



South Australian Rifle Association - Membership Policy

Document control

Item	Detail
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1. Purpose

This policy sets out the principles, categories, eligibility requirements, fees, renewal arrangements and administrative procedures for membership of South Australian Rifle Association Incorporated (SARA). It is intended to provide a consistent framework for clubs, members, office bearers and staff involved in membership administration, while supporting SARA's obligations under its Constitution and relevant NRAA requirements.

2. Scope

This policy applies to all individual members of SARA, affiliated clubs, and all directors, office bearers, employees, contractors and volunteers involved in membership administration. It covers new applications, provisional membership, renewals, annual returns, fee administration, member records, membership cards, suspension, refusal and termination of membership.

3. Authority and related documents

This policy must be read together with the following documents:

- SARA Constitution.
- SARA Member Protection Policy.
- SARA administrative procedures for new memberships and annual returns.
- SARA fee schedules and pro-rata fee schedules.
- NRAA membership and insurance requirements as adopted or applied by SARA.

If there is any inconsistency between this policy and the SARA Constitution, the Constitution prevails.

4. Policy principles

Membership administration must be fair, transparent, accurate and applied consistently across affiliated clubs. SARA's central membership database is the authoritative record of membership



status unless the Board determines otherwise. Membership processes must support licensing, insurance, competition eligibility, and SARA's affiliation obligations to NRAA.

5. Financial year

For membership fees, renewals and annual returns, SARA's financial year is 1 July to 30 June. Unless the Board determines otherwise, annual fees apply only for the relevant financial year.

6. Membership categories

SARA recognises the following categories of club and individual membership:

6.1 Affiliate Member

An Affiliate Member is a rifle club admitted to membership of SARA in accordance with the Constitution. An Affiliate Member must be incorporated, or be in the process of incorporation, and must comply with the Constitution, by-laws and policies of SARA.

6.2 Full Member

A Full Member is an Individual Member who is a financial member of an affiliated club, pays the applicable SARA and NRAA fees, and is entitled to participate in rifle shooting activities and competitions in accordance with applicable rules and requirements.

6.3 Pension Member

A Pension Member is an Individual Member who qualifies for the pension concession category approved by SARA and pays the applicable concession fee together with any required NRAA component.

6.4 Life Member

A Life Member is a person awarded life membership in accordance with the Constitution and any applicable SARA criteria. A Life Member cannot be required to pay fees other than any amount determined by the Board as representing NRAA, insurance or similar external participation-related components, to the extent the Board considers appropriate.

6.5 Associate Member

An Associate Member is a person admitted in accordance with the Constitution, whether through an affiliated club or independently where permitted. Associate Members have the privileges stated in the Constitution but do not have shooting rights and are not eligible for the club-use category for firearms licensing purposes.

6.6 Under 25 Member



An Under 25 Member (U25) is an Individual Member under 25 years of age who is eligible for the category approved by SARA and pays the applicable U25 fee together with any required NRAA component.

6.7 Under 18 Member

An Under 18 Member (U18) is a junior Individual Member under 18 years of age who joins through an affiliated club and is subject to junior probationary, training and progression requirements set by SARA. Before adult membership is granted after turning 18, the member must comply with any applicable licensing requirements.

6.8 Provisional Member

A Provisional Member is a person in an initial non-renewable probationary period, ordinarily three months, while training, checks and application requirements are completed. Provisional membership is temporary and does not convert automatically to another membership category unless all requirements are met and approval is granted.

7. Eligibility for membership

To be eligible for membership, a person must apply through an affiliated club using the approved SARA form and provide all information reasonably required by SARA or the club to assess the application. For adult full membership, the applicant must hold an appropriate State firearms licence or be in the process of obtaining one during the provisional period where permitted under SARA's conditions of membership. Junior and other applicants must satisfy any category-specific training, clearance or progression requirements set by SARA.

Where a role involves work with children or access to child-related records, the applicant or member must comply with the screening and child-safe requirements set out in the SARA Member Protection Policy. Primary membership should ordinarily be held through a club in the State or Territory of the member's domicile, subject to any exception recognised under NRAA policy or approved by SARA.

8. New membership process

8.1 Provisional application

A person seeking to become a member of SARA must first be submitted by an affiliated club as a Provisional Member on the approved SARA form. The club must pay the applicable provisional membership fee to SARA at the time of application.

Once payment is confirmed, SARA administration records the application and arranges for the member to be entered in the membership database with a temporary SARA registration number. SARA may issue a temporary membership card or other evidence of provisional status in accordance with current administrative arrangements.



8.2 Provisional period

The provisional period is ordinarily three months, subject to extension where required by SARA's conditions of membership or other operational requirements. During this non-renewable period, the member must complete any required training and provide any required evidence of firearms licence approval or other compliance matters.

8.3 Conversion to ongoing membership

Before the end of the provisional period, the member must complete the new member registration process on the NRAA Member Portal and pay the applicable new member fee for the approved category. That online registration must be reviewed by SARA administration and the relevant Club Captain, including confirmation of police clearance or other required checks, before approval is granted.

New member fees may be charged on a pro-rata basis for the balance of the current financial year, with the month of joining included in the calculation, together with the applicable NRAA fee. Once approval is confirmed, SARA administration updates the member record, allocates a permanent SARA registration number and arranges issue of the membership card.

8.4 Non-completion of the process

If the Club Captain has not received the online registration for approval by the end of the provisional period, the Club Captain must follow up the member's status. If the member does not proceed, the club must notify SARA administration so the record can be marked inactive in the membership database.

9. Fees and renewals

9.1 Annual fees

The Board determines annual membership fees and publishes a fee schedule for each financial year. The fee schedule may set different amounts for Full, Pension, U25, U18, Provisional, Associate, Life and other membership categories, and may include an NRAA component where applicable.

9.2 Pro-rata fees

For new members joining after the start of the financial year, SARA may apply pro-rata fees for the balance of the year ending 30 June together with the applicable NRAA fee. The applicable pro-rata schedule is determined by the Board and published in the current fee schedule.

9.3 Time and manner of payment

Membership begins only after acceptance of the application and payment of any fees due, in accordance with the Constitution. The Board may determine the time for and manner of payment of



membership subscriptions, fees and levies, including different payment arrangements for different categories where permitted.

9.4 Transition to portal payments

From the 2026-2027 period onward, SARA intends to align renewals and new member registration with the NRAA Member Portal, with supporting documentation, training and operational guidance issued to clubs as required. During transition periods, SARA may continue to use manual invoicing, EFT, cheque or other approved payment channels where necessary to support reconciliation and members who cannot use the online system.

10. Renewals and annual returns

10.1 Returning member renewals

All members other than Provisional Members and Associate Members are expected to complete the annual returning member process online through the Member Portal as part of the annual renewal cycle. In March each year, SARA will prompt those members to review and update their profile information, and the returning member renewal process will open online from 1 June.

Members who do not complete the self-service renewal process by the deadline set by SARA may be issued a manual invoice for immediate payment. Members who remain unpaid by 30 June may be considered unfinancial and may be at risk of suspension or cancellation in accordance with the Constitution and any applicable policy or Board decision.

10.2 Club annual return process

In May each year, SARA administration will issue annual return documentation to club secretaries and treasurers. This documentation may include a current membership list, annual return form, fee schedule, concession forms and other relevant instructions for the coming year.

Clubs must review the membership information provided, notify SARA of amendments, and submit the completed annual return documentation by the due date set by SARA. SARA may use the returned information to update the central database, issue invoices where required, prepare cards and complete NRAA reporting obligations.

10.3 Members requiring assistance

Members who do not have computer access, or who require additional accessibility support, may be assisted by club officers and SARA administration through the renewal and annual return process.

11. Rights and responsibilities of members

Members are entitled to the rights of their membership category as provided by the Constitution, applicable by-laws and valid Board resolutions. A member may represent only the club, district



association and State through which that member's primary membership and affiliation fees are paid, unless an exception is recognised under applicable rules or policy.

All members must comply with the Constitution, by-laws, policies, range rules, safety requirements and lawful directions of officials. Members must also provide accurate and current information, maintain any required licence, permit or clearance, and pay applicable fees by the required due date.

12. Records and membership cards

SARA will maintain a central database of members and issue membership cards for financial members after the relevant information and fees have been processed. Clubs must promptly notify SARA of changes to a member's name, address, category, financial status or any other matter affecting the accuracy of the register.

Administrative procedures may change from time to time, including who prints cards or manages database updates, but the authoritative membership record remains the SARA system approved for that purpose.

13. Licensing, insurance and NRAA affiliation

SARA must administer membership so that members who participate in NRAA-governed shooting activities, competitions or officiating roles are correctly identified and hold the appropriate current membership and NRAA affiliation status. Members who require NRAA affiliation for competition, officiating, insurance or other approved participation purposes must maintain the applicable paid-up membership through SARA and NRAA in accordance with the SARA Constitution, this policy and applicable NRAA requirements.

A person who does not hold the required membership or affiliation status may be restricted from competing, officiating, representing a club or SARA, or accessing any insurance or participation benefits that depend on that status. SARA may determine, publish or update administrative requirements from time to time to identify which membership categories or activities require NRAA affiliation and what evidence must be provided.

14. Refusal, suspension and termination

SARA may refuse, suspend or terminate membership where a person fails to meet eligibility requirements, fails to pay required fees, no longer satisfies licence requirements, or breaches the Constitution, this policy, the Member Protection Policy or any lawful direction of SARA. Any such action must be taken in accordance with the Constitution, applicable disciplinary procedures and the requirements of natural justice.

A member who is unfinancial may be suspended or expelled in accordance with the Constitution. A person whose membership ceases may be required to return SARA property and may apply for readmission subject to the Constitution and any conditions imposed by the Board.

**15. Privacy and information handling**

SARA will collect, use and retain membership information only to the extent reasonably necessary to administer memberships, annual returns, competition eligibility, insurance and compliance obligations. Sensitive information, including criminal history or child-related screening information, must be handled in accordance with applicable law and the SARA Member Protection Policy.

16. Review

This policy is to be reviewed at least every three years, or earlier if required by legislative change, constitutional amendment, NRAA policy change, insurance requirements, operational process changes or a decision of the Board. Amendments to this policy must be approved by the Board and communicated to affiliated clubs through SARA's normal administrative channels.