

PISTOL SHOOTING QUEENSLAND LTD

Charter and Role Description for the HOLSTER ACCREDITATION COORDINATOR

It is the purpose of this Charter to provide Pistol Shooting Queensland Ltd with the rules governing the formation and management role for the position of Holster Proficiency Coordinator.

1. NAME:
Holster Accreditation Coordinator
2. OBJECTIVE:
 - a) To coordinate and maintain accurate records relating to Pistol Australia Holster Accreditation for Pistol Shooting Queensland Ltd Affiliate Members on behalf of Pistol Shooting Queensland Ltd throughout Queensland.
 - b) To perform the role in a positive, respectful and supportive manner.
3. ROLE:
 - a) Applications for the position will be accepted from any suitably qualified Pistol Shooter Member of Pistol Shooting Queensland Ltd;
 - b) Receives requests from clubs for Holster Accreditation courses;
 - c) Liaises with Examiners to conduct holster courses in the clubs, in a timely manner;
 - d) Receives and processes holster accreditation approvals from Examiners;
 - e) Forwards Pistol Australia Accreditation cards to qualified members.
 - f) Maintains database of Holster Card holders.
 - g) Receives requests from individuals for Holster Examiner Courses;
 - h) Organises Holster Examiner courses in the requested areas in a timely manner;
 - i) Receives and processes Examiner details;
 - j) Forwards qualified Examiner details to PSQ Officiating Coordinator;
 - k) Forwards Pistol Shooting Queensland Ltd Examiner cards to qualified members, on advice from Pistol Australia;
 - l) Maintains database of Examiner details;
 - m) Advise Pistol Shooting Queensland Office of Holster Accreditation and Examiner records in a timely manner, for forwarding to PSQ Officiating and NRC.
 - n) Attend and report progress by supplying written reports to the Pistol Shooting Queensland Office for the Pistol Shooting Queensland Ltd Annual General Meeting and all Board Meetings, 10 days prior to the meetings.
4. TERM:
The Coordinator will be appointed for a period of twelve (12) months. The position will be reviewed annually at the first Board Meeting of Pistol Shooting Queensland Ltd at the beginning of each calendar year.
5. FINANCE:
To be provided by Pistol Shooting Queensland Ltd. The Coordinator is to submit an annual budget to the Board for ratification at the first Board Meeting of each year.

6. QUALIFICATIONS:

- a) At least three (3) years as a Pistol Australia holster event shooter, with a practical knowledge of all aspects of the match regulations pertaining to the Pistol Australia holster matches.
- b) Hold a current Working with Children Blue Card.
- c) Sport Integrity Australia education modules as identified by Pistol Australia will be required to be completed progressively prior to and after appointment – I agree to complete these modules and provide a certificate of completion to PSQ within the specified time-frame related to my role.

7. AIM:

- a) To achieve the objectives set out in this charter by maintaining accurate records of Holster Proficiency Accreditation and Holster Examiner accreditation and coordinating the gaining of these qualifications for the members of Pistol Shooting Queensland Ltd clubs.
- b) Upholding and promoting the principles and standards of the National Integrity Framework.