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1. Purpose

To set consistent requirements for payment of judges at Archery Victoria events, and to define how levies collected from archers for non-state events are managed by the hosting club.

2. Scope

2.1 Applies to all Archery Victoria sanctioned events (tournaments, state championships and QREs) that occur within Victoria and that require judges.

2.2 This Policy enters into force and applies to Archery Victoria, Clubs and Members as of 30 November 2025. It will be reviewed on or before 30 November 2027.

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

3. Judge appointment & qualifications

3.1 All judges must hold a qualification recognised by Archery Australia, e.g. National Judge, National Judge Candidate or Event Judge.

3.2 Archery Victoria will pay the training course, accreditation and re-accreditation costs of National Judges once they are qualified and subject to the following:

- National Judges must mentor at least 2 National Judge Candidates;
- National Judges must judge at a minimum of 3 State Events per year;
- National Judges must meet all requirements of their re-accreditation processes.
- National Judge Candidates will be reimbursed costs once they are accredited as a National Judge.

Event Judge costs will rest with the individual or the individual's club.

4. Arranging Judges for Events

4.1 The Official Administrator will tentatively arrange judges for events well in advance using the Archery Victoria Calendar and Table1 below as a guide.

4.2 For each event the organising committee must contact the Officials Administrator 45 days prior to the event to request the number and level of judges required (per Section 4).

4.3 The Officials Administrator will arrange judges and notify the event organising committee of the names and levels of the judges, no less than 7 clear days before the event.

Event	Event Type	Number of Entrants	Number of Judges	Level of Accreditation
State Championship	Target	Up to 50	1	National Judge
		51-100	2	1 National Judge 1 Candidate
		100-200	3	2 National Judges 1 Candidate
State Championship	Field	1-100	2	1 National Judge 1 Candidate
State Championship	Indoor	1-20	1	National Judge
		21-60	2	1 National Judge 1 Candidate
		61-120	3	2 National Judges 1 Candidate
State Championship	Clout	1-2 Clouts	1	National Judge
		2-5 Clouts	2	1 National Judge 1 Candidate

Table 1: Number of Judges

Note: Clubs may use the above table as a guide to determine the number of judges required or they can elect to make their own determination on numbers.

5. Judge Payments at State Events

5.1 The chart below identifies the number of judges that will be paid by Archery Victoria for State Championship events. Event organisers may appoint additional judges if required for safety, event complexity, or to staff multiple ranges or venues; however, any judges appointed beyond the numbers listed will be at the organising committee's expense.

5.2 The Archery Victoria Board will determine annually the payment rates for National Judges and National Judge Candidates officiating at State Championship events.

5.3 To ensure compliance with Australian taxation requirements, payment for judging services is dependent on Archery Victoria receiving a completed *Statement by Supplier* form. This form must be submitted to secretary@archeryvic.org.au before any claim for payment or reimbursement can be processed.

5.4 Archery Victoria will not pay judges for non-State Championship events, including QREs. For these events, the hosting club or organising committee is responsible for budgeting and paying all judge allowances, fees, travel, accommodation (if applicable), and any related expenses.

5.5 Judges will send requests for payment using the Archery Victoria Expenses Claim Form to the Officials Administrator for verification. The Officials Administrator will forward the approved form to the Archery Victoria Chief Financial Officer for payment.

6. Judge Payments at Non-State Events

Archery Victoria recommends the following approach but event organisers may set local fees consistent with these guidelines:

6.1 Payment Components

- Daily fee: flat day/round fee for the judge's time on site.
 - Travel allowance: per kilometre or fixed travel payment if judge travels >X km.
 - Accommodation & meals: reimbursement if overnight stay required. As this is a reimbursement receipts will be required. (Clubs may determine the maximum amount allowed).
 1. Meals unless supplied by the club: Breakfast – \$33.90, Lunch - \$38.10. Dinner - \$64.95
 2. Accommodation: Melbourne metropolitan \$231.00, Country - \$180.00
 3. Travel by car: 88cents/km
- Australian Taxation Office 2025

6.2 Claim process

Judges are required to submit an Expense Claim Form with receipts; payment shall be made within 14 days of the event completion unless otherwise agreed.

6.3 Payment

- State events: Archery Victoria pays judges according to the agreed fee schedule for State Championship events only.
- Non-state events: hosting club/organising committee is responsible for judge payment (see levy clause below).

7. Archer Levy for Non-State Events (managed by hosting club)

To ensure judges at non-state events are remunerated fairly and to support judge development, a small per-archer levy is collected at entry and handled as follows.

7.1 Levy Collection

- Levy amount: recommended \$3.00 to \$5.00 per entrant per event depending on 1 or 2-day event.
- The levy is to be shown separately on the entry form.
- Levy is collected by the hosting club at time of entry (online or on the day).

7.2 Levy Purpose

- Primarily to pay appointed judges for the event.
- Secondary (if surplus) can contribute to judge training & development funds or remain with hosting club for future judge training costs. The hosting club must state which option it follows in the event entry form (see 6.4).

7.3 Levy accounting & Disbursement

- The hosting club must maintain records showing: number of entrants, total levy collected, judge payments (dates/amounts/recipient names), and any surplus/shortfall.
- Judges must be paid within 14 days of the event unless alternative arrangement is agreed in writing.
- **Surplus/Deficit Handling:**
 - If levy is less than the judges' costs, the hosting club covers the shortfall from event revenue.
 - If levy is more than the judges' costs, the club may:
 - retain surplus for judge development activities, or
 - refund/reduce entry fees for future events.
 - The choice must be declared in event entry form.

7.4 Standard Event Wording (to use on event form)

“A judges levy of \$X.XX per competitor is included in entry fees for this event. The levy will be collected and managed by the hosting club to meet judge fees and, where applicable, judge development. Any surplus will be retained by the hosting club for judge development OR credited to future event costs (as declared).”

8. Record Keeping

- Hosting clubs must keep levy records for 24 months and submit a summary to Archery Victoria on request.

9. Non-payment and Disputes

- If judges are not paid within 14 days, the judge may report the matter to Archery Victoria Board. The Board will mediate; persistent non-payment may affect the hosting club's future sanctioning.
- Disputes about levy application (surplus usage) should be resolved by the hosting club; if unresolved, the complainant may seek Archery Victoria review.