



SPORTING SHOOTERS ASSOCIATION OF AUSTRALIA (NSW)
SYDNEY BRANCH INC.

St Marys Pistol Club

Discipline Representatives - Position Description

Process Owner

The Committee of the St Marys Pistol Club is responsible for the approval and updating of this policy.

Issue and Approval

Issue/Revision	Date	Approved by	Comment
Edition 3.0	August 2019		Updated and new template used.
Edition 3.0	August 2019		General updates.
Edition 3.1	September 2019		General updates.

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1 Background & Intent

The SMPC Committee wish to promote the involvement of all members in club shooting and social activities, both internal and external, and acknowledge that those best qualified to drive engagement between the committee and our members are those who share disciplines in common and have a frequent presence at club matches.

The position of 'Discipline Representative' has been created by the SMPC committee in furtherance of the above objectives.

The aims of the Discipline Representative will be to:

- a) Increase club match participation for the stated disciplines.
- b) Increase members attending external matches, opens and championships.
- c) Increase members being recognised for their achievements when representing the club externally.
- d) Increase members participating in club general meetings and social events.
- e) Decrease member attrition and attendance non-compliance

2 Discipline Portfolios

Discipline Representatives will occupy each of the following portfolios:

- a) **ISSF**: All ISSF like Matches
- b) **IPSC**: All IPSC Matches
- c) **Service**: All Service and WA1500 Related Matches
- d) **Single Action**: All Single Action Matches Affiliated via SASA
- e) **Silhouette**: Metallic Silhouette Matches (Centrefire)
- f) **Club Internal**: All Internally Designed Non-affiliated SMPC Matches

Discipline Representative portfolios may be added, deleted or changed by majority vote of the committee in response to new or removed match types, changes in member participation etc.

3 Qualifications

The below qualifications will be used by the committee to guide the selection process for appointing Discipline Representatives:

- a) Financial membership of SMPC for at least 2 years.
- b) Financial membership for discipline where applicable.
- c) Membership in good standing (meets all legislative and club attendance requirements for the previous and current reporting years).
- d) A demonstrated interest in the stated disciplines.
- e) A positive and enthusiastic communication style.
- f) Those with existing positions of Range Safety Officer, Instructor, Coach or Volunteer involvement in said disciplines to be regarded highly but not required.
- g) Involvement in external championship in said disciplines to be regarded highly but not required.

4 Appointment

Discipline Representatives are to be selected by the currently serving SMPC Committee by majority vote, with applicants to be given the opportunity to present their qualifications in support of their appointment prior to such vote taking place.

Voting by each committee member is to be guided by the requirements outlined in Section 3.0 but determined and voted upon at each member's sole discretion.

A Discipline Representative may be elected to multiple portfolios

5 Core Responsibilities

Discipline Representatives, where reasonable and practicable, will have the following responsibilities:

- a) Lead by example via regular attendance at club matches for their stated disciplines.
- b) Develop working relationships and rapport via networking with regular and new club participants of their stated disciplines.
- c) Monitor equipment, supplies and facilities related to their disciplines (e.g. targets, score sheets, range condition etc.) and feed back to the Committee as required.
- d) Look to establish and maintain an 'opt-in' email distribution list of regular club participants of their stated disciplines to facilitate communication. SSAA SMPC executive officers will have visibility over communication.
- e) Provide encouragement to newcomers of their disciplines to maximise ongoing participation.
- f) Monitor the external environment for changes to rules, regulations and the scheduling of external matches, opens and championships for their stated disciplines.
- g) Identify external competition opportunities relevant to SMPC members and promote participation to their own discipline-specific club participants, or, via submission to the Secretary for distribution to all members as appropriate.
- h) Co-ordinate teams for entry into internal or external matches where applicable.
- i) Maximise member participation in SMPC club social activities, general meetings and awards presentations through promoting these events via face-to-face communications, their email distribution list or printed notices as appropriate.
- j) Promote all approved activities, events and initiatives as directed by the committee.

6 Authority

Discipline Representatives are not endowed with any special authority or powers above that of an ordinary SMPC member.

The absence of special authority includes but is not limited to any powers on approving new members, expelling existing members, setting conditions on membership, disciplining of members, unauthorised appropriation of club resources, unauthorised representation of the club to external media outlets or government authorities, unauthorised entry into agreements binding on the club or unauthorised modification of scheduled club activities or club policies.

Any special authority or powers that are conferred on the Discipline Representative are to be conferred by the Committee via majority vote and be in compliance with the club constitution.

7 Reporting

Discipline Representatives are welcome to attend general committee meetings (with notice) to table reports on the status of their disciplines and existing initiatives and also present requests for Committee endorsement of proposed initiatives.

Discipline Representatives may provide written reports to the committee at any time and for the SSAA SMPC AGM

Discipline Representatives will maintain contact with the Committee between meetings via its electronic email distribution list and have reasonable availability to receive requests and directions from the committee.

8 Funding & Resources.

Discipline Representatives operate as unpaid volunteers.

In recognition of their service, Discipline Representatives shall be entitled to the same benefits as currently serving SMPC Range Safety Officers.

Physical or financial resources required to deliver against their remit (such as stationary, clothing, targets, match fees etc.) are either to be self-funded by participants or an application made to the club Committee for funding or allocation of said resources.

All resources requiring club-funding are to be pre-approved by the club Committee and no unapproved expenditure will be reimbursed.

9 Tenure

Discipline Representatives will have a one-year term; however, this will roll over if no other interested parties apply for or show interest in the position or until:

- a) Their voluntary resignation.
- b) Their Firearms License is revoked, cancelled, suspended or expired.
- c) Ceasing to be a financial member of SMPC or SSAA or required discipline.
- d) Failure to maintain club attendance requirements.
- e) Violation of authority limitations set out in Section 6-A
- f) Unexplained failure to report to the Committee for more than 6 months.
- g) Termination by the Committee on grounds determined by majority vote
- h) In the event of other member's interest in the position already held, interested parties will have opportunity to present themselves and qualifications to the committee for a majority vote. This would typical be after a minimum of 1-year term of the existing discipline representative.