



SSAA St Mary's Pistol Club

Discipline Representatives - Position Description

1st September 2014 – Version 2

1.0 - Background & Intent

- a) 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.
- b) The position of 'Discipline Representative' has been created by the SMPC committee in furtherance of the above objectives.
- c) The success of this Representative program will be measured by:
 - i. Increases in club match participation for the stated disciplines.
 - ii. Increases in members attending external matches, opens and championships.
 - iii. Increases in members being recognised for their achievements when representing the club externally.
 - iv. Increases in members participating in club general meetings and social events.
 - v. Increases in the number of SMPC-hosted open tournaments.
 - vi. Decreases in member attrition and attendance non-compliance

2.0 - Discipline Portfolios

- a) Discipline Representatives will occupy each of the following portfolios:
 - i. **ISSF:** All ISSF Matches Affiliated via Pistol Australia
 - ii. **IPSC:** All IPSC Matches Affiliated via IPSC Australia
 - iii. **Service:** All Service and WA1500 Related Matches Affiliated via Pistol Australia
 - iv. **Single Action:** All Single Action Matches Affiliated via SASA
 - v. **Silhouette:** All IHMSU Metallic Silhouette Matches Affiliated via Pistol Australia
 - vi. **Club Internal:** All Internally Designed Non-affiliated SMPC Matches
- b) 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.

3.0 - 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) Membership in good standing (meets all legislative and club attendance requirements for the previous and current reporting years).
- c) 6 or more attendances in the last 12 months in club matches of said disciplines.
- d) 1 or more attendances in the last 12 months in externally hosted matches of said disciplines ('Club Internal' portfolio applicants excluded).
- e) A demonstrated interest in and commitment to the stated disciplines.
- f) A positive and enthusiastic communication style.
- g) Range Safety Officer, Instructor, Coach or Volunteer involvement in said disciplines to be regarded highly.
- h) Achievement of club or external championship placings in said disciplines to be regarded highly.

4.0 - Appointment

- a) 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.
- b) Voting by each committee member is to be guided by the qualification requirements outlined in Section 3.0 but determined and voted upon at each member's sole discretion.
- c) A Discipline Representative may be elected to multiple portfolios

5.0 - 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 (expected to be 6 or more attendances per annum).
- b) Lead by example via representation of the club at external matches, opens and championships (expected to be 1 or more representations per annum).
- 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) Develop working relationships and rapport via networking with regular and new club participants of their stated disciplines.
- e) Establish and maintain an 'opt-in' email distribution list of regular club participants of their stated disciplines to facilitate communication.

- f) Provide specific attention, coaching and encouragement to newcomers of their disciplines to maximise ongoing participation.
- g) Monitor the external environment for changes to rules, regulations and the scheduling of external matches, opens and championships for their stated disciplines.
- h) 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.
- i) Design, organise, promote and co-ordinate SMPC hosted 'open' tournaments, being special competition events open to all club members and/or members of other clubs, for their stated disciplines.
- j) Co-ordinate teams for entry into internal or external matches where applicable.
- k) Gather details on members who have achieved placings at external matches and pass these on to the Secretary for publishing in the 'Member Recognition' section of the club newsletter.
- l) 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.
- m) Promote all approved activities, events and initiatives as directed by the committee.

6.0 - Authority

- a) Discipline Representatives are not endowed with any special authority or powers above that of an ordinary SMPC member.
- b) 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.
- c) 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.

7.0 - Reporting

- a) Discipline Representatives will hold an open invitation to attend all scheduled Committee general meetings, and be encouraged to do so regularly.
- b) Discipline Representatives attending general meetings may table reports on the status of their disciplines and existing initiatives and also present requests for Committee endorsement of proposed initiatives.

- c) 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.

8.0 – Funding & Resources

- a) Discipline Representatives operate as unpaid volunteers.
- b) In recognition of their service, Discipline Representatives shall be entitled to the same benefits as currently serving SMPC Range Safety Officers.
- c) 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.
- d) All resources requiring club-funding are to be pre-approved by the club Committee and no unapproved expenditure will be reimbursed.

9.0 - Tenure

Discipline Representatives have no fixed tenure and will remain in their positions 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 Sydney Branch (NSW) Inc
- d) Failing 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

End of Document

Date of Formal Committee Adoption: _____	
Chairman Name	Secretary Name
_____	_____
Chairman Signature	Secretary Signature
_____	_____