



South Australian Revolver & Pistol Association Incorporated.

General Code of Conduct

(Adapted from Shooting Australia Member Protection Policy
Complies with the "Children and Young People (Safety) Act 2017)

South Australian Revolver and Pistol Association (SARPA), expects high standards of behaviour from all people involved in the sport of Shooting. It is vital that the integrity of the sport is maintained in accordance with the four guiding principles: Fairness, Respect, Responsibility and Safety as outlined in "The Essence of Australian Sport's Universal Code of Behaviour."

As a person is required to comply with this policy, you must meet the following requirements in regard to your conduct during any activity or sanctioned by SARPA or a club affiliated with SARPA, and in any role you hold within SARPA, or a 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 dealings 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 SARPA to promote your own beliefs, behaviours, standards and/or practices particularly when inconsistent with the beliefs, behaviours, standards and/or practices of SARPA.

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. Act with integrity and accept responsibility for your actions.
4. Understand your responsibility if you breach, or aware of any breaches of this Code of Conduct.

Safety:

1. Ensure your actions contribute to a safe environment.
2. Ensure your actions contribute to a harassment free environment.
3. Show concern and caution towards others who may be sick or injured.



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Reporting:

All complaints and feedback should be dealt immediately, sensitively and fairly, reinforcing that the priority is to keep children and young people from harm.

When concerns are raised, the priority is to consider the welfare of the child or young person and:

- Listen to the complaint/ feedback and make a record of it (Incident report form from SARPA website)
- Consider whether any interim action is required to ensure the safety of children and young people.
- Make sure that procedural fairness is followed at all times.

Report to:

- Consult with Child Abuse Report Line (CARL) and/or SAPOL (if a child is at risk of harm or criminal activity is suspected.)
- Club Committee
- SARPA Executive Committee.

Who may consult:

- SARPA Child Safe Officer
- SARPA Membership Protection Officer
- SARPA Grievance Officer.

Clearly document and securely store decisions and actions taken in response to complaints and feedback.

REVIEW PROCESS

This Policy will be reviewed by SARPA Executive in one (1) year for relevance and compliance.

LODGEMENT

This Policy will be lodged every five (5) years at <http://www.dhs.sa.gov/cse>

INFORMATION

The contact officer for further information is the Secretary at SARPA

Mobile 0499 017 135 or secretary@sarpa.org.au

ADOPTION OF THE POLICY

This Policy was adopted by SARPA Executive on 27th July 2021

This Policy was reviewed on 27th July 2021

TO BE REVIEWED

July 2022



South Australian Revolver & Pistol Association Incorporated.

Child Safe Policy

(This should be read in conjunction with the Shooting Australia Ltd Member Protection Policy)

South Australian Revolver and Pistol Association Inc. (SARPA) is committed to the well being and safety of all members, in particular children. SARPA recognises that children have specific needs due to their age and development and that these must be considered by clubs, coaches, instructors, range officials, administrators and adult members.

This policy complies with the Child Safe Environment provisions of the Children and Young People (Safety) Act 2017.

1. Child Safe Environment

A Child Safe Environment is one where the safety and well-being of the child is considered; where the child is encouraged to have fun and participate in club and association activities; feels valued and respected and is comfortable about expressing opinions on things that are important to him/her; and where the child feels safe to speak if they are concerned about something.

In order to promote this environment:

- All members to be aware of the Child Safe Policy and the Procedures and Guidelines for Working with Children, and be committed to ensuring that their club is a safe environment for young members. The Policy and Guidelines to be available on the SARPA Website.
- Promoting and enforcing our codes of behaviour, particularly for roles associated with children.
- Adherence, by all members, to normal firearm safety practice.
- Instruction, supervision and participation of children to be appropriate to their age and maturity level.
- That, children are treated respectfully by adult members, coaches, officials and other child members.
- That rules of Fair Play are encouraged and practiced by all.
- That children know what behaviour is considered appropriate within the club environment.
- Where possible and relevant involving children and young people in decision making.

2. Harassment and Bullying

SARPA opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with:

- Club Committee
- SARPA Executive Committee.
- See SARPA General Code of Conduct for reporting responsibilities and procedures.

Who may consult:

- SARPA Child Safe Officer



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Child Safe Policy

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- SARPA Membership Protection Officer
- SARPA Grievance Officer.

3. Coaches and Officials working with children

Coaches, Officials, instructors, supervisors & chaperones working with children are required by SARPA to undertake a Criminal History Assessment (Working With Children's Check) every 5 years.

- In the event SARPA is made aware of a criminal offence, a risk assessment will be conducted by the SARPA Executive Committee, based on the actual offence, how long ago it was, the person's role with children and the level of risk posed. The individual and his/her club will be given the opportunity to provide more information regarding the circumstances of the offence and the Association will use "Child Safe Environments: Standards for dealing with information obtained about criminal history of employees and volunteers who work with children".
- Outcomes of these discussions will be written in a report and given to the club's management and the individual.

4. Awareness or Child Abuse and Reporting Requirements

The Children and Young People (Safety) Act 2017 makes it a legal requirement to report a reasonable suspicion or incidences of abuse or neglect.

A reasonable suspicion must be based on facts – for example:

- A disclosure of harm, or risk of harm to a child or young person.
- Professional judgement, based on the notifier's experience and observation.
- Disclosure by a child or an adult that a child is at risk of harm.

Action

Coaches and Club Officials will be made aware of Training for Mandated Reporting when it is available, and encouraged to attend.

Clubs and Coaches will be able to discuss any concerns they have with:

- Club Committee
- SARPA Executive Committee.

Who may consult:

- SARPA Child Safe Officer
- SARPA Membership Protection Officer
- SARPA Grievance Officer.

See SARPA General Code of Conduct for reporting responsibilities and procedures.

Notification must be made to Families SA Child Abuse Report Line – 13 1478

5. Communication

SARPA will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.



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Child Safe Policy

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SARPA publishes "Resources for your Club", which includes resources for training e.g. Child Protection, Conflict Management, Membership Protection, coaching for children Distributed each month to all Clubs, SARPA Executive, individuals and delegates.

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South Australian Revolver & Pistol Association Incorporated. Procedures and Guidelines for Working with Children

(This should be read in conjunction with the Shooting Australia Ltd Member Protection Policy)

These guidelines are for any SARPA personnel and other personnel in clubs affiliated with South Australian Revolver & Pistol Association Incorporated to protect them from risk and to keep children safe. Everyone must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behaviour
- follow the guidelines outlined in this document if they wish to make a complaint or report a concern about possible child harm, discrimination, harassment or other inappropriate behaviour.

Maintain appropriate boundaries:

Coaches and other personnel in positions of authority should maintain clear boundaries:

Physical boundaries:

- Only use physical contact that is appropriate for the development of a particular skill and meet the specific requirements of the sport, or
- Treat, prevent or respond to an injury
- Work within sight of others at all times.

All physical contact by personnel should be to fulfil the following criteria:

- Physical contact should be appropriate for the development of sport skills
- Permission from the athlete should always be sought.
- Athletes should be congratulated or comforted in public – not in an isolated setting.

Emotional/verbal boundaries:

- Use positive and encouraging feedback on performance. (Avoid put-downs and other negative feedback)
- Adopt positive language behaviour (avoid bad or aggressive language that could intimidate a child or set a poor example.)

Social Boundaries:

- Do not socialize with athletes outside sporting functions but do attend sport-related events, fundraising events, annual meetings and other celebrations etc.

Sexual boundaries:

- Do not have sexual relations with athletes you are coaching.
- Do not make sexual suggestions
- Do not touch athletes in ways likely to make them feel uncomfortable.

Avoid being alone with a child:

To protect yourself and a child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.



South Australian Revolver & Pistol Association Incorporated. **Procedures and Guidelines for Working with Children**

(This should be read in conjunction with the Shooting Australia Ltd Member Protection Policy)

- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. other coaches, officials or parents/guardians.)
- Before going into change rooms, knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.

Transporting children:

Ideally, all children athletes should have their own transportation to and from events. You should only provide transport when:

- The driver is properly licensed to carry passengers
- Other players/parents/participants/guardians are in the vehicle
- The ride has been approved in writing by parents/guardians
- The ride is directly to/from the sporting activity.
- The vehicle has proper insurance and child seats/seat belts are correctly fitted.

Overnight away trips:

- Make sure you have adequate supervision.
- If you are taking a mixed or an all girls group, there must be at least one woman accompanying the group.
- If there is only one adult accompanying you, it should not be a relation or partner.
- At least one adult should have a current first aid certificate.
- Adults should not share rooms with children.
- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond.)
- Adults attending overnight or away trips should have a Working With Children Check (WWCC)

Qualified personnel should attend to injuries:

Only persons who are qualified in administering first aid or treating injuries should attempt to treat an injury.

- Personnel should avoid treating injuries out of sight of others.

Other considerations include:

- The comfort level and dignity of the participant should be a priority
- Only uncover the injured area, or drape something over the private parts of the participant.
- Always report to parents any injuries incurred and treatment provided, and document an incident. Clubs and the Association should keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.
- Have a blood rules policy and ensure coaches and officials know to remove any child who is bleeding and stop the flow of blood before allowing the child to re-join the activity.



South Australian Revolver & Pistol Association Incorporated. **Procedures and Guidelines for Working with Children**

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Have clear guidelines for photographing children

It is important that clubs and coaches understand the current advice about acquiring and using images of children.

Some key points include:

- Do not allow photographers (be they professional, spectators, coaches, media etc.) unsupervised or individual access to children.
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions.
- Ensure you inform the athlete and parents if you want to photograph or video the athlete as a tool to analyse and improve performance.
- If the photographs/videos are to be used generally, as a teaching tool or for promotional purposes, obtain the written consent of the parents that the photographs/videos can be used for those purposes.

It should be noted that there are some people who visit sporting events to take inappropriate photographs of children.

Maintain control

Being fair is also important because of the strong message it sends to young impressionable children.

- Set up basic rules. Make sure these rules are understood.
- Give positive messages
- Adopt a card system to express concerns with behaviour (rather than losing your cool!!) (e.g. a yellow card is a warning – a red card means they leave the firing point.)

Make sure parents are clear about collection of their children

Parents need to be responsible for the collection of their children. A list of actions include:

- Have a register of parent/guardian emergency contact numbers.
- Ensure parents are aware of practice and club meeting times and when their children should be collected.
- Ask parents to collect their child from the clubroom where people will be present.
- Avoid the risk of being alone with a child – ensure a parent or coach is with you until the last child has left.

Protection of Children

Conduct which puts children at risk of harm and takes a number of different forms, including:

- physical harm (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs, or training that exceeds child's development or maturity)
- sexual harm (e.g., sexual acts or threats, inappropriate touching or conversations)
- emotional harm (e.g., ill-treating by threats, humiliation or intimidation)
- neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).



South Australian Revolver & Pistol Association Incorporated. **Procedures and Guidelines for Working with Children**

(This should be read in conjunction with the Shooting Australia Ltd Member Protection Policy)

Be aware of the Mandatory Reporting Requirements.

Anyone who reasonably suspects that a child has been or is being put at risk of harm must report their concerns to the police or relevant government agency.

The Children and Young People (Safety) Act 2017 makes it a legal requirement to report a reasonable suspicion or incidences of harm or neglect. A reasonable suspicion must be based on facts – for example:

- A disclosure of harm, or risk of harm to a child or young person.
- Professional judgment, based on the notifier's experience and observation.
- Disclosure by a child or an adult that a child is at risk of harm.

Mandated notifiers are

:Section 30 of the Children and Young People (Safety)

Act 2017 establishes that the following people are mandated notifiers:

-
- employee of, or volunteer in, an organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children or young people, being a person who:
 - provides such services directly to children or young people
 - holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children or young people
- officer or employee of a prescribed organisation (as per section 114) who holds a management position in the organisation, the duties of which include direct responsibility for, or direct supervision of, the provision of services to children."

Therefore, within SARPA they are:

- Members, coaches and officials engaged in the delivery of services to children; or
- Members who hold a management position within their club or SARPA

Action

- Notify SAPOL 000 if a child is at risk right now.
- **Notification must be made to Families SA Child Abuse Report Line – 13 1478**

You may also seek support from:

Kids Helpline 1800 55 1800

Lifeline 131 114

Youth Help Line 1300 12 17 19

Parent Help line 1300 364 100.



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REVIEW PROCESS

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Draft



South Australian Revolver & Pistol Association Incorporated.

Risk Management & Recruitment of Staff Policy

1 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 member's themselves.

Just a few of the risks may be:

- the essential nature of competition pistol shooting.
- the nature of shooting venues and their potential hazards.
- the relatively low financial capital in the sport, given the predominantly volunteer basis upon which the sport is conducted.
- the competition, which this sport faces from high-profile sports.
- the 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.
- The turnover of participants, which leaves clubs constantly seeking new members and the need to provide adequate supervision and instruction to visitors to the range.
- The 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.

2 Policy application

This policy applies to the Association- the Executive, Clubs, Club Committees, coaches, FASAT instructors, range officials, State Team members and volunteers.



South Australian Revolver & Pistol Association Incorporated.

Risk Management & Recruitment of Staff Policy

3 Policy coverage

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

4 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 and its Clubs are minimised.

Association and its Clubs 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 of the Association and each Club will:

- Alert Association 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 and each Club will:

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

The Secretary of the Association will also:

- Initiate Working With Children's Checks for all volunteers (Coaches, Instructors, Chaperones, and other volunteers) who may be working with children or young people.
- Ensure that all volunteers have current WWCC
- Record release date for WWCC
- Inform clubs of WWCC information for their SARPA volunteers.



South Australian Revolver & Pistol Association Incorporated.

Risk Management & Recruitment of Staff Policy

The Club Officials will:

- Alert their Committee to any possible risk.
- Actively encourage Club members to model appropriate risk management
- Inform the Association Executive of any high-impact risks, or any other matters requiring attention outside the usual process.

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 SARPA Code of Conduct.

5 Documentation required:

- Report on identified risks and their resolution. (Incident Report form available on SARPA website)

6 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 tri-yearly be assessed to maintain their accreditation.
- Firearms Safety Awareness Training (FASAT) 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 Association committee.
- Volunteers

All Coaches, instructors and volunteers (who are working with children) are required to have a current Working With Children Check (WWCC) provided by DHS Screening

The clubs use the FASAT procedure (Reflected in the FASAT Flow Chart, as approved by SAPOL) for recruiting new members to their clubs.

This procedure, as outlined in the Firearms Act 2015 and Regulations 2017, requires all new members to a Club to have:

- Approval from SAPOL to undertake training and to join a Club (Forms: PD303, PD307 and "Approval to Join a Firearms Club" for Social and Junior members)
- A National Police Clearance current in last 12 months.



South Australian Revolver & Pistol Association Incorporated. Risk Management & Recruitment of Staff Policy

- 2 Referees to attest to the new members suitability to join a Firearms Club.

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