

# **3D Archery Association of Australia Inc**



## **COURSE SETTERS POLICY**

Effective from 1/7/2017

## PREFACE

It gives me great pleasure to introduce you to the updated 3D Archery Association of Australia's Course Setters Policy.

The 3D Archery Association of Australia Inc (3DAAA) has remained one of the countries most professional archery sporting organisations. This is an exciting and challenging time for the organisation as we continue to grow and position ourselves towards delivering a professional game which offers the Member more opportunities within 3D Archery.

Intrinsic in that growth, has been the ability to provide quality ranges and well presented and applicable targets with some form of consistency across the competitions.

The 3DAAA Course Setters Policy is another of 3DAAA's Policies developed to protect the Organisation and the Archer while enhancing 3DAAA's core function.

I am particularly pleased that the 3DAAA Committee has endorsed the role of Youth Course Setters. This will offer our younger shooters the ability to be trained as Course Setters as a part of their overall archery development and provide them with the opportunity to have a direct input into the Club's operations.

I am confident that with further Policy developments and relationships with other stakeholders, that 3DAAA will continue to develop strong sporting culture aimed at 3D Archery.

Yours in Archery

Terry Sheather  
President  
3D Archery Association of Australia Inc.  
Sep 2019

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## 1. Authority

This Policy is issued by the President under Rule 2.1.(s) of 3DAAA's Constitution.

## 2. Sunset clause

Unless reviewed or revoked, this Policy will remain effective until 30 December 2020

## 3. Information and Purpose

3DAAA recognises that there is a large variation in the area available for setting courses and that there is a risk of an accident or injury to Archers undertaking the course. The role of the Course Setter is to ensure that courses are "Set" in accordance with the Target Policy and Course Setting Guidelines and that the inherent risk associated with them is managed to determine what is reasonably practicable to meet the Health and Safety of all participants.

During the development of the Course Setting Guidelines, they were provided to 3DAAA's insurance underwriters as a demonstration of our commitment to managing risk.

The response from the underwriters indicated that they saw 3DAAA as a well regulated, self managed organisation that had now taken steps to reduce their risk and hence set the premium to reflect this.

## 4. Course Setters Course – Trainers

In order to start the training, 3DAAA Recognised the Skills and Prior Learning of long standing Members, who through their abilities provided quality courses to 3DAAA's satisfaction. Those Members became the initial trainers and were involved in writing and reviewing the course material. As time passes and those Members are no longer with us, existing Accredited trainers have been upgraded to become trainers in their place.

That practice will continue at the approval of the 3DAAA National Committee.

## 5. Accredited Course Setters

3D AAA have three levels of accreditation for Course Setters.

Level 1 – Club Course Setter

To retain their qualification needs to assist on at least two club events per year

Level 2 – Club, Special and Sanctioned Range Setter

To retain their qualification needs to sign off on at least two club events per year for a maximum of 4 years

Level 3 – National Range Setter

To retain their qualification needs to assist on one course per year at any level or set National, Sanctioned, Special Level courses per year for a maximum of 4 years

A Level 1 Accredited Course Setter is an adult or youth member of 3DAAA who has successfully completed the Course Setters Course and whose accreditation has not expired or been revoked. A Level 1 Accredited Course Setter

is to be regarded as an apprentice who will be given training by a Level 2 or above Course Setter over time. They cannot certify a course / range on their own.

A Level 1 Youth Accredited Course Setter will graduate to a fully Accredited Level 1 Course Setter on reaching the age of 18 years if their accreditation remains current at that time.

A Level 2 Accredited Course Setter is an adult Financial Member of 3DAAA who has successfully completed the Course Setters Course and whose accreditation has not expired or been revoked.

In addition a Level 2 Course Setter must be assessed by 3D AAA to be competent to sign off on club, special and sanctioned events.

Level 2 accreditation can be completed via RPL process, having a sanctioned range assessed by 3D AAA authorised assessor or at an approved training course.

Level 3 National Range Setters are assessed and approved by 3D AAA by method of RPL, over an extended period.

Accredited Course Setters will have their level & expiry date shown on their Membership Card.

## 6. Eligibility

From time to time, 3DAAA will conduct Course Setters Courses to train eligible Members to undertake the role, primarily within their Club, but also at other Clubs under certain circumstances. Because the role is strongly tied to the club. There is no ability for a Member to apply directly to 3DAAA to undertake the training.

To be accepted by 3DAAA for training, the nominated Members must be:

- A Financial Member in good standing of the nominating Club
- A Member of 3DAAA for a minimum of 6 months
- A Financial Member of 3DAAA at the time of training with a minimum of 6 months remaining on their membership
- An association Member who is not currently under any disciplinary action

## 7. Jurisdiction

Level 2 Range Setters are eligible to set ranges for their own clubs. Where Members belong to more than 1 Club, their services are tied to the Club which nominated them.

3DAAA may approve Level 2 Range Setters to provide the service to another Club. Any Club wishing to utilise the services of another Club Course Setter MUST make a written application to 3D AAA.

## 8. Nomination Numbers

Whilst there is no limit to the number of Accredited Course Setters an Affiliated Club may have, they are limited to nominating 4 Members per course. Additional Members may be nominated if the Club also provides Course Setting Training services to another Club however no more than 6 from any one Club will be accepted on each occasion.

## 9. New Clubs

When a new Club Affiliates, 3DAAA reserves the right to appoint Temporary Level 2 Range Setters until such time as it is practical to hold a course that their nominees can be reasonably expected to attend. In choosing the Temporary Level 2 Range Setters, 3DAAA will take into account the experience and knowledge of the Members nominated by the Club.

## 10. Removal of Accreditation

If in the opinion of 3DAAA, an Accredited Course Setter fails to set courses to the standard required under the Course Setting Guidelines, they can be asked to show due cause why their accreditation should not be revoked.

3DAAA may Revoke, Suspend or Request additional training of the Member depending on the circumstances involved.

## 11. Accreditation Period

For Level 2 & 3 accreditation remains in force for 4 years following the training date & maintaining ongoing requirements (see section 5 above). Should circumstances arise where retraining is required, 3DAAA reserves the right to terminate all accreditation and request all Course & Range Setters to undergo re-training.

## 12. Extension of Accreditation

Where a Course or Range Setter's accreditation is about to expire and 3DAAA is unable to organise a training course prior to that expiry date, 3DAAA can extend the accreditation period until the conduct of the course which the Course Setter can be reasonably expected to attend.

Where a Member whose accreditation has been so extended fails to attend the course, they shall have their accreditation terminated at the date of that course.

## 13. Register

Accreditation and expiry dates shall be recorded against the Member within 3DAAA's Membership database.

This information will be provided in a Membership report available to the Clubs on request.

## 14. Course Setters Responsibility

A Course Range Setter is responsible for the "Setting" of all courses to the standard defined in the Course Setting Guidelines, used by a Club whether on Club grounds or not. They include:

- Practice Ranges
- Club Ranges
- Special Event Ranges
- Sanctioned Shoot Ranges
- Display Ranges (at such events as community fairs, SHOT shows or similar)

If a Club provides a static course which does not move from week to week, such as a Paper Target Range on bales, the course need only be certified prior to initial use and whenever it changes.

Whilst the Level 2 Range Setter is “responsible” this does not mean that they have to do all the work involved with the setting of the course. Their role is to ensure the course is set to the standards in the Course Setters Guidelines even if others contribute to the effort of setting the course.

**NOTE:**

If a course is not set or inspected and approved safe by an Accredited Level 2 or 3 Range Setter, the insurance underwriter may deem this a breach of association rules and therefore may not provide insurance cover for the Member. Any Member not Accredited as a Level 2 or 3 Range Setter who sets a course, takes personal liability for any incident which occurs on that course or as a result of using the course.

## **15. Responsibilities under this Policy**

3DAAA and the Affiliated Clubs must take reasonable steps to ensure that the implementation, compliance and enforcement of this Policy is effected.

### **15.1 The 3DAAA National Management Committee must:**

- Adopt and comply with this Policy.
- Recognise and enforce any penalty imposed under this Policy.
- Publish, distribute and promote this Policy (and any amendments made to it from time to time) to the Members in a practical manner and make a copy of this Policy publicly available.
- Use any Forms, Contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy.

### **15.2 Affiliated Club Management Committees must, as a condition of their Affiliation:**

- Adopt and comply with this Policy.
- Promote this Policy (and any amendments made to it from time to time) to their Members in any manner required by 3DAAA.
- Use any Forms, Contracts or clauses prescribed or required by the Policy, in order to give effect to this Policy in such documents as Contracts, Event Forms and Member Sign On forms, or as directed by 3DAAA
- Report to the 3DAAA National Management Committee, any breaches of the Policy.