



SOUTH AUSTRALIAN REVOLVER & PISTOL ASSOCIATION INC.

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Risk Management and Recruitment Policies

Policy Statement

South Australian Revolver and Pistol Association Incorporated (the Association) is committed to providing a sporting and working environment which is safe, stable and free of discrimination or harassment and in which risks are minimised through protective management.

The Association accepts risk management as one of its prime responsibilities representing as it does the joint interests of its affiliated Clubs and registered members. Risk occurs not only within the sport, but also within the more general environment in which the Association operates. In formulating this policy, the Association is mindful of the full range of risks, which impact on the viability of the Association, and in turn on the current and future participation of the members themselves.

Just a few of the risks may be the:

- essential nature of competition pistol shooting.
- nature of shooting venues and their potential hazards.
- relatively low financial capital in the sport, given the predominantly volunteer basis upon which the sport is conducted.
- competition, which this sport faces from high-profile sports.
- age variation of our members and the specific requirements of older and younger members and members who are disabled and ensuring a continued safe environment for these members.
- turnover of participants, which leaves clubs constantly seeking new members and the need to provide adequate supervision and instruction to visitors to the range.
- potential exposure to litigation resulting from accidents.
- any reduction or withdrawal of current funding from the South Australian Government along with the low media and sponsorship profile of the sport.
- State and Federal Government Legislation.

It is the responsibility of everyone within the sport to ensure that risk is appropriately managed, be it as an individual member (attention to club safety requirements for example), a club administrator (conducting regular safety audit of the club ranges, for example), or the Association itself (ensuring that proper member registration records are kept and maintained and appropriate insurance cover is in place, for example)

Proper risk management will also allow the Association to identify opportunities as well as avoid loss, as the process is integrated into the organisation philosophy and practices.

This policy expresses the association's intentions in relation to risk management.

Policy application

In the first instance, this policy applies specifically to the Association: the Executive, Coaches, FASAT Instructors, Range Officials, and Volunteers.

Policy coverage

This Risk Management Plan covers the day-day operations of the Association, the conduct of competitions and its development programs.

Responsibility for management of risk

All officials, members and volunteers are responsible for ensuring that risks to themselves, and more particularly to others and to the Association, are minimised. The Executive, however has the ultimate responsibility for successful risk management of the Association.

The Executive of the Association will:

- Ensure that appropriate training is provided, so that risk is actively minimised.
- Provide appropriate resources to ensure that risk is minimised.
- Ensure that risk management is an intrinsic part of their deliberation and that their decisions are in line with this policy.
- Ensure that relevant sections of the Child Safe Policy and other relevant policies are also adhered to in any such reporting
- Ensure appropriate and up-to-date documentation of risk identification and resolution
- Allocate appropriate funds towards this process and for the training, development and review processes.

The Executive Officer will:

- Alert Executive to any new high-impact risks, or any other matters requiring attention outside the usual process.
- Actively encourage reposting of risk, real and potential and ensure that appropriate action is taken to minimise such risk.

The Secretary of the Association will:

- Distribute information on risk management as required.
- Distribute Child Safe Policies and relevant information on Child Safe practice.
- Model appropriate risk management behaviour in all aspects of their work.
- Provide advice and support to clubs, officials and individuals on risk assessment and management.

Coaches, FASAT Instructors and volunteers will:

- Obtain Criminal History checks (DHS Screening - WWCC)
- Ensure they are aware of the Child Safe Policy and the mandatory reporting requirements.
- Abide by the PA Code of Conduct.

Documentation required

- Report on identified risks and their resolution.

Review process

- Risk management will be reviewed annually by the Executive.

Comprehensive procedure for recruiting suitable staff

Staff within SARPA who would be working with children are:

- Coaches, who are required to attend PA coaching training sessions to gain coaching accreditation and then to **triennially** be assessed to maintain their accreditation.
- Firearms and Safety Awareness Training Instructors who are required to undergo FASAT Instructor training (as approved by SAPOL) to gain instructor accreditation. Instructor accreditation is reviewed every 3 years and must be approved by their Club and/or the Association **Executive**.
- Volunteers

Coaches, instructors and volunteers (who are working with children) are required to have a current Working With Children Check (WWCC) for working with children and working with vulnerable groups, provided by DHS Screening **Unit**.

Clubs use the FASAT procedure (reflected in the FASAT Flow Chart) for recruiting new members to their Clubs.