



REPRESENTATIVE TEAMS POLICY

Queensland Rifle Association Inc.

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Responsible person	Competition Director	Scheduled date review	[12 months from approval]

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1. Introduction

1.1. Acknowledgement

This document replaces all previous documents relating to team policy. It is a controlled document and may be updated periodically due to review or changes in circumstance. Any printed hardcopy version needs to take this caution into account.

1.2. Aim

The aim of this policy is to document the processes relating to team rifle-shooting within the control of QRA Inc.

These processes cover the following aspects:

- Roles and Responsibilities
- Teams and Competitions in Scope
- Selection
- Support
- Uniform
- Dispute Resolution

1.3. Review

This policy must be reviewed at intervals of no more than 12 months by the QRA Competition Committee. A review may also be initiated at any time if special or unusual circumstances arise.

1.4. Definitions

The following terms are used throughout this policy:

Board	The QRA Board of Directors.
Captain	The appointed Team Captain for a given representative team.
Code of Conduct	The behavioural code adopted under the National Integrity Framework (NIF), as the QRA's operative code of conduct.
Competition Director	The Board member holding the Competition portfolio, or such other person as the Board may appoint to that role.
EO	The Executive Officer (Association Secretary) of the QRA.
Event	A single competition (e.g. Goodwill, National Championships) at which a team competes, regardless of the number of individual matches or days within that competition.
Manager	The appointed Team Manager for a given representative team.
NIF	The National Integrity Framework adopted by the NRAA, including member protection, safeguarding, anti-doping, complaints and discipline policies
Official Team	A team listed in clause 3.1. Membership of an Official Team may vary both during an Event and between different Events.
Goodwill Team	An unofficial team recognised under clause 3.2.
Selection Committee	The committee constituted under clause 2.3.
Stakeholder	Any person involved in a representative team, including Captain, Manager, coaches, shooters, reserves, and support personnel.

2. Roles and Responsibilities

2.1 General Provisions

All stakeholders (as defined in clause 1.4) are deemed to have read and understood the implications of this policy, the Code of Conduct (as adopted under the NIF), the QRA Rules of the Association, and all applicable NIF policies. Stakeholders agree to be bound by these instruments and must have completed all NIF courses relevant to state representation prior to their involvement in a representative team.

Verification of NIF course completion is the responsibility of the EO, who must confirm compliance before any team is endorsed by the Board.

Where any team includes members under the age of 18, the Captain and Manager must hold current Working with Children (Blue Card) credentials. Proof of current credentials must be provided to the EO prior to endorsement.

Where any provision of this policy is inconsistent with an applicable NIF policy, the NIF policy prevails to the extent of the inconsistency.

2.2 QRA Board

The Board, via the EO, will call for nominations for Captains of representative teams.

The Board will be responsible for all announcements associated with team selections.

The Board is responsible for the final endorsement of the team nominated by the Selection Committee. In exercising this endorsement, the Board must be satisfied that:

- the selection process was conducted in accordance with this policy.
- the selected team is consistent with the Captain's approved selection, training and development plan;
- the selection is consistent with QRA's values, including diversity and inclusion objectives; and
- any concerns raised by the Selection Committee have been resolved.

The Board will provide support as outlined in section 5 of this policy.

2.3 Selection Committee

The default Selection Committee for any team will consist of three members: the QRA Chair, the EO, and the Competition Director.

If a conflict of interest, or a likely conflict of interest, exists for any member of the Selection Committee, that member must be replaced by another Board member. If no suitable Board member is available, the Competition Director may invite a senior QRA member of long standing who holds suitable credentials and has no conflict of interest.

The Selection Committee is responsible for:

- selecting the Team Captain and submitting its recommendation to the Board, assessed against published selection criteria (see clause 4.1).
- endorsing or rejecting the team recommended by the Captain, having verified that the selection was conducted in accordance with the Captain's approved plan and this policy; and
- escalating unresolved disputes to the Board where the Committee and Captain cannot reach agreement (see clause 4.2).

2.4 Captain

Once appointed, the Captain becomes the key member of the team and is required to sign and comply with the Team Captain Agreement, as well as complete any NRAA sports integrity policy requirements.

Upon confirmation of the appointment by the Board, the Team Captain becomes the principal selector for all remaining team members, including Team Manager, Master Coach and Wind Coaches.

The Captain is responsible for:

- appointment of a Team Manager to assist in the management of the team. The proposed Team Manager must be endorsed by the Selection Committee, and this endorsement must occur prior to calling for nominations for Wind Coaches and shooters.
- managing the selection process up to the final recommendation to the Selection Committee, including any short-listing to the trial squad from nominations received, as per the approved selection, training and development plan.
- arranging trials and such selection processes as deemed necessary to provide a full team for the competition.
- identifying team members including wind coaches to make up the full team.
- naming non-travelling reserves.
 - 10 shooting member teams – 2 non-travelling reserves (in order of preference)
 - 5 shooting member teams – 1 non-travelling reserve
- All selections must be consistent with the Captain's approved selection, training and development plan, and must be supported by documented rationale. Where team compatibility is cited as a factor, the Captain must record in writing how the assessment relates to demonstrable performance requirements. Reserves should be invited to attend subsequent team practices.
- submitting the recommended team to the Selection Committee.
- leading all team activities during the competition. The Captain has operational authority over team activities, subject to the overriding authority of range management, Standard Shooting Rules (SSRs), venue safety requirements, host state regulations, and NRAA rules. The Captain's operational authority does not limit the endorsement and oversight functions of the Selection Committee and Board.
- selection of shooters and coaches for each team event from within the approved squad. The Captain may form a management group to assist with event-level selections.
- initiating disciplinary action within the team. Any disciplinary action will be undertaken in accordance with the relevant QRA, NRAA and NIF rules and policies. The Captain may:
 - stand down a team member, provided written reasons are given to the member at the time of the decision, the member is given a reasonable opportunity to respond, and the decision is reported to the Board within 48 hours.
 - refer a member for discipline for a breach of the Team Member's Agreement.

- conducting team preparation activities to help ensure that the team performs to its potential. The Captain of the QLD team for each discipline will involve the U25 team of their respective discipline at all levels of development and training.
- providing general guidelines to, and monitoring the performance of, the Team Manager to ensure objectives and deadlines are met.
- ensuring that all team members are familiar with and have signed the Team Members' Agreement (without alteration);
- acting as the QRA's representative at official functions, presentations and meetings during the competition, in the absence of any person officially appointed by the QRA. In this capacity the Captain does not have authority to make binding commitments on behalf of the QRA, may not make public statements to media without prior Board authorisation, and must act within any scope limits communicated by the Board.
- acting at all times so as not to bring the QRA into disrepute.
- management of all team funds. Financial management must comply with the following requirements:
 - the Captain must operate within a budget approved by the Board prior to the competition;
 - all expenditure must be supported by receipts;
 - any delegation of day-to-day financial management to the Team Manager must be documented in writing, must be notified to the Board, and does not transfer accountability from the Captain;
 - a full reconciliation of team expenses, aligned with QRA accounting practices, must be included in the Captain's post-competition report; and
 - related-party transactions (purchases from team members or their associates) must be disclosed;
- submitting a detailed written report to the QRA Board within 28 days of the competition's conclusion, including details of overall team performance, individual performances, financial reconciliation, and recommendations for future teams.

Term limit: A person may not serve as Captain for the same Official Team for more than three consecutive Events (as defined in clause 1.4), unless the Board determines otherwise at its discretion, such discretion to be only applied for only one additional consecutive Event.

2.5 Manager

The Manager will assist the Captain in all aspects of team preparation, wherever required. The Manager must sign and comply with the Team Manager's Agreement.

The Manager is responsible for:

- managing, organising and coordinating all non-shooting activities of the team during selection trials, practices and matches, as directed by the Captain. This includes but is not limited to team travel, uniforms, accommodation, meals, on-tour transport, communication and secretarial functions.
- submitting an **independent** written report to the QRA Board within 28 days of the competition's conclusion. This report must be provided separately and not incorporated into the Captain's report, so that the Board receives an independent management perspective; and

- acting at all times so as not to bring the QRA into disrepute.

2.6 Team Member

For the purpose of this policy, the following conditions apply to all members of the team, including Captain, Manager, Master Coach, Wind Coaches, shooters, reserves and any other persons performing a role within the team and competition.

A Team Member's Agreement must be completed and signed by all team members except the Captain and Manager, who will sign their respective position agreements.

Team members must:

- provide their own rifles, ammunition and equipment.
- at all times, both during and outside competition, comply with the constitution, rules, by-laws, regulations, policies and reasonable directions of QRA, the sports integrity policies of the NRAA, Standard Shooting Rules, and the rules of the competition.
- be available to attend and participate, to the best of their ability, in all competitions, training sessions, training camps and team meetings as directed by the Captain and promptly disclose to the Team Captain or Manager any matter that may materially affect their ability to train or compete, including injury, illness, equipment failure or inability to attend required training or competition commitments.
- maintain their rifle(s) and all shooting equipment to the highest standards of accuracy and reliability throughout the duration of the agreement.
- if the team is officially sponsored, use the sponsored product in good faith as intended.
- comply with all reasonable instructions from team management.
- obtain permission for personal sponsorship and participation in any advertising, marketing or promotional activity, provided it does not conflict with QRA policy or directions.
- not make any arrangement on behalf of the team or its members without the prior approval of the Captain or Manager.
- attend all official functions in appropriate team dress as directed by the Captain or Manager; and
- act at all times so as not to bring the QRA into disrepute.

2.7 Eligibility

To be eligible for selection, a nominee must:

- Be a current financial member of a QRA affiliated club;
- Hold the applicable weapon's licence;
- Be in good standing with QRA and their club;
- Have completed all required NIF training;
- Not be subject to any current disciplinary action resulting from a breach of QRA, NRAA, or NIF Rules or Policy which has resulted in a sanction being imposed on the nominee the result of which, in the reasonable opinion of the Selection Committee, may impair the nominee from undertaking their obligations as part of the team or where selection of the nominee may reflect negatively on the reputation of the QRA.

Where a team member withdraws after accepting selection, and third-party costs have been incurred on their behalf by the QRA, the Board may require reimbursement of such reasonable third-party costs (excluding any indirect or consequential costs) incurred having regard to the circumstances of the withdrawal.

3. Competitions

3.1 Official Teams

The following are the current official teams of the QRA, competing in official NRAA national teams match competitions:

- Queensland Team Target Rifle Open
- Queensland Team Target Rifle – Under 25
- Queensland Match Rifle Team (including Long Range F Class)
- Queensland Ladies Team
- Queensland Veterans Team
- Queensland F-Class Teams
- Queensland Pairs and Individual Teams (TR, TRU25, F/O, F/TR)

3.2 Other Teams (Goodwill)

There are several competitions that are run on an unofficial basis where teams compete under the banner of the QRA. Such teams are designated Goodwill teams.

Goodwill teams are subject to all provisions of this policy except where expressly stated otherwise (e.g. clause 5.1).

The QRA Board will consider requests for recognition of a Goodwill team on an ad hoc basis. In considering such a request, the Board must assess:

- the nature and standing of the competition;
- the extent to which participation advances QRA's strategic objectives;
- any resource implications for QRA; and
- any special circumstances put forward in the request.

Where the Board approves a Goodwill team, it must communicate in writing the conditions that apply to that team.

Logistic support as outlined in clause 5.2 is available to Goodwill teams.

Current Goodwill teams include those competing in the Fraser Shield, the Martin-Baxter match, and (where applicable) the F Class State of Origin.

4. Selection Process

All teams, official or Goodwill, will follow the selection process outlined in this section. Where unusual circumstances arise, the Selection Committee will determine the appropriate course of action. An example is where insufficient suitable nominations are received or members withdraw from the team.

4.1 Call for and Selection of Team Captain and Manager

The Board, via the EO, will call for nominations for Captain of each representative team, with sufficient notice to allow a suitable preparation period, as soon as practical after the competition dates are known. As a general rule this will be between eight and twelve months before the competition dates but may vary depending on circumstances.

The call for nominations will be advertised in the QRA newsletter, on the QRA website, via emails to all member clubs and by any other means so that as many members as reasonably possible are made aware of the opportunity.

The QRA will publish, at the time of the call for nominations, a summary of its expectations for supporting documentation, including as a minimum:

- the proposed selection process (including trial format and dates);
- selection criteria and their relative weighting;
- key performance indicators for team development; and
- the proposed training and preparation programme.

Captain nominees must submit a proposed plan addressing each of these expectations with their nomination.

The Selection Committee will consider all nominations against the published expectations and make a recommendation to the Board for the appointment of a Captain. Interviews may be conducted if considered necessary.

Conflict of interest: Any Board member who is a nominee for the position of Team Captain (or any other team position) is automatically recused from any participation in the selection process for that team. This recusal is mandatory and is not subject to a decision by the Board.

If, after nominations have been received and any selection interviews conducted, no applicant is considered suitable, the Selection Committee may recommend that the Board invite a suitable person to take up the position.

The appointment of Team Captain will be announced by the QRA Chair. The appointment should be made as soon as practicable after nominations close.

The Captain once appointed may select a Team Manager from the nominations received in the initial call. If there are no suitable nominations, the Captain may invite a suitable person to fill the manager role. Once a Team Manager is nominated, the Captain will refer the nomination to the Selection Committee for endorsement and then to the Board for consideration.

4.2 Selection of Team Members

All team members must be selected through a process that is consistent with the Captain's approved selection, training and development plan, is objective, verifiable, and consistent with QRA's values including diversity and inclusion.

Captain's discretionary selections: In exceptional circumstances, the Captain may invite a limited number of members without trial. Any such invitation must be justified in writing against the published selection criteria and approved in advance by the Selection Committee. The default expectation is that all team members are selected through trials.

QRA members must be advised by newsletter, email and website of the names of the Captain and Manager. Nominations must then be called to fill all shooting and wind coaching positions. All nominees will know who their leadership team is prior to nominating.

Trials must be conducted over those ranges and on those dates as determined by the Captain, consistent with the approved plan.

The Captain will identify those team members and wind coaches who will make up the full team and will also name the non-travelling reserves in order of preference. Reserves should be invited to attend subsequent team practices.

The team as recommended by the Captain must be submitted to the Selection Committee for endorsement. If the Selection Committee has concerns regarding particular selections, these must be raised with the Captain in a formal meeting at which minutes are recorded. If agreement cannot be reached:

- the Selection Committee may, by majority decision, decline to endorse the team or specific members;
- the matter must then be escalated to the Board for determination; and
- pending the Board's decision, the disputed selection(s) are held in abeyance.

Once endorsed by the Selection Committee, the team must be submitted to the Board for final endorsement. The Board's endorsement is necessary as the team is a QRA State Team (Official or Goodwill) and as such belongs to all members of QRA Inc.

All team members will be advised of their inclusion by the QRA Chair. The team will then be announced through current QRA communication channels.

5. Support

5.1 Funding

The QRA will fund team match entry fees for Official Teams competing in approved competitions in all states and territories of Australia. This provision does not extend to Goodwill teams unless the Board resolves otherwise for a specific competition.

5.2 Logistic Support

The following support is available to all teams (Official and Goodwill) in relation to activities conducted at QRA's home facility at Belmont Shooting Complex, unless the Board resolves to extend support to other locations for a specific team:

- on-site accommodation at no charge for QRA members attending trials, training sessions or practices; and
- all costs for the provision of markers, targets, range fees and site levy for a maximum of three weekend training sessions or practices.

Other support may be requested by any team at any time. Such requests should be directed through the Competition Director. The Board will consider individual requests on an ad hoc basis.

Additionally, for Official Teams only, QRA will provide a team photograph at cost price for each member, plus two copies for QRA records.

6. Uniform

6.1 Uniform Items Provided

All official items of uniform must be sourced through the QRA.

Members selected for their first Official Team will be eligible to receive, free of cost, the items described below. Replacement items thereafter will be supplied at cost price.

- A blazer pocket for first-time selection in each official team category. The pocket will have a white letter 'Q' with crown and Maltese Cross, with "Queensland Rifle Association" embroidered on the white Q. The words "RIFLE TEAM" in bold letters are embroidered under the letter 'Q'. Under 25 team pockets are embroidered accordingly. The year of competition is not included on the pocket.
- Shoulder flashes with the word "Queensland" for the team member's shooting coat (maroon with white writing) for first-time selection.
- An official QRA team hatband for first-time selection.
- An official QRA team tie for first-time selection.

All members of Official Teams will also be eligible to receive, free of cost, a silver metal 'Q' badge engraved with the team title, competition venue or state abbreviation and year.

Note: any official team member who has not previously received any of the first-time selection items listed above will be provided, at no cost, such missing items.

6.2 Uniform Items Not Provided

All Official Team members must provide an official QRA blazer and other items of mandatory team uniform (e.g. grey trousers, white shirt and black shoes) at their own cost.

Other items not provided by QRA, such as team-specific polo shirts, track-suit jackets and similar, can be purchased from the QRA at cost price.

The Board at its discretion may provide additional support to team members.

7. Dispute Resolution

7.1 Complaints

Selection process complaints are to be addressed through the QRA Selection Appeals Policy.

In the case of the Competition Director having any direct involvement in a dispute, or being the subject of a dispute, the Competition Director's role under this policy is taken over by the QRA Chair, EO, or another Board member who is not conflicted. This applies to any competition at which a QRA representative team is competing, whether or not the competition is conducted by the QRA.

7.2 Appeals

Appeals under this Policy may only be made on procedural grounds, being an alleged failure to comply with the published selection process. Appeals will not reconsider the merits of individual selection decisions. All complaints or disputes will otherwise be handled in accordance with the QRA Selection Appeals Policy, the QRA Grievance, Appeals and Tribunal Policy, and any applicable NIF policies.