

PISTOL SHOOTING QUEENSLAND LTD
STATE TEAM MANAGER CHARTER
FOR THE ISSF, PISTOL AUSTRALIA, ACTION PISTOL and METALLIC
SILHOUETTE DISCIPLINES

AIM: To perform the role in a positive, respectful and supportive manner.

HE/SHE WILL BE RESPONSIBLE FOR:

1. The formation of the Squad, as per the Queensland State Development Squad and Team Guidelines.
2. Drawing up and distributing all State Squad and State administrative requirements including Pistol Shooting Queensland Ltd Guidelines and any further information necessary to allow QSDS to compete for State Team selection.
3. Collecting all Squad members' relevant sanctioned competition scores shot within Queensland to be used for ranking and team selection.
4. Referring any late nominations for QSDS membership, with recommendations, to Pistol Shooting Queensland Board, for confirmation and acceptance.
5. Provide a Team recommendation to the PSQ Board within 30 days of the closure of the selection period.
6. Advising the selected team members in writing, within twenty-one (21) days, of the Pistol Shooting Queensland Ltd Board's ratification of their selection.
7. Complying with any administrative requirements by the Pistol Shooting Queensland Administrator and the Pistol Shooting Queensland Ltd Board in reference to Squad/Team administration, including budget information, reports of camps and National Championships.
8. Organising and submitting budgets to the Pistol Shooting Queensland Ltd Board for Squad/Team training camps.
9. Organising Squad/Team camps to promote coaching, motivation and shoulder-to-shoulder competition, subject to funding availability and PSQ Board approved budget.
10. Providing all necessary information to Squad and Team members as they arise.
11. Providing, at regular intervals, progressive selection scores to the Squad and potential team members.
12. Maintaining contact and continued encouragement with all Squad/Team members.
13. Organising and submitting a budget to the Pistol Shooting Queensland Ltd Board for all Team travel, accommodation, transport, uniforms and other relevant Team expenses for the National Championships, to be approved by the Pistol Shooting Queensland Ltd Board.

14. Providing arrangements for Squad/Team accommodation, transport, uniforms and other associated tasks for the National Championships, subject to funding availability and an approved budget.
15. Organising all Squad/Team uniforms as approved by the Pistol Shooting Queensland Ltd Board – subject to funding and an approved budget.
16. Providing whatever assistance possible to all State Team members during the conduct of the National Championships.
17. Presenting, within 60 days of the conclusion of the National Championships, a report to the Pistol Shooting Queensland Ltd Board on the performance of the State Team and the conduct of the National Championships. This will include a budget reconciliation on the expenditure for the Team.
18. Submitting a final report on the status of the squad and any forthcoming QSDS/Team arrangements on camps or National Championships, including financial status to the Pistol Shooting Queensland Ltd Board on the cessation of the role as the Team Manager/Squad Coordinator.

IN ADDITION

19. Be a non-shooter at the National Championships, including any other occasions away with the State Team or at officially arranged Squad/Team Camps.
20. With the exception of Clause 10.2 of the State Squad and Team Guidelines, will receive full group airfare (with discounted online booking of airfares a first option whenever possible), accommodation and any other associated expenses, including attending official functions at the National Championships, as approved by the Pistol Shooting Queensland Ltd Board.
21. Hold a current Working with Children Blue Card.
22. 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.
23. Will uphold and promote the principles and standards of the National Integrity Framework.