



**ISSF & PA
Queensland State
Development Squad
(QSDS)**

**Squad and Team Selection
Guidelines**

These Guidelines are subject to annual review.

This edition is current for the Squad year commencing
1 January 2010

Approved by
Queensland Amateur Pistol Shooting Association Board Members
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QUEENSLAND
STATE DEVELOPMENT SQUAD
(QSDS)

ISSF & PA Events

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ATTACHMENT "A" – QAPSA ISSF/PA -SQUAD/TEAM QUALIFYING SCORE

ATTACHMENT "B" - QAPSA ISSF/PA – NOMINATION FORM

ATTACHMENT "C" - TEAM MEMBER ACCEPTANCE OF OFFER FORM

1. QUEENSLAND STATE DEVELOPMENT SQUAD (QSDS) OBJECTIVES

1.1 The objectives of QSDS are to:

1.1.1 Assist and enhance the performance of its members through shoulder-to-shoulder competition.

1.1.2 Provide coaching, direction and motivation through support, correspondence and Squad Camps.

1.1.3 Provide assistance in developing potential members for inclusion in the Pistol Australia Train-On (PATS) squad and Australian International Shooting Limited (AISL) squad.

1.1.4 To field the best possible Queensland State Team to compete at the Annual National Championships of ISSF and PA events, in accordance with selection criteria of these Guidelines (clause 6).

2. QSDS MANAGEMENT

2.1 QSDS Management shall consist of:-

2.1.1 Team Manager/Squad Coordinator - position to be appointed by the QAPSA Board and shall be for a term of three (3) years. The position to be advertised by QAPSA and reviewed annually at the completion of each Squad year.

2.1.2 Squad Coach – Optional position. This position to be appointed by Team Manager/Squad Coordinator and endorsed by QAPSA Management Committee and shall be for a term of one (1) Squad year.

2.1.3 QAPSA Representative – Optional position. This position to be appointed by QAPSA Management Committee and shall be for a term of one (1) Squad year.

2.2 QSDS Management responsibilities:

2.2.1 Team Manager/Squad Coordinator – refer, clause 10 ‘Team Manager/Squad Coordinator Charter.

2.2.2 Squad Coach – refer, clause 11 ‘Squad Coach Charter’.

2.2.3 QAPSA Representative - Liaison between Team Manager/Squad Coordinator and QAPSA Management Committee.

3. QSDS ELIGIBILITY

- 3.1 Membership to the Squad shall be for a period from 1 January to 31 December each year.
- 3.2 Entry to the Squad may be gained by meeting the following criteria:
- 3.2.1 For Squad eligibility, members must be affiliated with the Queensland Amateur Pistol Shooting Association.
- 3.2.2 For squad eligibility, members must shoot an eligibility score in Opens, State Championships, National Championships, International Competitions or other QAPSA sanctioned organised competitions within 18 months prior to each year's squad nomination closing date of 30 June.
- Squad Eligibility Scores for members are:
- (a) ISSF/PA events (Adult) - a member must have shot a minimum squad eligibility score as per '*Attachment A*' *Squad Qualifying Scores*.
- (b) ISSF events (Junior) - a member must have shot a minimum squad eligibility score as per '*Attachment A*' *Squad Qualifying Scores*.
- (c) ISSF events Juniors who have been QSDS members and reach Adult categories are eligible to apply for QSDS membership under clause 3.2.3 (b) for up to two years. For membership under this category, Team Selection will be as per adult scores.
- 3.2.3 One (1) only qualifying score in one (1) only event is required for eligibility to QSDS, however members may nominate additional events to be considered for ranking and Team selection purpose.
- 3.3 Squad Eligibility Scores will be reviewed by QAPSA Management as deemed necessary for the best interest of the squad and the association.
- 3.4 Members must have an understanding of all aspects of the Squad/Team Guidelines and Charters.

4. QSDS NOMINATION

- 4.1 Nomination to the QSDS is to be on an annual basis, previous Squad members are also required to re-nominate each year, in accordance with eligibility (clause 3)
- 4.2 Eligible members wishing to participate in the QSDS may request a Squad Nomination form and Guidelines from the Team Manager/Squad Coordinator, QAPSA Administrator or from the QAPSA website; refer '*Attachment B*' Nomination Form.
- 4.3 QSDS Nomination to be forwarded to the Team Manager/Squad Coordinator by no later than the stated closing date 30 June of the current Squad year (refer 3.1)
- 4.4 QSDS Management may consider late nominations for inclusion.
- 4.5 It is at the discretion of Squad Management to refuse or withdraw an invitation of QSDS membership at any time. Decision to be ratified by QAPSA Management Committee. Refusal or withdrawal from the Squad by Management must be provided in writing from QAPSA Management Committee to the member concerned.

5. SQUAD and STATE TEAM FINANCE

- 5.1 QSDS and State Team Finances will be provided by the following:

- 5.1.1 QAPSA
- 5.1.2 QSDS Camp Registration Fee
- 5.1.3 Team Member Contribution
- 5.1.4 Other sources eg. Fundraising, Sponsorship etc.

5.2 QSDS FINANCE

- 5.2.1 Approved QSDS Training/Coaching camps may require a Registration Fee from each member attending the camp. This fee to be advised prior to the camp.
- 5.2.2 Additional cost for conducting QAPSA approved Training/Coaching camps for the Squad will be financially assisted by QAPSA or other sources, subject to funding availability.

5.3 STATE TEAM FINANCE

- 5.3.1 Squad members selected to represent the State Team at the National Championships will be required to pay a compulsory Team Member contribution to QAPSA for the amount of **(TBA)** for junior and adults, a minimum of 14 days prior to commencement of the National Championships. Team members will be notified of the compulsory Team Member contribution fee as soon as possible after team announcement.
 - (a) The set compulsory Team Member contribution fee (5.3.1) will be billed by QAPSA to all Team Members, less the cost of the National Championship match entry fee for each of the events that a Team Member has qualified for, according to clause 6.2.6 – 6.2.7 and 6.2.8.

- (b) In the event that a Team Member is recommended and chooses to fill a vacant position in accordance with clause 6.2.9 the match entry fee will not be deducted from the compulsory team contribution fee for those events.
 - (c) If a Team Member is prevented from attending the National Championships, with an acceptable reason, the team member contribution as per clause 5.3.1 will be refunded by QAPSA within 30 days of withdrawal advice.
- 5.3.2 The Team Member Contribution to be reviewed annually by QSDS Management and ratified by the QAPSA Management. Within 21 days of any changes, the Administrator will advise all clubs and the Team Manager/Squad Coordinator will advise all current Squad/Team members.
- 5.3.3 QAPSA funding and the Team Member Contribution, clause 5.3.1, will provide Team members with the following package, as arranged by the Team Manager/Squad Coordinator, subject to funding availability.
- (a) Team T-Shirt (maximum of two (2), every second year)
 - (b) Team Uniform -Track Suit (maximum of one (1), every third year) if required.
 - (d) Return airfare from an accepted ***capital city or other designated*** Queensland Airport to the most convenient airport to where the National Championship is being conducted. **(Discounted/Online booking of airfares must be considered as first option whenever possible)**
 - (d) Return transport from arrival airport to Team accommodation.
 - (e) Shared transport between Team Accommodation and the National Championship range/s, for the duration of the Championships.
 - (f) Shared accommodation for the duration of the Championships.
 - (g) Team hut, if option available.
- 5.3.4 Team Members choosing to use their own transport to and from the National Championships when air travel is the preferred option, will be compensated in respect to the cost of the arranged airfare, (refer clause 5.3.3.c) no later than 21 days prior to the National Championships.
- (a) Team Member/s using their own personal transport individually or sharing with other Team Members to a common destination, will each be compensated equivalent to 100% of arranged airfare cost. In this instance the Team Manager/Squad Coordinator will need to seek approval from QAPSA Management and confirmation of the status of the category for “common”.
 - (b) Team Member/s using their own personal transport individually or sharing with other Team Members to a non-common destination, will each be compensated equivalent to 50% of arranged airfare cost. In this instance the Team Manager/Squad Coordinator will need to seek approval from QAPSA Management and confirmation of the status of the category for “Non-common”.

- 5.3.5 Car hire to and from a Championship may be considered for Team Members as an alternative, if deemed economical and practical, however, this option must be presented by the Team Manager/Squad Coordinator to QAPSA Management for approval, taking in to consideration such factors as Championship location, driving distance, petrol cost, number of days, number of Team Members sharing and car size requirement etc, subject to funding availability.
- (a) If a non Team Member/s is participating in the use of a Car Hire funded by QAPSA, this person/s is required to contribute their proportionate cost of the Car Hire to QAPSA including Petrol. i.e. One (1) non Team Member sharing with two (2) team members will have to pay $\frac{1}{3}$ of the total cost.
- 5.3.6 If a Team member is prevented from attending the National Championships, the airfare compensation as per clause 5.3.3 (c) is required to be refunded to QAPSA within 30 days from the completion of the Championships.
- 5.3.7 The Team Manager/Squad Coordinator will arrange all booking of travel and accommodation in accordance with the team size and travel dates. (Discounted/Online booking of airfares must be considered as first option whenever possible). Any arrangements made by team members on their own behalf, will be the full responsibility of the person concerned. Team member compulsory contribution is still payable as per clause 5.3.1.
- 5.3.8 In the event that the ISSF and PA National Championships are conducted on different dates and venues in the same year, where a separate departure is required due to the length of time between the Championships, the following clause applies for those that qualifies as Team members for both Championships:
- (a) The compulsory Team Members Contribution as per clause 5.3.1 is required to be paid for each of the Championship participation, *ISSF National Championships and the PA National Championships*.
- 5.3.9 Team members own financial responsibility:
- (a) Payment of his/her National Championship Registration Fee.
- (b) Payment of his/her National Championship Match Entry Fees.
- (c) Any personal expenses incurred on the accommodation account for phone, food and beverage etc. must be paid on or before departure from the Team accommodation.
- (d) If a Team member chooses to have single accommodation or share with a non Team member, the Team member is responsible for the balance of the accommodation cost over and above the allocated shared funding, refer clause 5.3.3.(f) payable on or before departure from the Team accommodation.
- (e) Payment of the National Championship Presentation Dinner ticket, if attending.
- (f) Team members choosing to hire their own transport during the National Championships do so at their own expense. No reimbursement will be paid.
- (g) Any Team members choosing to stay outside the arranged Team accommodation do so at their own expense. No reimbursement will be paid.

6 STATE TEAM SELECTION METHOD

- 6.1 The State Team will be selected in accordance with the stated State Team selection method.
- 6.2 The selection method for these events is designed to generate competitive spirit within the Squad and to encourage the competition performance level to increase. The method is also designed to bring out the most reliable and consistent competitor and allow competitors to strive for a position to the end of the selection period. Squad members are required to meet the criteria as set out in clause 6.2.6.
- 6.2.1 All QSDS members are eligible to participate in the selection to become a State Team member.
- 6.2.2 Selection period at which to gain National Championship Team member selection scores shall be during the year prior to the National Championship in the period from January 1st through to the closing date of November 30th.
- 6.2.3 Selection scores must be shot during the selection period, clause 6.2.2 at Opens, State Championships, National Championships, International competitions or other QAPSA sanctioned organised competitions.
- 6.2.4 It is the responsibility of the Squad member to ensure that the Team Manager/Squad Coordinator receives all competition scores he/she has shot outside the State of Queensland.
- 6.2.5 Qualifying score and qualifying average to be reviewed annually by squad Management and ratified by QAPSA Management each year. Within 21 days of any changes, the Administrator will advise all Clubs, and the Team Manager/Squad Coordinator will advise all current Squad members. Refer 'Attachment A' Qualifying Scores.
- 6.2.6 **Selection requirements for each Squad member in each event:**
- (a) A minimum of four (4) scores for ISSF events and three (3) scores for PA events (B/Powder & Service) must be shot by each member for each event that the member is seeking selection.
 - (b) A minimum of one (1) Qualifying Score is required; refer 'Attachment A' Team selection qualifying scores
 - (c) The average of the four (4) highest scores for ISSF events and the average of the three (3) highest scores for PA events (B/Powder & Service) during the selection period must be equal to or higher than the set Qualifying Average Score, refer 'Attachment A' Team selection qualifying average scores.
 - (d) The average of the four (4) highest scores for ISSF events and the average of the three (3) highest scores for PA events (B/Powder & Service) during the selection period will be used to place the member in a ranking order.
- 6.2.7 The top three (3) ranked shooters, after the selection period, using the average as per clause 6.2.6 (d) and meeting the requirements of 6.2.6 (a- c), will be nominated by the Team Manager/Squad Coordinator to QAPSA Management Committee for ratification.

- 6.2.8 In the case of a tie in establishing the top three ranked members, the following method will be used in the order of:
- (a) the shooter with the highest score during the selection period will be nominated, if there is still a tie the second highest score will be used and so on, until the tie is broken.
 - (b) In the unlikely circumstances there is still a tie using 6.2.8 (a) the Team Manger/Squad Coordinator will at his/her discretion put forward to QAPSA Management Committee for consideration the member name, based on competition experience, past performance and best interest to the Team.
- 6.2.9 Where insufficient Squad members qualify for a Team event, the vacant positions may be filled from Squad members selected in other Team events, according to ranking. The Team Manager/Squad Coordinator will forward these recommendations to QAPSA Management Committee for ratification, when nominating the Team.
- 6.2.10 It is at the discretion of the Team Manager/Squad Coordinator and QAPSA Management Committee to fill or leave vacant any position that cannot be filled by clauses 6.2.7 to 6.2.9.
- 6.2.11 QAPSA Management Committee, in consultation with the Team Manager/Squad Coordinator, retain the right to make selections as they feel will be in the best interest of the Team and the Association.
- 6.2.12 QAPSA Management Committee must approve any deviation from selection method and an explanation must be provided in writing by QAPSA Management Committee to those concerned, including all Squad members.
- 6.2.13 The Team Manager/Squad Coordinator will advise the selected Team members in writing within twenty-one (21) days of QAPSA Management Committee ratification.
- 6.2.14 If a Squad member challenges the Final Team selection he/she can lodge an appeal with the QAPSA Board acting as QAPSA Appeals Tribunal, in writing within twenty-one (21) days of Team announcement. QAPSA Board must respond to the challenge in writing within twenty-one (21) days from receipt of the appeal.
- 6.2.15 The sole grounds of appeal against a decision of the QAPSA Management committee regarding selection or non selection are:
- (a) the applicable selection criteria have not been properly followed and/or implemented.
 - (b) the decision was affected by actual bias or
 - (c) that there was no material on which the nomination decision could reasonably be based.
- 6.2.16 The decision of the appeal will be in the hands of the QAPSA Board and will be final.

7. NATIONAL CHAMPIONSHIP BONUS SYSTEM

The bonus system is unavailable until further notice – subject to funding availability.

8. QSDS MEMBER CHARTER

8.1 QSDS Members' Commitments.

- 8.1.1 Squad members must understand all aspects of the Squad/Team Guidelines and Charter.
- 8.1.2 Squad members must be willing to show commitment and act in a positive manner toward other Squad members at all times.
- 8.1.3 Squad members must be willing to participate whenever possible in Training/Coaching camps as arranged by the Team Manager/Squad Coordinator.
- 8.1.4 Squad members must ensure their equipment is in good working order at all times.
- 8.1.5 Squad members must show commitment to participate in the National Championships if selected in the State Team.
- 8.1.6 A Squad member wishing to participate in the Squad without commitment to participate in the National Championships, can do so providing he/she:
 - (a) Advises the Team Manager/Squad Coordinator in writing with their nomination, or if circumstances change that requires withdrawal from National Championship participation, this must also be in writing as soon as possible.
 - (b) Comply with all other aspects of the Squad Guidelines including payment of Camp fees as per Clause 5.2.2
- 8.1.7 QSDS members will whenever possible, assist in the conduct of Coaching and Junior Development programs when and where arranged by Squad Management, QAPSA and their Sub Committees.

9. STATE TEAM MEMBER CHARTER

9.1 Team Member Obligations:

- 9.1.1 On advice of becoming a Team member he/she is required to complete and sign a Team Member Acceptance Offer, refer '*Attachement D*' confirming their understanding of Team finances and the following clauses 9.1.2 – 9.1.13
- 9.1.2 Team members shall be under the direction and guidance of the Team Manager whilst travelling and competing at the National Championships and any other occasion as a Team member.
- 9.1.3 Team members may travel to the National Championships by their own means or as arranged by the Team Manager/Squad Coordinator with the full understanding of the clause 5.3.
- 9.1.4 Team members must arrive at least one day prior to their first Team event and must advise the Team Manager/Squad Coordinator of their arrival as soon as possible.
- 9.1.5 The Team Manager/Squad Coordinator will arrange the accommodation for Team members unless they advise otherwise.
- 9.1.6 Team members will at all times act in a responsible and sportsperson-like manner in representing the state as a Team member.
- 9.1.7 Team members will, unless excused, attend all medal presentations and meetings called by the Team Manager/Squad Coordinator.
- 9.1.8 Team members shall wear the Team uniform provided when competing in Team events, medal presentations and/or as directed by the Team Manager/Squad Coordinator. Full uniform, jacket and tracksuit pants must be worn at Medal Presentations by those being presented with medals either as individual or as a team..
- 9.1.9 Team members must ensure that their equipment is in good working order at all times.
- 9.1.10 Team members must have full knowledge of the rules pertaining to their events.
- 9.1.11 Any breach of these conditions may lead to loss of financial assistance granted by QAPSA, or exclusion from the Team or future State Team selections. QAPSA Management Committee may take other disciplinary action as seen fit.
- 9.1.12 Those selected shall attend any Team Preparation Camps as arranged by the Team Manager/Squad Coordinator, subject to funding availability.
- 9.1.13 If a person withdraws from the State Team, without an acceptable reason, they shall repay QAPSA any funds incurred by the Association during the selection period and the National Championships.

10. STATE TEAM MANAGER/SQUAD COORDINATOR CHARTER

- 10.1 The State Team Manager/Squad Coordinator shall be responsible for:
- 10.1.1 The formation of the Squad, as per the Queensland State Development Squad and Team Guidelines.
 - 10.1.2 Drawing up and distributing all State Squad and State administrative requirements including, QAPSA Guidelines and any further information necessary to allow QSDS members to compete for State Team Selection.
 - 10.1.3 Collecting all Squad members' relevant competition scores shot within Queensland to be used for ranking and Team selection.
 - 10.1.4 Referring any late nominations for QSDS membership, with Recommendations to QAPSA Management Committee, for confirmation of acceptance.
 - 10.1.5 Advising the selected Team members in writing within twenty-one (21) days Of QAPSA Management Committee ratification.
 - 10.1.6 Complying with any administrative requirements by QAPSA Administrators and QAPSA Management Committee in reference to Squad/Team administration, including budget information, reports of camps and National Championships.
 - 10.1.7 Organising and submitting budgets to QAPSA Management Committee for Squad/Team training camps.
 - 10.1.8 Organising Squad/Team camps to promote coaching, motivation and shoulder-to-shoulder competitions, subject to funding availability and Management Committee approved budget.
 - 10.1.9 Providing all necessary information to Squad and Team members as they arise.
 - 10.1.10 Providing, at regular intervals, progressive selection scores to the Squad and potential Team members.
 - 10.1.11 Maintaining contact and continued encouragement with all Squad/Team members.
 - 10.1.12 Organising and submitting a budget to QAPSA Management Committee for all Team travel, accommodation, transport, uniforms and other relevant Team expenses for the National Championships, to be approved by QAPSA Management Committee.
 - 10.1.13 Providing arrangements for Squad/Team accommodation, transport, uniforms and other associated tasks for the National Championships, subject to funding availability and an approved budget.
 - 10.1.14 Organising all Squad/Team uniforms as approved by QAPSA Management Committee. Subject to funding availability and an approved budget.
 - 10.1.15 Providing whatever assistance possible to all State Team members during the conduct of the National Championships.

- 10.1.16 Be a non-shooter at the National Championships, including any other occasions away with the State Team or at officially arranged Squad /Team Camps, unless;
- (a) At his/her own choice, in consultation with QAPSA Management, provides a team support role in the absence of a funded Team Manager. Refer clause 10.1.20.
- 10.1.17 With the exception of clause 10.1.20 - receive full return group airfare, Discounted/Online booking of airfares as first option whenever possible accommodation and any other associated expenses, including attending official functions at the National Championships, as approved by QAPSA Management Committee.
- 10.1.18 Within 60 days of the conclusion of the National Championships, presenting a report to the QAPSA Management Committee on the performance of the State Team and the conduct of the National Championships, including budget reconciliation on the expenditure for the Team.
- 10.1.19 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 QAPSA on the cessation of the role as the Team Manager/Squad Coordinator.
- 10.2 If the Team size for a National Championship is less than five (5) members, funding will not be provided for the Team Manager's position or participation, however, QAPSA Management have, at their discretion, the option to consider funding a Team Manager's position if its deemed necessary due to Team member's inexperience, junior participation or other concerns.
- 10.3 The State Team Manager/Squad Coordinator must comply with the following:
- 10.3.1 Ensuring that he/she as a Team Manager/Squad Coordinator has a current Queensland "Working with Children Blue Card" accreditation. As this is a mandatory requirement of the role, failure to have this accreditation could result in immediate dismissal.
- 10.3.2 Ensuring that he/she as a Team Manager/Squad Coordinator has a current category "H" license. As this is a mandatory requirement of the role, failure to have this licence could result in immediate dismissal.

11. QSDS COACH CHARTER (Optional)

11.1 The role and obligations of the QSDS Coach are:

- 11.1.1 Be under the guidance of the Team Manager/Squad Coordinator in reference to any QSDS activities.
- 11.1.2 Consult and report to the Team Manager/Squad Coordinator of recommendations on coaching activities within the QSDS either as a group or on an individual basis.
- 11.1.3 Will seek the consent of individual QSDS members prior to undertaking any personal coaching activities.
- 11.1.4 Provide information and updates to QSDS members from NCC and QCC, when available.
- 11.1.5 Be available to assist the Team Manager/Squad Coordinator if requested for Squad/Team camps.

11.2 The State Team Coach must comply with the following:

- 11.2.1 Ensuring that he/she as a Team Manager/Squad Coordinator has a current Queensland "Working with Children Blue Card" accreditation. As this is a mandatory requirement of the role, failure to have this accreditation could result in immediate dismissal.
- 11.2.2 Ensuring that he/she as a Team Manager/Squad Coordinator has a current category "H" license. As this is a mandatory requirement of the role, failure to have this licence could result in immediate dismissal.