



SOUTH AUSTRALIAN REVOLVER AND PISTOL ASSOCIATION COACHING COUNCIL CHARTER

(Version 3 – Effective 23rd June, 2018)

It is the purpose of this **Charter** to provide the rules governing the formation and management of the South Australian Coaching Council.

1. NAME

The name shall be the South Australian Coaching Council (hereinafter referred to as the SACC).

2. STATUS

The SACC shall be a standing sub-committee of the South Australian Revolver and Pistol Association Executive Committee (hereinafter referred to as SARPA).

3. OBJECTIVE

To provide coaching to enhance the skills and techniques in target pistol shooting for capitated members of financially affiliated SARPA Clubs.

To encourage, promote and develop capitated members of financial SARPA affiliated Clubs to become Shooting Australia Accredited Coaches or SARPA Club Instructors.

4. MEMBERSHIP OF THE SACC

- (a) The SACC will be managed by the Director of the SACC.
- (b) The SACC shall consist of capitated members of financially affiliated SARPA Clubs with current Shooting Australia pistol coaching accreditation.
- (c) Membership of the SACC will cease if a Coach's accreditation is revoked.

5. THE DIRECTOR OF THE SACC

- (a) The Director shall be a member of the SARPA Executive.
- (b) The SARPA Executive will call for nominations from the members of the SACC. The SARPA Executive will vote and endorse the recommended name as Director to the SARPA Annual General Meeting for subsequent ratification. Such recommendation to be completed in sufficient time to be circulated with the required Notices of Motion and documentation distributed to SARPA financial affiliated Clubs prior to the AGM. The SARPA Annual General Meeting has the power to withhold ratification by a two thirds majority vote of the quorum of delegates attending (proxy votes excluded).
- (c) If the position of Director of the SACC is vacant for any reason, the SARPA Executive will appoint an accredited Coach from the members of the SACC to fill the vacancy until the next SARPA Annual General Meeting.
- (d) Duties of the Director of the SACC:
 - (i) As required by the SARPA **Constitution** Clause 14 (i).
 - The Director shall be responsible for the development and implementing of shooting training programs for all SARPA affiliated Clubs and their members;
 - The Director shall be responsible for the training and upgrading, on a regular basis, of accredited coaches throughout the Association (SARPA);
 - The Director shall set a program of training for the year and convey this list to all SARPA affiliated Clubs;
 - The Director shall maintain liaison between the (Pistol Australia) National Coaching Council and the Association.

- (ii) The Director will be a representative of SARPA at the Pistol Australia National Coaching Council meetings and will forward all documentation supplied by Pistol Australia to the SARPA Executive.
- (iii) Maintain and supply a register of capitated members of financially affiliated SARPA Clubs with current Shooting Australia pistol coaching accreditation, together with any ongoing additions or alterations, to SARPA Executive Committee as a matter of compliance as a SARPA sub-committee.
- (iv) Manage the organisation of clinics, coaching courses and seminars for the purpose of instructing SARPA affiliated Club members seeking Shooting Australia Coaching accreditation.

6. RESPONSIBILITIES OF THE SOUTH AUSTRALIAN COACHING COUNCIL

- (a) Each year, following the SARPA Annual General Meeting, develop and submit to the SARPA Executive for approval, a **Calendar of Events** including coaching sessions to enhance the skills and techniques in target pistol shooting and coaching courses to become a Shooting Australia Accredited Coach or a SARPA Club Instructor accessible to all financial members of SARPA affiliated Clubs, and for distribution to all financially affiliated SARPA Clubs. The SACC **Calendar of Events** is to coincide with the SARPA Competition **Calendar of Events**.
- (b) All SACC members must make every concerted effort to attend a minimum of two SACC meetings per year (either personally, electronically or by telephone conference).
- (c) Maintain and implement the approved SACC **Calendar of Events**. These events are to be conducted by members of the SACC.
- (d) Organisation of coaching courses and seminars for the purpose of instructing SARPA affiliated Club members to achieve Shooting Australia Coaching accreditation and Club Instructor qualifications.
- (e) Approved coaching programmes are to be conducted by members of the SACC.
- (f) Provide coaching in new events which may be introduced by SARPA or Pistol Australia and Pistol Australia affiliated bodies.
- (g) Examine and evaluate related information for techniques of shooting and coaching, and any correspondence and/or information for distribution, both electronic or written, must be tabled at the SACC meeting for approval. Once approved, the Director of the Coaching Council will organise such information to be forwarded to the SARPA Secretary to record and distribute to keep all members of the SACC and SARPA's affiliated Club's members informed as required.
- (h) All members of the SACC must conduct themselves and understand their rights and responsibilities as per codes of conduct implemented by SARPA or its affiliated bodies including:
 1. Treat all members of affiliated Clubs with respect, honesty and consistency at all times.
 2. Honour all promises and commitments, both verbal and written.
 3. Provide feedback to athletes in a caring sensitive manner to their needs. Avoid overly negative feedback.
 4. Recognise athletes' rights to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
 5. Treat all athletes fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other conditions.
 6. Encourage and facilitate athletes' independence and responsibility for their own behaviour, performance, decisions and actions.

7. Involve the athletes in decisions that affect them.
 8. Determine, in consultation with athletes and others, what information is confidential and respect that confidentiality.
 9. Encourage a climate of mutual support among your athletes.
 10. Encourage athletes to respect one another and to expect respect for their worth as individuals regardless of their level of play.
 11. At all times use appropriate training methods that in the long term will benefit the athletes and avoid those which could be harmful.
 12. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the athletes.
 13. Be acutely aware of the power that you as a coach develop with your athletes in the coaching relationship and avoid any sexual intimacy with athletes that could develop as a result.
 14. Avoid situations with your athletes that could be construed as compromising.
 15. Refrain from any form of sexual harassment towards athletes. Any physical contact with a person should be appropriate to the situation and necessary for the athlete's skill development.
 16. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substances.
 17. Respect the fact that your goal as a coach for the athlete may not always be the same as that of the athlete. Aim for excellence based upon realistic goals and due consideration for the athlete's growth and development.
 18. Recognise individual differences in athletes and always think of the athlete's long term best interests.
 19. Help each athlete reach their potential.
 20. Set challenges for each athlete which are both achievable and motivating.
 21. At all times act as a role model that promotes the positive aspects of sport and of shooting by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of shooting and of coaching at all times.
 22. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your athlete.
 23. Encourage athletes and coaches to develop and maintain integrity in their relationship with others.
 24. Respect other coaches and always act in a manner characterised by courtesy and good faith.
 25. When asked to coach an athlete, ensure that any previous coach-athlete relationship has been ended by the athlete/others in a professional manner.
 26. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
 27. Know and abide by Shooting Australia's rules, regulations and standards, and encourage athletes to do likewise. Accept both the letter and the spirit of the rules.
 28. Be honest and ensure that qualifications are not misrepresented.
 29. Be open to other people's opinion and willingness to continually learn and develop.
- (i) As a person required to comply with this **Charter**, all SACC members must meet the following requirements in regard to their conduct during any activity held or sanctioned by Shooting Australia, Pistol Australia, SARPA or an affiliated SARPA Club, and in any role they hold within Shooting Australia, Pistol Australia, SARPA or an affiliated SARPA Club:

Fairness

1. Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
2. Encourage opportunities for participants to learn appropriate behaviours and skills.
3. Encourage participation in all aspects of the sport.
4. Be fair, considerate and honest in all dealing with others.

Respect

1. Treat each person as an individual.
2. Be a positive role model.
3. Display control, tolerance and courtesy to all involved with the sport.
4. Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
5. Do not use your involvement with Shooting Australia, Pistol Australia, SARPA or an affiliated SARPA Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Shooting Australia, Pistol Australia, SARPA or an affiliated SARPA Club.

Responsibility

1. Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
2. Adopt appropriate behaviour in relation to the use of alcohol and recreational and performance enhancing drugs.
3. Display control, tolerance and courtesy to all involved with the sport.
4. Act with integrity and accept responsibility for your actions.
5. Make a commitment to providing quality service.
6. Understand your responsibility if you breach, or are aware of any breaches of this **Charter** or the Shooting Australia **Code of Conduct**.

Safety

1. Ensure your actions contribute to a safe environment.
2. Ensure your actions contribute to a harassment free environment.
3. Do not tolerate violence or abusive behaviours.
4. Show concern and caution towards others who may be sick or injured.

7. MEETINGS

- (a) The SACC will meet at least once quarterly.
- (b) All SACC meetings will be called, using *pro forma* documents provided as examples by the SARPA Secretary, at a minimum of seven (7) days prior to the proposed date for the meeting. The meeting papers must include:
 1. Notice of Meeting stating Date, Time and Venue;
 2. Agenda - Listing format and topics for discussion;
 3. Draft copy of the minutes from the last meeting.
- (c) At any SACC meeting, a quorum must consist of not less than fifty per cent (50%) of the number of SACC members.
- (d) Electronic attendance (video or telephone conference) is permitted. These attendees must be identified by the Chair as legitimate SACC members. No proxy or proxy votes by electronic attendees are permitted.

- (e) The Director (or the quorum's nominee) shall Chair the SACC meetings.
- (f) Business conducted at SACC meetings shall be that which involves the objectives of the SACC.
- (g) Minutes are to be taken at all SACC meetings and the draft Minutes circulated to all SACC members and the SARPA Secretary no longer than between 21 to 28 days after each meeting.
- (h) All business items shall be decided by a simple majority vote. The Director may be required to have the casting vote. If required, the Director is to vote to maintain the *status quo* and leave the matter open for future consideration and discussion at the next meeting.

8. REPORTS

The Director shall submit a monthly report to the SARPA Secretary in time for inclusion in the SARPA Executive Minutes, and also a written report to the Annual General Meeting of SARPA. The Director, as the SARPA representative, to table any reports requested for approval prior to forwarding to the NCC or Shooting Australia.

9. FUNDING

- (a) The SACC shall provide to SARPA any estimated costs for approval for funding for general coaching purposes which will be funded from the general revenue of SARPA. SARPA's Executive will decide on the level of funding to be provided based on the financial situation of SARPA at that time. All SACC approved expenditure must be supported with original tax invoices and receipts provided to the SARPA Treasurer no later than seven (7) days prior to the next scheduled SARPA Executive Meeting for audit purposes.
- (b) SARPA is cognizant of the necessity to offer ongoing and flexible junior training and will provide an amount of funds, which will be decided by the SARPA Executive, and will be payable to the SACC on the 1st April of each year. These funds are specifically for the following twelve months and are to cover all expenses of the Junior Development program. A Junior Development Officer is to be appointed by the SACC (refer Appendix for Junior Development Officer).
- (c) The Junior Development Officer will keep financial records of incoming and outgoing expenditure, together with tax invoices and receipts, related to the Junior Development Program and present such records and documents to the SARPA Treasurer no later than seven (7) days prior to the next scheduled SARPA Executive Meeting for audit purposes for the funding provided as set out in 9 (b).

10. INFRINGEMENT OF CHARTER OR SARPA CONSTITUTION

All SACC members will be subject to, and submit unreservedly to, the jurisdiction, procedures, penalties and appeal mechanisms of SARPA whether under this **Charter** or under the SARPA **Constitution**.

11. SANCTIONS FOR DISCIPLINE OF MEMBERS

Without limiting the matters that may be referred to in the SACC *Charter* or SARPA **Constitution**, any SACC member that has:

- (a) breached, failed, refused or neglected to comply with a provision of this **Charter** or any other resolution or determination of the SARPA Executive or duly authorised Committee; or
- (b) prejudiced SARPA or the sport, or brought SARPA or the sport or themselves into disrepute;
- (c) acted in a manner unbecoming of a SACC member, or prejudicial to the objectives and interests of the SACC or SARPA, Pistol Australia or Shooting Australia;

shall be liable to the sanctions set out in this **Charter**, including suspension by the SARPA Executive or accreditation revoked following referral to Pistol Australia or Shooting Australia.

No recommendation can be made by the SARPA Executive under this Clause 11 unless all avenues of appeal available to the relevant SACC member under this **Charter** and the SARPA **Constitution** have been exhausted.

During such investigation or determination either under the procedures set down in this **Charter** or by such other procedure and/or persons as the SARPA Executive consider appropriate, a respondent may not participate in the sport, pending the determination of such proceedings (including any available appeal) unless the SARPA Executive decide continued participation is appropriate having regard to the matter at hand.

All procedures must allow for natural justice to be applied.

12. APPEAL AGAINST PENALTIES

Subject to all avenues of appeal available under the SACC **Charter** or the SARPA **Constitution** have been exhausted:

- (a) The SARPA Executive in their sole discretion may refer an allegation (which in the opinion of the SARPA Executive is not vexatious, trifling or frivolous) by a complainant (including the Director of the SACC or a SACC member) to Pistol Australia or Shooting Australia.
- (b) A SACC member who feels aggrieved by a decision or action of the SACC or the SARPA Executive may request the formation and administration of an appeals tribunal which must be independent of any party before it on the matter which is the subject of the appeal in question.

13. ALTERATION TO THE CHARTER

Any alteration to this **Charter** can only be done by the SARPA Executive. A copy of the revised document needs to be approved by a motion at a SARPA Executive Committee meeting and completed in sufficient time to be circulated with the required Notices of Motion and documentation distributed to SARPA financial affiliated Clubs prior to the AGM. The SARPA Annual General Meeting is to vote to adopt the revised SACC **Charter** by a majority vote of attending delegates (proxy votes excluded). Implementation of the new **Charter** is to be effective from the date of adoption at the SARPA Annual General Meeting.

14. DISSOLUTION OF THE SACC

The dissolution of the SACC can only take place at an Annual or Special General Meeting of SARPA and only as a result of a recommendation from the SARPA Executive.

APPENDIX

THE JUNIOR DEVELOPMENT OFFICER

Rules and Duties:

- (a) The Junior Development Officer will be a member of the SACC.
- (b) The Junior Development Officer will be appointed annually, before the end of March each year, by a majority vote of SACC members at a SACC meeting.
- (c) Nominations for electing this internal appointment will be taken verbally from the floor at a valid SACC meeting. No proxy or proxy votes by electronic attendees are permitted.
- (d) The Junior Development Officer will submit a report at each SACC meeting.
- (e) Communicate with SACC Junior Development Squad members. Communication can only commence following agreement obtained between the SARPA Secretary and parents or guardians of SACC Junior Development Squad members or prospective members.
- (f) Encourage participation in junior development programmes at the time of implementation of the approved SACC programme (Clause 6 (b)).
- (g) Advertise (via the SARPA Secretary) and coordinate the junior training events in the SACC approved **Calendar of Events**.
- (h) Structure and format training events and advertise for participants within range capacities through the SARPA Secretary. Coaches to be advised of events and allocated at SACC meetings.
- (i) Keep financial records of incoming and outgoing expenditure relating to the development of juniors in accordance with Clause 9 (b) and (c).
- (j) Provide such documents and records to the SARPA Executive as required for audit purposes in accordance with Clause 9 (b) and (c).
- (k) The Junior Development Officer is to table assessments from training events and official results from SARPA sanctioned competitions at SACC meetings for discussion to determine possible selection of participants various junior team events.
- (l) Maintain a points-based system table which may be used to evaluate member's performance for inclusion in the various junior team events.

Points based system table

Nationals attendance	20
State Titles attendance	10
Open shoot attendance	5
Club attendance or Club match	1
Club training using TOTL exercise	3
<i>(to be validated by a parent, coach or training partner in the Training Diary and also logged onto the electronic activity page)</i>	
Home training exercises of at least 45 minutes duration	2
<i>(to be validated by a parent, coach or training partner in the Training Diary and also logged onto the electronic activity page)</i>	
Bonus points	5
<i>(by achieving a higher competition score at a SARPA sanctioned competition than your current average for that match)</i>	