



PISTOL AUSTRALIA INC.

PANPS SQUAD COORDINATOR

CHARTER

The Pistol Australia National Performance Squad (PANPS) Coordinator's responsibilities include the following:

- a) Work with the PANPS Coach Coordinator and PA Management representative to achieve the objectives of the Squad;
- b) Collate and provide all relevant statistics to PA Management regarding squad composition and selected matches etc;
- c) Advise the nominees in writing of the outcome of their nomination to PANPS within twenty-one (21) days of PA Management decision;
- d) Ensure parental/guardian consent forms for all juniors under the age of eighteen (18) years nominated for Squad membership are received and in order.
- e) Comply with any and all administrative requirements from PA Management in relation to Squad/Team administration, including budget information, reporting etc.
- f) Initiate and maintain contact and continued support and/or encouragement with all Squad/Team members.
- g) Organise at least two (2) PANPS Squad/Team camps per year to promote member shooting performance improvement, coaching, athlete motivation and shoulder-to-shoulder competitions subject to funding availability and PA approved budget.
- h) Develop and submit a proposed budget to PA Management for consideration and approval for all travel, accommodation, transport and other relevant squad camp expenses.
- i) Make arrangements for Squad/Team accommodation, transport and other associated camps subject to funding availability and approved budget.
- j) Provide assistance as requested by squad members during and prior to approved squad activities.
- k) Provide detailed quarterly reports to PA management of PANPS activities.
- l) Within twenty-one (21) days of the conclusion of a Squad activity (camp/selection trials) present a report to PA Management on the performance of the Squad members and budget reconciliation on all expenditure.
- m) Keep all Squad and Team members informed of all relevant information as it arises.
- n) Collect and collate all Squad members' relevant competition scores shot when used for selection purpose.

Qualifications

The PANPS Squad Coordinator must have "Working with Children" accreditation i.e. "Blue Card or equivalent for their respective State/Territory.

He/she must have good communication skills, be available as required to organise, coordinate and attend planned PANPS training Camps and while not mandatory a Category H licence is preferred.