



# **AUSTRALIAN CLAY TARGET ASSOCIATION**

## **(COACHING DIVISION)**

# **RISK MANAGEMENT POLICIES**

**UPDATED 2023**

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AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACHING WITHIN AUSTRALIA**

### **Context**

The Australian Clay Target Association (ACTA) is the National representative based body for all Clay Target shooting in Australia. The ACTA is committed to the administration, fostering, promoting, encouraging and development of the sport of Clay Target Shooting and the formation of Clay Target Shooting Clubs within Australia. It is also committed to education of the general public and Government to the aims of Clay Target shooting.

Our Sports continued growth and development depends on our ability to understand and respond to challenges of an uncertain and changing sporting world. By understanding and managing the risk, we provide greater certainty and confidence for all our stakeholders.

To this end, ACTA and especially the Coaching Division, is committed to the ongoing development of a strategic and enterprise wide approach to financial risk management, underpinned by a risk-aware culture. Every Coach, Official and Athlete has a role in managing risk by enhancing opportunities and minimising threats, so that together we achieve our common goals.

### **Scope**

The ACTA is managed by the elected ACTA Ltd Board with an identified Sports Support Subcommittee and National Coaching Supervisor to liaise and interact with State Coaching Directors Committee on behalf of its Clubs and their members. The ACTA Ltd Board is responsible for commercial management of the Association and to provide professional and accountable Coaching services to the registered members of Clay Target shooting.

### **Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### **Principles**

The effective management of risk is vital to the continued growth and success of the ACTA Coaching Division. For the risk management to be effective, all areas within the Coaching Division must apply the following principles to the context of Coaching and its objectives:

- Risk management must create and protect value
- Risk management is integrated into organizational processes
- Explicit risk management helps Coaching decision makers make informed choices
- Risk management is focused on the sources of uncertainty around the achievement of objectives
- Risk management must be tailored to the context and fit for purpose
- Risk management is dynamic, interactive and responsive to change.

### **Responsibility**

Responsibility for risk management is shared across ACTA and the Coaching Division. Key responsibilities include:

- The Executive Council is responsible annually for ensuring that it has implemented an effective risk management framework
- The ACTA sports support subcommittee and the State Coaching Directors Committee are responsible for periodically reviewing the Coaching risk profile
- The State Coaching Directors provide an independent assurance on the effectiveness of internal controls and risk management framework (internal audit).



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
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**The Australian Standard and this Manual**

The approach adopted in this Manual is based on the Australian International Standard on Risk Management AS/NZ ISO 31000:2009. Modifications to the Standard are designed to assist non-professional Risk Managers use this Manual. As such this Manual has sought to simplify the steps set out in the Australian Standard, and includes the following stages in the Risk Management Process:

- Risk Identification
- Risk Analysis
- Risk Treatment (action plan)
- Monitoring and Review
- Communication

This Manual is not the “Be all and end all” resource which will make our Coaches litigation completely fail safe, however if followed, it may serve as a useful defence to claims of breach of duty of care. Risks will vary from Club to Club depending upon the circumstances and the ways in which each Coach operates. It is up to the Committee and key people in your Club when using this Manual to think about other risks not identified here, and plan for their treatment accordingly. All risks whether generic or specific to a particular club/environment should be included in the Risk Register for subsequent assessment and treatment.



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACHING FINANCIAL MANAGEMENT**

**Context**

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**Scope**

The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division, through the State Coaching Directors is responsible for an effective and accountable financial management of allocated funding from the ACTA Ltd Board.

**Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

**Financial Responsibility**

Should funding be reduced or withdrawn from ACTA Coaching Division for its identified Coaching Program Proposal, then the following considerations would have to be instigated:

<b>Cause</b>	<b>Outcome</b>
Reduction of external sources of funding	<ul style="list-style-type: none"><li>➤ Consideration of proposed Coaching programs</li><li>➤ Investigation of revenue raising methods to cover shortfall, if possible, due to the nature of the sport involved</li></ul>
Withdrawal of external sources of funding	<ul style="list-style-type: none"><li>➤ Consideration of proposed Coaching programs</li><li>➤ Investigation of revenue raising methods to cover lost funding, if possible, due to the nature of the sport involved</li><li>➤ Consider more "user pays" system with participants</li></ul>
Reduction of internal sources of funding	<ul style="list-style-type: none"><li>➤ Consideration of proposed Coaching programs</li><li>➤ Investigation of revenue raising methods to cover shortfall, if possible, due to the nature of the sport involved</li><li>➤ Consider management of reduced funding with more "user pays" system with participants</li></ul>



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACHING RESPONSIBILITIES**

### **Context**

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### **Scope**

The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division is responsible for an educational and coaching environment, with protection of sensitive community areas such as children / females and gender bias plus is free of Athlete or Coach harassment and detrimental abusive communication.

### **Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### **Coaching Responsibility**

The Coach is responsible for ensuring that the Association / Club / Athlete and parents or guardian of the Athlete is aware that the following methodology will be involved:

- Safety
- Teaching and training
- People Management and Leadership
- Care and Interest
- Discipline
- Planning and Preparation
- Innovation
- Strategy and Tactics
- Success / Failure / Critique / Honesty
- Assistant Coaches
- Communication and Feedback
- Application of community sensitive policies regarding children / females and disabilities



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICES**  
▪ **COACH CODE OF CONDUCT**

**Context**

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**Scope**

The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division is responsible for ensuring Coaches who become accredited through the Australian Clay Target Association are completely aware of their responsibilities to the Athletes and the sport of Clay Target shooting.

**Purpose**

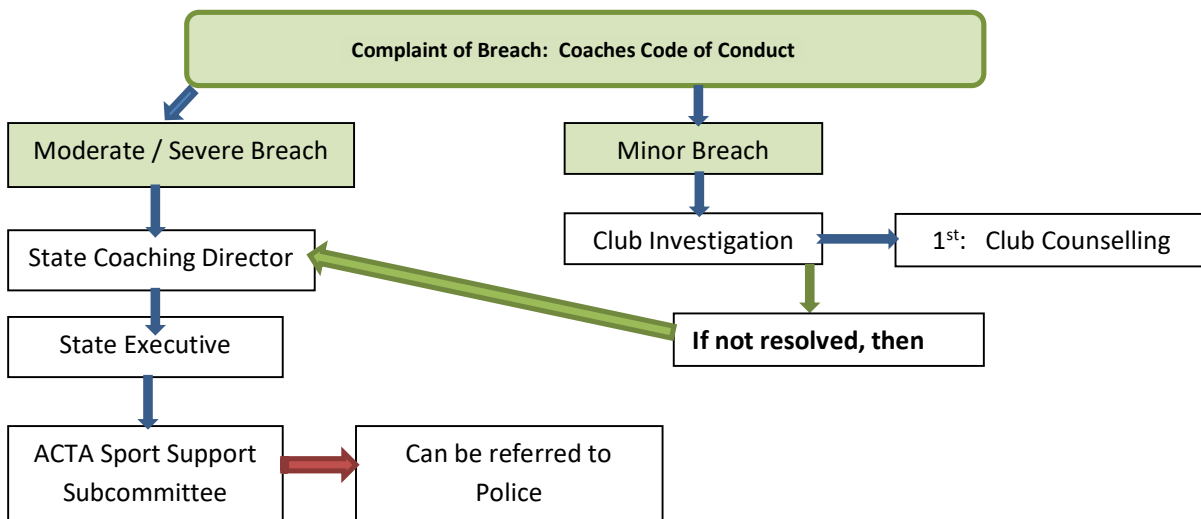
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**Coach Responsibility**

It is the responsibility of the Coach through their role as an educator, mentor, facilitator and confidante’, to ensure that they hold true to the Coaches Code of Conduct as outlined by the ACTA Coaching Division.

In acknowledging the twelve points as identified in the ACTA Coaching Division Coaches Code of Conduct, the Coach agrees that these areas are vital to the harmonious and convivial learning environment required for an Athlete to succeed in their sporting endeavours.

It is understood that either as a newly accredited Coach or as a renewing Coach that they will sign the ACTA Coaches Code of Conduct Agreement Form as identified.





AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICES**  
▪ **COACH CODE OF CONDUCT**

### **Coach or Coaches De-registration**

A Coach or Coaches may be de-registered through the process outlined under the previous section headed "Coach Responsibility or through the following means.

1. At no time may a Zone Coach, State Coach, State Coaching Director or ACTA National Coaching Committee de-register a Coach on personal or verbal grounds (stating the Coach will be removed due to a complaint not in writing or on hearsay). Should this occur, then the identified Coach may use the "Complaint of Breach" process to seek action against the offending entity.
2. If any Coach acknowledges that they wish to no longer be a part of the Coaching system for personal reasons, then the Coach must provide in writing this request to be removed from the Coaching Register. State Coaching Director is to process this request with ACTA.
3. After a full investigation by the Club of a basic "Complaint of Breach", the Club is to counsel the offending Coach, documenting all information concerning the "Breach" and actions taken and forwarding a copy to the State Coaching Director for placement on the Coaches file. No de-registration is involved but a "Suspension" may be enacted.
4. Following full investigation of a "Complaint of Breach", all disciplinary situations concerning ACTA registered coaches where a Suspension or De-registration are deemed appropriate by a Club, Zone or State then all information will be forwarded to the ACTA National Coaching Committee for their adjudication and implementation.
5. Should the "Complaint of Breach" be of a Moderate to Severe breach, then the process involved, through the State Coaching Director, State Executive and onto the ACTA National Coaching Committee who have the responsibility to approve the de-registration of the Coach identified and refer to the Police for further investigation.
6. At all times, a Coach who has a "Complaint of Breach" registered against them, must be given the due legal privilege of "Innocent" until such time as the investigation is finalized and the documented verdict given and signed by all concerned regarding the investigation outcome. The identified Coach must be given a copy of all the documentation involved and the "Verdict Outcome" signed by all concerned.
7. Should it be identified that there is more than one Coach involved, the same process as listed at Points 1 – 6 and in the Coach Responsibility section are to be enacted and followed, giving each Coach involved the due legal process as identified.
8. Once a Coach or Coaches have been de-registered, then the ACTA Coaching administration is to clearly merge all documents for the "De-registration" and remove the Coach or Coaches from the "Active" to the "Inactive" listing, citing the correct date that the "De-registration" occurred.
9. The final decision on all matters concerning "Complaints of Breach" and anything related to Coaching in general, will be considered, resolved and implemented by the ACTA Sport Support Subcommittee.
10. The absolute decision on all matters concerning coaching is held by the ACTA Ltd Board.



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICES**  
▪ **COACH CODE OF CONDUCT**

## THE ACTA COACHING DIVISION COACHES CODE OF CONDUCT

I understand that as an integral component of my accreditation, I must maintain a standard of behaviour and conduct in the best interests of the sport of Clay Target shooting and the athletes / staff in my care.

In representing myself in an honest manner, and without bringing the coaching profession or the sport into disrepute, I will endeavour to uphold the following to the best of my ability:

1. I will respect the rights, dignity and worth of all individuals within the context of my involvement in Clay Target shooting, including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability.
2. I will abide by and teach the ACTA and ISSF Rules as well as the Rules of my Club and Association.
3. I will be reasonable in the demands I make on the time commitments of the athletes in my care, having due consideration for their health and well-being.
4. I will be supportive at all times and I will refrain from any form of personal abuse or unnecessary physical contact with the athletes in my care.
5. I will have due consideration for varying maturity and ability levels of my athletes when designing practice schedules, practice activities and involvement in competition.
6. I will stress and monitor safety always
7. In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill athletes to training.
8. I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my athletes
9. I will at all times display and teach appropriate sporting behaviour, ensuring that athletes understand and practise fair play.
10. I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
11. I will ensure that developing athletes are involved in a positive environment where skill learning and development as priorities are not overshadowed by a desire to win.
12. I reject and refuse the use of performance enhancing substances in sport and will abide by the guidelines set forth in the ASADA Drug Policy adopted by the ACTA.
13. I shall seek approval when considering taking images or pictures or video of Athletes or children



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- ATHLETE CODE OF CONDUCT**

### **Context**

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### **Scope**

The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division is responsible for ensuring that Athletes are completely aware of their responsibilities to the Coach, other Athletes and the sport of Clay Target shooting, either as an individual or as part of a Representative Team.

### **Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### **Athlete Responsibility**

It is the responsibility of the Athlete through their role as a participant in the sport of Clay Target shooting, to ensure that they hold true to the Athletes Code of Conduct as outlined by the ACTA Coaching Division.

In acknowledging the points as identified in the ACTA Coaching Division Athlete Code of Conduct, the Athlete agrees that these areas are vital to the harmonious and convivial learning environment required for them to succeed in their sporting endeavours.

It is understood that as a State Team Representative to any of the Discipline Nationals or otherwise, they will sign the State Teams Representative Agreement Form, fully understanding that this form aligns with the ACTA Coaching Division Athletes Code of Conduct as identified. Any Athlete attending a competition with others, but not in a representative capacity, will undertake to acknowledge and sign the ACTA Coaching Division Athlete Code of Conduct.

### **Documentation**

Refer to the ACTA National Team Agreement or utilize the current Team Agreement as offered up by each State which will relate directly to that State's needs for being a State Team Representative. If unsure as a National Member, contact the ACTA National office and then if State related, contact your State Association Secretary for information.



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICES**  
▪ **ATHLETE CODE OF CONDUCT**

## THE ACTA COACHING DIVISION ATHLETES CODE OF CONDUCT

I understand that as an integral component of my being a part of Clay Target shooting, I must maintain a standard of behaviour and conduct in the best interests of the sport of Clay Target shooting and the Coaches or Officials who may assist me whilst I am a competitor.

In representing myself in an honest manner, and without bringing the sport of Clay Target shooting into disrepute, I will endeavour to uphold the following to the best of my ability:

1. Understand, uphold and play by the rules, treating everyone fairly as per the Member Protection Policy.
2. Respect referees and other officials, refraining from public criticism of other athletes, coaches or officials.
3. Respect the rights, dignity and worth of all participants regardless of their gender, ability, ethnicity, cultural background or religion.
4. Control your temper. Verbal or physical abuse is not acceptable
5. Work equally hard for myself and if applicable, for my Team and treat all players as I would like to be treated
6. Participate for your own enjoyment and benefit, not to satisfy the expectations of others.
7. Consistently display high personal standards and project a favourable image of my sport
8. Listen to the advice of my Coach and try to apply it at practice and in competition
9. Always respect the use of facilities provided and equipment involved.
10. Identify, maintain and promote safety always in the use of equipment, personal protection and regulations as acknowledged for Clay Target shooting
11. Will not use any form of Social Media (Facebook, Twitter, Instagram, etc) to denigrate or criticize other Athletes, Coaches, Officials or the sport of Clay Target shooting.

### **ATHLETES MUST:**

1. Participate in a manner that insures the safety of other athletes, coaches and officials also participating in the competition or practice.
2. Respect other athlete's dignity: verbal or physical behaviour that constitutes harassment or abuse is totally unacceptable
3. Where there has been a request for sexual favours or use of threats of reprisal for rejection, it must be reported to their State Representatives or the ACTA Coaching Division



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACH / ATHLETE RELATIONSHIP**

**Context**

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**Scope**

The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division is responsible for ensuring that the relationship between Coaches and Athlete is totally without any form of discrimination, favouritism, sexual connotation, harassment or abuse, but is with support, tutoring and feedback.

**Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA’s objectives through the Coaching Division.

**Responsibility**

The Coach and Athlete have a given responsibility to maintain an environment whereby both are able to participate, mentor and learn, respond to direction and goals identified and provide clear yet concise communication and feedback. The four areas define the capabilities of Coach / Athlete relationship

- **Closeness:** refers to the affective meanings that the athlete and coach ascribe to their relationship (e.g., trust, liking, respect),
- **Commitment:** is defined as the athlete’s and coach’s intention to maintain the athletic relationship and therefore maximize its outcomes,
- **Complementarity:** represents the athlete’s and coach’s corresponding behaviours’ of affiliation (e.g., athlete’s friendly and responsive attitude is likely to elicit coach’s friendly and responsive attitude), and reciprocal behaviours’ of dominance and submission (e.g., coach instructs and athlete executes)
- **Co-orientation:** includes the athletes and Coaches interpersonal perceptions and reflects the degree to which they have established a common ground in their relationship.

Positive Relationship Responses
Open lines of communication
Clear expectations
Holding Athletes responsible
Supportive & encouraging

Negative Relationship Responses
Punishment
Criticism of character or personality
Verbal abuse
Confrontation or conflict

*Extracted from “Understanding the Coach-Athlete Relationship by Sophia Jowett, PhD, and Artur Poczwardowski, PhD*



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACH / ATHLETE COMMUNICATION**

### **Context**

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### **Scope**

The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division is responsible for ensuring that the Coach and Athlete have clear and defined communication methods and processes to enable both to undertake their roles in the sport of Clay Target shooting.

### **Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### **Responsibility**

Communication process by both the Coach and Athlete are a necessary tool in order for them both to get the advantage of improvement in their mentoring and training. As such, the Coach and Athlete are responsible in that they must be able to communicate at all levels within the sport but be comfortable when involved in media scrutiny. Therefore it is necessary for the both the Coach and Athlete to have clear channels of communication, as follows:

#### ***Non-verbal***

- Body language – crossed arms, dropped shoulders
- Facial movements – frowns, smiles, grimaces
- Head – nodding, shaking, turning sideways
- Eyes – glazed or turned down, raised eyebrows

#### ***Verbal***

- Language – type and style, simple or complex
- Tone of voice – quiet, strong, laughing

#### ***Effectiveness***

- Clear - ensure the information is presented clearly
- Concise - be concise, do not lose the message by being long winded
- Correct - be accurate, avoid misleading information
- Complete - Give all the information and not just part of it
- Courteous - be polite and non-threatening
- Constructive - Be positive, avoid being critical or negative

#### ***Listening and Feedback***

### Context

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### Scope

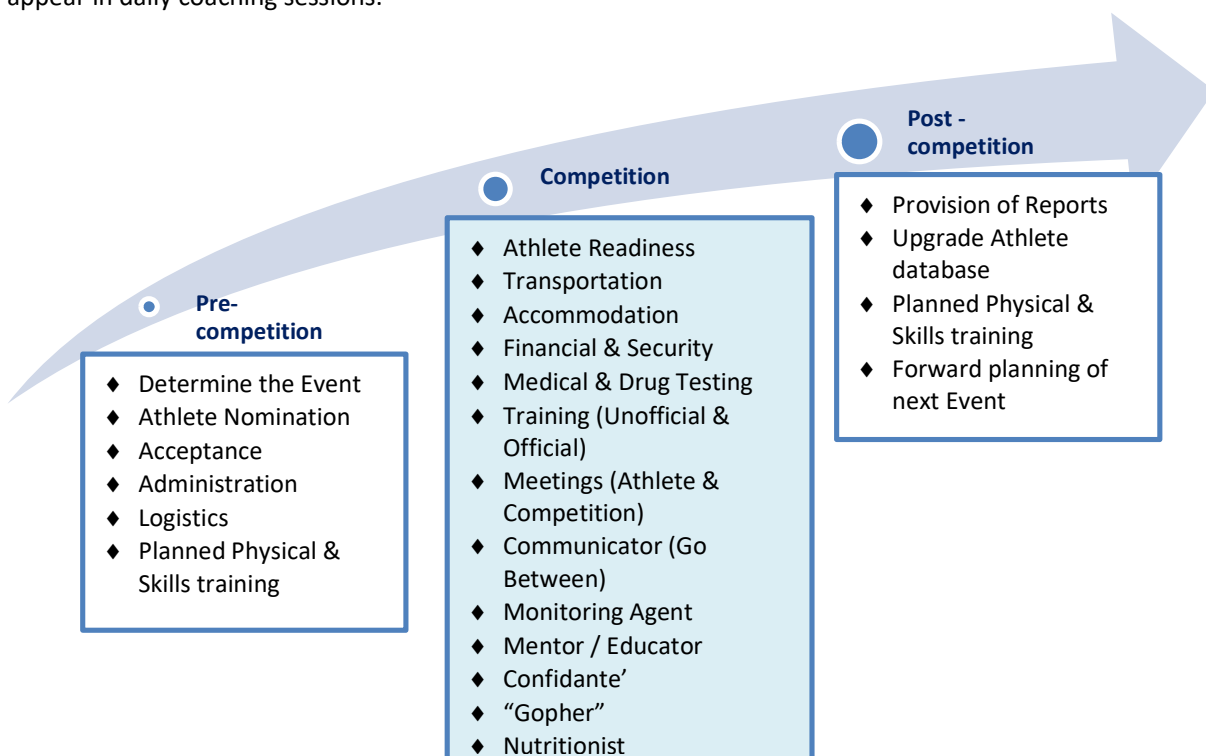
The ACTA Coaching Division is managed by the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee. The Coaching Division is responsible for ensuring that any Coach or Coaches who have been identified to travel with Teams as either the Team Manager or as a Coach are fully conversant with the required position.

### Purpose

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### Responsibility

Should the opportunity arise for a Coach or Coaches to travel with either a State Representative or other type Teams then the Coach must be aware of the responsibilities that position encompasses, particularly if it also entails being the Team Manager as there can be many situations or issues occur that would not normally appear in daily coaching sessions.





## COACHING RISK MANAGEMENT POLICY - SPECIALIST OR CONSULTANT COACHES

### Context

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### Scope

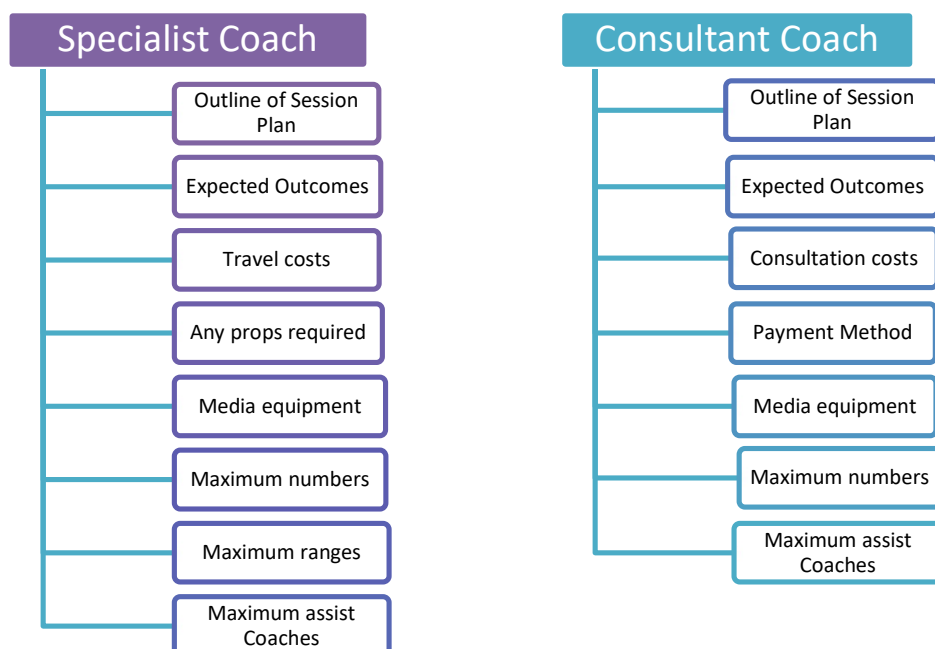
As part of the Coaching reform, the ACTA Coaching Division of the ACTA Sport Support Subcommittee to liaise and interact with the National Coaching Supervisor and State Coaching Directors Committee, will investigate then source the services of Specialist or Consultant Coaches, dependant on the requirement or need. These Specialist or Consultant Coaches will be sourced to provide technical, clinical or biomechanical information to Coaches, Athletes and Officials in the sport of Clay Target shooting.

### Purpose

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### Responsibility

Any Specialist or Consultant Coach will be responsible to engage the demographic group in clear and informative discussions, imparting current information directly related to the purpose of their engagement. The Specialist or Consultant Coach is directly responsible to the State Coaching Director and accordingly to the ACTA Executive. In order to circumvent any potential risk, the Specialist or Consultant Coach will provide the State Coaching Director with the following clearly outlined:



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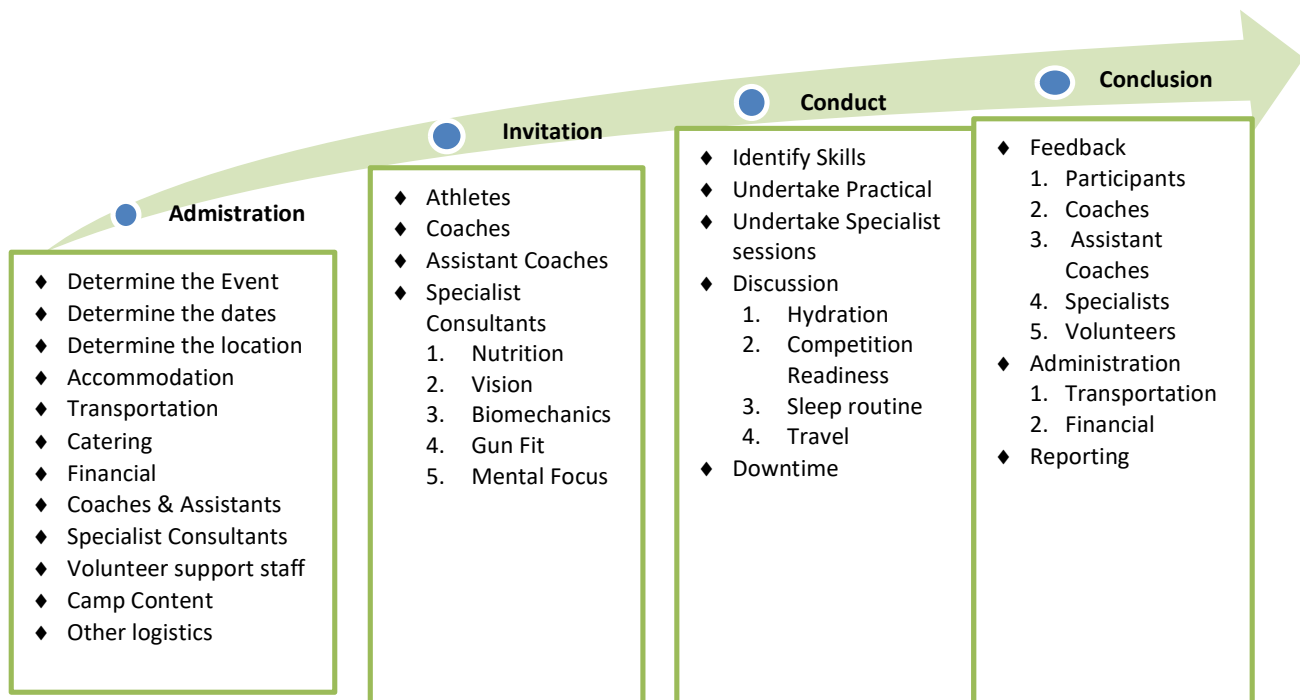
Through the ACTA Sport Support Subcommittee and the National Coaching Supervisor and State Coaching Directors Committee, utilizing the Discipline Satellite modelling ACTA will plan and host Discipline Development Camps or Coaching Clinics that will be most beneficial to their Coaches and members. The Coaching Division will assess the required support, planning, viability and potential for other areas to included, such as Specialist or Consultant Coaches for all nationally based Development Camps.

**Purpose**

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**Responsibility**

Primarily, nationally, it is the 3 person Operational Coaching Team to undertake the responsibility for all ACTA Development Camp planning & execution. Secondly, it is the responsibility for the State Coaching Directors to initiate and substantiate a request for State or Zone Coaching Clinics or Development Camps.





AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACHING OR OFFICIATING ACCREDITATION**

**Context**

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**Scope**

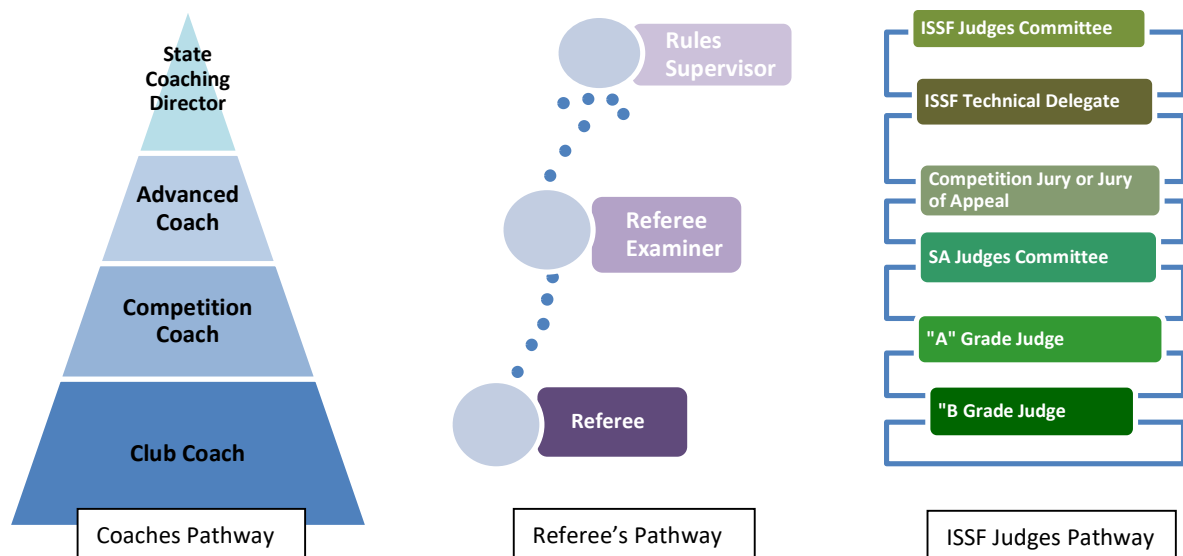
Through the ACTA Sport Support Subcommittee, National Coaching Supervisor and the State Coaching Directors Committee, utilizing the Discipline Satellite modelling ACTA will plan and host Coaching or Officiating Courses that will be most beneficial to their Coaches and members. Under the ACTA Coaching Accreditation Scheme, Coaches are to be accredited to levels as defined in their policies and accepted as the Accredited Coach Policy. Under the Policy, Coaches are covered by ACTA's insurance as volunteers and competitors in the sport of Clay Target shooting. Officiating accreditation is covered through the ACTA for DTL and Skeet Referees and the International Shooting Sports Federation (ISSF) for Referees and Judges.

**Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

**Responsibility**

The ACTA has a responsibility to provide access to an Accredited Coach or Officiating member, so that the best of information is passed to their members in the learning stages of Clay Target shooting. The Association has a responsibility to support and provide education and the training of those interested in becoming Coaches, renewing of their accreditation, seeking to upgrade their Coaching level and officiating members of all disciplines





AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICES**  
 - **WORKING WITH CHILDREN**

**Context**

The Australian Clay Target Association (ACTA) is the National representative based body for all Clay Target shooting in Australia. The ACTA is committed to the administration, fostering, promoting, encouraging and development of the sport of Clay Target Shooting and the formation of Clay Target Shooting Clubs within Australia. It is also committed to education of the general public and Government to the aim of Clay Target shooting.

To this end, ACTA and especially the Coaching Division, is committed to the ongoing development of a strategic and enterprise wide approach to financial risk management, underpinned by a risk-aware culture. Every Coach, Official and Athlete has a role in managing risk by enhancing opportunities and minimising threats, so that together we achieve our common goals.

**Scope**

In association with the Working with Children (WWC) department, ACTA Coaching has clear guidelines regarding the requirement by Coaches and Officiating people in the sport to attaining the Working With Children ID.

**Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA’s objectives through the Coaching Division.

**Responsibility**

The Coach has a responsibility to maintain a safe and secure environment whereby the Athlete and parents are confident in the knowledge that the athlete is able to participate, be mentored, learn skills, respond to direction and goals identified without any form of unwanted either physical or emotional pressure is placed upon that athlete.

The Athlete has a responsibility to clearly identify to their Coach that any form of physical or emotional pressure is unwanted. Should the Coach not listen to the Athlete, then they must inform their parents or the appropriate authoritative person of the Association, such as the State Director of Coaching or if not that person, then a Club Member. If the matter is of a very serious nature which involves the legal system, then the Athlete and his / her parents have the legal right to pursue this avenue with the correct Government authorities, such as the Police.

It is the responsibility of the State Association to ensure that all Coaches have current Working With Children (WWC) Identification Cards and that a register of all containing current information of:

• Name	• Date of Birth	• Current Address
• Phone & Email contact details	• Club at which a Member	• ACTA Member Number
• ACTA Coach Number	• Coaching Level	• Date of Coaching Expiry
• WWC Number	• WWC Date of Issue	• WWC Date of Expiry

More information and Application forms can be located at the States websites

- Western Australia [workingwithchildren.wa.gov.au](http://workingwithchildren.wa.gov.au)
- New South Wales [service.nsw.gov.au](http://service.nsw.gov.au) (Working with Children)
- Victoria [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)
- Queensland [qld.gov.au](http://qld.gov.au) (Blue Card)
- Tasmania [cbos.tas.gov.au](http://cbos.tas.gov.au)
- South Australia [screening.sa.gov.au](http://screening.sa.gov.au) or [wwc@sa.gov.au](mailto:wwc@sa.gov.au)
- Northern Territory not located
- ACT [accesscanberra.act.gov.au](http://accesscanberra.act.gov.au)



AUSTRALIAN CLAY TARGET ASSOCIATION  
**COACHING RISK MANAGEMENT POLICY**  
**- COACHING RESOURCES**

### **Context**

The Australian Clay Target Association (ACTA) is the National representative based body for all Clay Target shooting in Australia. The ACTA is committed to the administration, fostering, promoting, encouraging and development of the sport of Clay Target Shooting and the formation of Clay Target Shooting Clubs within Australia. It is also committed to education of the general public and Government to the aim of Clay Target shooting.

To this end, ACTA and especially the Coaching Division, is committed to the ongoing development of a strategic and enterprise wide approach to financial risk management, underpinned by a risk-aware culture. Every Coach, Official and Athlete has a role in managing risk by enhancing opportunities and minimising threats, so that together we achieve our common goals.

### **Scope**

Through the ACTA Sport Support Subcommittee, the National Coaching Supervisor and the State Coaching Directors Committee, they will focus on sourcing all types of Coaching resources to benefit both our Accredited Coaches and ACTA Members .

### **Purpose**

This policy is a statement of the overall approach to risk management for ACTA Coaching Division. The overriding purpose of risk management is the responsible achievement of ACTA's objectives through the Coaching Division.

### **Responsibility**

Our responsibility is to ensure that the ACTA Accredited Coaches & Members have an avenue for Discipline specific information plus identification of potential technology platforms that are in use with good Coaching material to support them, Clubs & Members.

Types of Coaching Resources:

1. Videos that support all the Disciplines in various Topics plus suitable for use as an Introduction to Clay Target shooting
2. Identification of Discipline appropriate books (Age not relevant to the content) including CTSN
3. Notation of technological equipment (Mobile phones, iPads / Notebooks, camera / video, Clay Target scoring Apps, Visual recording spectacles, Fitbits (for Heart rate & other uses)
4. Power Point presentations
5. Coaching Tips (covering all areas)