:                    \$0.00**

**Family:                   \$0.00**

**Social:                    \$0.00**

If you would like to discuss the different payment options available, please contact John Smith on (08) 1234 5678



## TRAINING & COMPETITION

Information to include:

- List who your club can cater for e.g. senior, junior, men, women etc
- Training and competition days and times
- Venue details for training and competition days
- Season start and finish details
- Social activities take place at training or competition days
- What a typical training session look like
- Coach experience and qualifications

## VOLUNTEERING

Inform new and existing members of any volunteer requirements they may be asked to complete throughout the season and inform them of the roles that individuals can volunteer to do

## SAFETY

Information to include:

- List what your club does to ensure the safety of all members:
  - Policies and procedures e.g. codes of conduct for parent, player, spectator and officials
  - Good Sports accredited (alcohol management)
  - Sun smart
  - Protective/safety equipment and what the club provides
  - Smoke free
  - First aid trained club members or sports trainers
  - Working with Children Check (WWCC)



## MEDICAL FORMS

In addition to your registration form you may wish to include a form that you can keep a record of any medical conditions that a member may have. Encourage members to have a current ambulance subscription and a statement that indicates that an ambulance will be called where it is deemed necessary and the costs as the responsibility of the ambulance user. Contact details of next of kin in the case of an emergency

## CONSENT TO BE PHOTOGRAPHED

Add in a section on your registration form that advises how photographs would be used and where e.g. to promote the club and its activities, during competitions, social days. Photos could be provided to the media, on social media pages etc. The member would be required to sign consent

## MERCHANDISE AVAILABLE

List club items that are for sale and their price (clothing, merchandise, equipment etc)