

Club Affiliation/Re-affiliation Policy



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1. Purpose

1.1 This Policy outlines the requirements, processes, and obligations for any entity or group of individuals seeking to become and remain an Affiliated Club of Archery Victoria. It ensures that all affiliated clubs operate safely, ethically, and in alignment with Archery Victoria's strategic objectives, governance standards, and regulatory obligations.

2. Scope

2.1 This Policy applies to:

- New organisations seeking affiliation with Archery Victoria.
- Existing Archery Victoria clubs seeking re-affiliation or reinstatement.
- Archery Victoria Board and club committees involved in assessing or making affiliation/re-affiliation applications

2.2 This Policy and the associated Forms enter into force and apply to Archery Victoria and affiliated Clubs as of 30 November 2025. It will be reviewed on or before 30th November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board.

2.3 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

3. Definitions

Affiliated Club – A club that has been formally accepted by Archery Victoria, operates in accordance with Archery Victoria and Archery Australia rules, and maintains all ongoing requirements.

Applicant Club – Any organisation applying for affiliation with Archery Victoria.

4. Eligibility Requirements for Applicant Clubs

To be eligible for affiliation with Archery Victoria and Archery Australia, an Applicant Club must meet the following requirements:

4.1 Organisational Structure

- Be an incorporated association under Associations Incorporation Reform Act 2012 (Vic).
- Operate as a not-for-profit community-based sporting organisation.
- Have a formed committee with a minimum of three committee members (President, Secretary, and Treasurer) in accordance with governance requirements.

4.2 Governance and Policies

Provide evidence of the following:

- Adopted a constitution (can use Model Rules for an Incorporated Association, completing Sections 1, 2 and 3) compliant with Archery Australia and Archery Victoria requirements.
- Current public liability insurance (normally provided through Archery Australia membership) application after Consumer Affairs Victoria have granted incorporated body status.

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- Required policies, including:
 - Member Protection Policy
 - Complaints, Disputes and Discipline Policy
 - Safeguarding Children and Young People policy
 - Codes of Conduct
 - Safety and Range Operating Procedures
 - Privacy Policy
 - Complaints and Disciplinary Handling Policy
 - Risk Management Policy and Risk Assessment

All of these are available on the Archery Victoria website or from the Secretary, Archery Victoria.

4.3 Facilities and Equipment

- Access to a safe and compliant archery range, approved through Archery Victoria's Range Inspection process.
- Compliance with Archery Australia Safety Guidelines and World Archery Rules.
- Sufficient safe club equipment for beginners (if intending to run courses).

4.4 Membership

- A minimum of five financial members as determined by Rules Archery Victoria Inc 2019.
- Agreement that all shooting members will become Archery Australia /Archery Victoria registered members.

5. Application Process

5.1 Initial Enquiry

Prospective clubs submit an expression of interest to Archery Victoria using Archery Australia Club Registration Form, documenting:

- Club name,
- Local council,
- Location of proposed range and/or other venues,
- Committee representatives' names and contact details,
- Intended activities (target, field, indoor, clout, community programs),

Archery Victoria Board will vote on granting provisional registration to enable processes to proceed.

5.2 Formal Application

Applicant Club submits the following:

- Completed Archery Victoria Club Affiliation Application Form.
- Application to Archery Australia to access databases (Assemble Sports, Archer's Diary, etc.).
- Copy of current constitution (Model Rules is acceptable).
- Committee member list with roles and contact details.
- Provide Working with Children Check number and expiry date for all committee members, and other members consistent with the requirements of Archery Victoria's Safeguarding Children and Young People Policy.
- Club email addresses (must be president@clubname. and secretary@clubname.).
- Evidence of Incorporation status (CAV) and ABN (if applicable).
- Range inspection request.
- Completed risk assessment.
- Commitment to follow and adhere to Archery Victoria policies.

5.3 Assessment

Archery Victoria Board will:

- Review the application for compliance;
- Conduct (or schedule) a formal range inspection;
- Conduct a review of the risk assessment;
- Assess governance documentation if policies vary from Archery Victoria;
- Meet with club representatives if required; and
- Confirm insurance coverage through Archery Australia

5.4 Approval

Affiliation when approved by the Archery Victoria Board the Applicant Club will receive:

- Written confirmation of affiliation;
- Access to Archery Victoria branding and resources;
- Listing on Archery Victoria and Archery Australia websites;
- Access to Assemble Sports and other Archery Australia databases;
- Insurance coverage through Archery Australia's insurance policy (doesn't cover fire or theft).
- Support for club development and coaching programs; and
- Access to Archery Victoria, sanctioned tournaments and State Championships.

5.5 Non-approval

If affiliation cannot be granted, the Archery Victoria Board will:

- Provide the club with the written reasons for being rejected, and
- Offer guidance and assistance for remediation and resubmission.

6. Ongoing Obligations of Affiliated Clubs

Affiliated Clubs must:

6.1 Governance

- Maintain incorporation status and financial reporting consistent with Consumer Affairs Victoria Guidelines.
- Hold an annual general meeting no more than 5 months after the end of the Club's financial year (financial year can end June or end of December).
- Complete the Archery Victoria Re-Affiliation process annually.

6.2 Membership & Reporting

- Ensure all shooting members are registered with Archery Australia and Archery Victoria.
- Ensure that membership categories are consistent with Archery Victoria Membership Policy.
- Report membership numbers to Archery Victoria Board as requested.
- Submit incident and complaint reports to Secretary Archery Victoria following Archery Victoria procedures.

6.3 Safety & Compliance

- Maintain a safe range compliant with current rules and regulations.
- Update Risk Register or Generic Risk Assessment if conditions change.
- Follow all Archery Australia and Archery Victoria policies and codes of behaviour.

6.4 Engagement

- Support Archery Victoria vision, values, goals and initiatives (e.g. Female and Youth participation).
- Participate in Archery Victoria President's Forums, meetings, workshops, and development opportunities.
- Attend the Annual General meeting either in person or online.
- Support Archery Victoria programs (e.g., tournaments, coaching, community events) where possible.

7. Renewal of Affiliation

Affiliation is renewed annually upon:

- Submission of updated club details through the Club Re-affiliation Form.
- Payment of annual affiliation fee. (do we still have this)
- Provide evidence that any additional required policies other than those mandated by Archery Victoria are maintained, current, and compliant with relevant standards or regulations.

8. Suspension or Withdrawal of Affiliation

8.1 Archery Victoria may suspend or revoke affiliation if a club:

- Fails to meet re-affiliation requirements or timeframes.
- Fails to meet Consumer Affairs Victoria requirements.
- Fails to maintain governance and/or safety standards.
- Breaches Archery Victoria or Archery Australia policies.
- Fails to meet membership or reporting obligations.
- Engages in conduct detrimental to Archery Australia/Archery Victoria or the sport.

8.2 The club will be provided written notice and a reasonable opportunity to respond or rectify issues.