



NORTHERN TERRITORY CLAY TARGET ASSOCIATION INC

RISK MANAGEMENT POLICY

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Background

- The Executive Council and Members of the Northern Territory Clay Target Association Inc (**NTCTA**) are responsible for improving the quality and safety of clay target shooting at all clubs affiliated with the NTCTA.
- Risk Management is an area which is recognized as an important and essential part of the NTCTA’s administration.
- In terms of this policy, Risk Management means to:
 - minimize losses and maximize opportunities;
 - improve safety while assisting in the day-to-day running of all clubs affiliated with the NTCTA.

Policy Statement

- The Executive Council of the NTCTA ('Executive Council') and Members will aim to use best practice in Risk Management to support and enhance activities in all areas of the sport of clay target shooting.
- Risk Management will become an integral part of the decision making process so as to assist the NTCTA and member clubs in taking advantage of opportunities as well as minimizing adverse effects.
- The following outlines the procedure and guidelines recommended to be followed when assessing and making Risk Management related decisions:

Risk categories, evaluation and solutions

Acts of Nature

- Check the insurance policy annually for appropriate cover

Coaching

- Encourage more shooters to become coaches
- Apply for grants to assist the training process
- Maintain close links with the Department of Sport and Recreation for appropriate coaching workshops
- Keep the issue in the verbal arena to maintain interest in training.
- Club coach to assist in the training process.

Protecting coaches from litigation

- Coaches must possess a current NT Working with Children card before undertaking any coaching
- Be selective in appointing coaches
- Discourage one-on-one training without support, especially with children.

Finance: Inappropriate handling and recording of club finances

- Compulsory monthly presentation of account keeping records and statements
- Support the Treasurer to avoid over-loading
- Create policy documents on the role of the Treasurer

Administration: Retaining and increasing membership

- Increase presentation of Newspaper articles
- Make use of Government databases
- Have open days to advertise the Club's activities

Retaining and encouraging committee members

- Promote the stature of committee members
- Create policy documents to guide delegates
- Delegate chores evenly so as not to overload individuals

Enlisting committee members with administration/clerical experience

- Make use of Government workshops for training and retraining of volunteer administration officers.