



**ARCHERY VICTORIA**

# **ANNUAL REPORT 2017**





## 2017 BOARD REPORT

The purposes of Archery Victoria are laid out in the Constitution of the organisation. In 2017, the Archery Victoria Board worked towards those purposes. This report is presented by the Board in support of its work. Board Members during this reporting period were:

Peter Bennett (resigned)  
Guenter Licht  
Brendan Jones  
Alan Howell  
Alec Potts  
Deb Popov-Conroy (seconded on resignation of Peter Bennett)  
Irene Norman

The Archery Victoria Board commends this report to you.

### Promotion of the growth of archery

In this reporting period, Archery Victoria, in conjunction with Archery Australia, funded and promoted a radio advertising campaign. This campaign ran before, during and after the 2016 Olympic Games and was targeted at raising awareness of the sport and increasing the interest of the general public in participating in the sport. A good deal of positive feedback was received in relation to the campaign and a number of Member Clubs have indicated that new participants in come and try programs and beginner's courses cited the campaign as a motivator to come along and participate. The Board will be considering additional campaigns during 2018 – potentially in conjunction with the 2018 Youth Olympic Games.

The development of a new Archery Victoria website has been funded by Sports and Recreation Victoria. The website is almost complete and will be hosted on the SportsTG platform. Additional emphasis on accessibility and inclusion will be a feature of the new website. It is expected that the greater functionality of the website, greater visual appeal and ease of accessing information will assist athletes of all abilities and promote the growth of the sport.

The interest in archery has grown with a number of media opportunities being sought and offered. During this period Archery Victoria referred a suitable archer to the media and supported them during a television performance. Media support for athletes in general has grown with many local archers being featured in their local newspapers. Archery Victoria has also supported a number of clubs in gaining media exposure.

As part of the grant funding provided by Sports and Recreation Victoria, the development of an Athlete Pathway Program has commenced. The first segment of this development has been published as 0106 Athlete Pathway Program (2017 – 2020). The next stage of this project is to flesh out each of the elements of the pathway and to coordinate our work with that of Archery Australia. The lack of clear pathways has been cited on a number of occasions as a reason why athletes leave the sport. By providing a clearly outlined pathway for athletes, it is hoped that retention of members will increase. The upcoming Retention and Conversion Study is being undertaken to provide more empirical evidence to support the retention of our athletes.

### Promotion of fair play, safety and enjoyment

Throughout the year, Archery Victoria has worked towards promoting transparency in our selection processes and ensuring that athletes are treated equitably. An example of this is the reformulation of our State Team Policy to ensure that our best teams are put forward and that the selection process is transparent and results based. A State Team Selection sub-committee has been appointed and continues to work through the new procedures and processes. They are currently working on providing greater visibility to athletes of progress towards selection.



Archery Victoria has made a commitment to the new Victorian Child Safe Standards and has issued a Child Safe Policy (0505). Updates have been provided to all clubs to assist in the making of commitments by clubs and templates provided for the formulation of club policies. VICSPORT also provided a presentation to Club Presidents at the mid-term President's Forum. The implications of the new policy for National events – such as the upcoming National Youth Archery Championships to be held in Victoria in 2018 – have been analysed and a plan put forward to ensure that interstate teams are made aware of the Child Safe Standards and what they need to do to comply.

Changes to Working with Children Check published by the Victoria Government were advised to all clubs and have been implemented within Archery Victoria.

After noticing a trend on some Social Media platforms relating to inappropriate use of that medium, a new Social Media Policy has been written and published (0523). The policy will help ensure that our sport is promoted as a safe and enjoyable sport and that bullying by social media is unacceptable.

## **Raising skill levels and performance of competitive archery**

A strong emphasis in supporting clubs to raise skill levels and performance has been a feature of this reporting period.

Archery Victoria hosted a coach training day undertaken by Dr James Park. This seminar was attended by approximately 70 coaches and athletes from around the State. Archery Victoria also funded and facilitated the Archery Australia High Performance Coaching Seminar in 2017. The Board will continue to seek opportunities for the advanced training of our coaches and athletes. To this end, Archery Victoria is currently in discussion with the Victorian Institute of Sport (VIS) to organise future training days for AV coaches and athletes.

In support of grassroots activity, 3 Club Instructor Courses have been completed. 37 students were trained during these courses with 26 having already achieved full accreditation. In addition 39 existing coaches have received assistance in reaccrediting and/or upgrading their coaching levels.

Archery Victoria has also assisted Archery Australia by representation on the AA Coaching sub-committee.

The success of our endeavours is reflected in the results of our athletes. Our State Teams at both senior and youth levels have been very successful and have performed to an extremely high standard. Our athletes have been strongly represented at both National and International events and have achieved some excellent results. One athlete qualified a quota spot for the Youth Olympics and has been short listed for a scholarship with the VIS. Another athlete is in their 4<sup>th</sup> year of their scholarship with the VIS. It is the intent of the Archery Victoria Board to continue to grow and foster our athletes to even greater success.

A training course for judges was also conducted during the year. 9 new National Judge Candidates have been supported to complete their training and development. They are expected to achieve full accreditation as national judges in the next 18 months. National Judge Candidates from previous reporting periods were also supported and most have now completed their training and achieved their accreditation. All judges have continued to participate in training and development opportunities and their increased skill levels will support our athletes to be the best they can be.

## **Encouraging the development of opportunities and programs for athletes of all abilities.**

Archery Victoria has designed and supported a new Grand Prix 720 series. The need for this series was identified following changes made by Archery Australia and the trends evident in World Archery. This series has now been successfully trialled and added to the Archery Victoria calendar. This series is strongly supporting our athletes by preparing them for National and International competitions.

During the reporting period Archery Victoria raised our first AV Para Honorary Team to the 2017 National Championships. We are working to do the same for 2018. A coaching and support clinic has been held for prospective 2018 team members and was well received by all who attended. Work is also underway to ensure that those supporting our para athletes are also well prepared and able to effectively assist their athletes.

A new Facebook page has been established for our para athletes. This page will keep them up to date with what is happening and what opportunities are available to them.



During the reporting period Archery Victoria has also worked on new rules for tournaments covering codes of conduct and sportsmanship.

## Fostering and coordinating efficient and effective administration

Two President's Forums have been held during the reporting period. Attendance at the Forums has been a little disappointing but those who attended offered positive comment. The strategy for engagement with Club Executives continues to be formulated. In the meantime, regular updates and opportunities are being provided to Clubs via newsletters and emails.

The use of Board Mentors for clubs has continued throughout the year with reallocation of Board Mentors following the resignation of Peter Bennett. This arrangement has been beneficial for a number of clubs – particularly those new clubs which rely on their mentor for support during their set up phase.

Survey Monkey has been utilised throughout the year to obtain athlete feedback – particularly in the development of the new 720 series and State Championships. Archery Victoria appreciates the time taken by athletes and officials in providing feedback. In all surveys completed during the year we received sufficient responses to make the data gathered statistically valid. The information provided was used by the Board in making decisions for future events and activities. Thank you to all who participated.

To support the Governance of Archery Victoria and member clubs, the Board has appointed a Working Group to look at Archery Victoria's Constitution and Governance regime. This group is working towards constitutional reform to support new Victorian Government requirements and the future needs of our sport. The group is now working towards a roadshow to provide information to member clubs and seek feedback on changes proposed.

During the year, the Archery Victoria Board has been involved in a number of 'in camera' discussions and activities in support of members and clubs seeking support in dispute resolution. Successful outcomes have been achieved with one case still ongoing.

Board Members have undertaken training throughout the year. This training has included professional development in governance, finance and social media management. Training of Board Members is ongoing.

The appointment of a Secretariat to the Archery Victoria Board has seen Peter Morey commence in this role. Peter is providing support to Board Meetings and other sundry administrative tasks.

Archery Victoria has also been actively reviewing our policies and procedures. A number of new policies and procedures are now in place and some have been withdrawn. This is primarily where those policies or procedures have been duplicates of documents already in place within Archery Australia or where our documents were contradictory to an existing Archery Australia document. Archery Victoria is dedicated to improving our governance and ensuring that we are aligned with Archery Australia in this regard.

## Representing member clubs

Significant time has been spent by Board Members in successfully supporting four member clubs who have experienced difficulties with their landlord, community or Local Government Authority. The involvement of Archery Victoria has had a positive impact on all occasions with successful outcomes in all instances – albeit not without a lot of work by member clubs and Archery Victoria Board Members. In looking at lessons learnt from these activities, member clubs are encouraged to contact Archery Victoria early in any issues or disputes which may be occurring. The earlier the involvement the easier the resolution seems to be.

Archery Victoria has undertaken these activities in conjunction with Archery Australia who have strongly supported and advised the Board on actions to be taken and issues to be resolved. Archery Victoria thanks Archery Australia for their support.

To support our work in this area, Archery Victoria has appointed the first of our Technical Advisers. Peter Bennett has been appointed as a technical adviser to support clubs in the Eastern area of the state in relation to safety and risk management issues. Peter's work to date has assisted clubs in meeting Council requirements as well as the requirements of Archery Victoria and Archery Australia. The Board intends to appoint Technical Advisers in other areas and other fields of expertise.

Archery Victoria has been actively involved with VICSPORT, the Victoria Institute of Sport and Golf Victoria in representing the interests of member clubs.

## Representing archery in the state of Victoria

Archery Victoria continues to represent archery in Victoria. Archery Victoria is a member of VICSPORT, the Victorian Olympic Committee, Volunteering Victoria and Sports Community and works with a number of other organisations who provide professional development and support.

Archery Victoria continues to have a strong relationship with Sports and Recreation Victoria and has been successful in gaining grant funding to directly support our athletes and clubs. Funding to conduct activities such as our upcoming member retention study has been negotiated.

Ongoing assistance has been provided to Victoria Police relating mainly to inappropriate use of archery equipment by non-members and also assistance with stolen or recovered archery equipment.

It is estimated that Board Members have spent in excess of 290 hours of volunteer time in representing our organisation to various authorities within the State and building relationships that ensure we remain visible and relevant to the various authorities.

Athletes have been nominated throughout the year for a number of awards and recognition schemes sponsored by the State Government and Local Government Authorities.

Of note is the work undertaken in supporting the State Government Strategic planning processes (in both Sport and Active Recreation endeavours).

## Our commitment to you

The Board of Archery Victoria is made up of volunteers who support you and your athletes and represent our sport to the Government and the community.

Over the course of the year, it is estimated that Board Members and Board Officials have invested approximately 4,200 hours of volunteer time to promote the sport of Archery in Victoria.

We will continue to do so. May our arrows fly straight and our passion continue to grow.





## 2017 SUMMARY BOARD OFFICIALS

During the Financial Year 2017, the Board of Archery Victoria utilised the services of a number of volunteers in the role of Board Officials. Board Officials were utilised in the following roles:

### State Badges Recorder

The State Badges Recorder looks after badges and awards for our athletes. Paul Gardener and Ros Greig have jointly undertaken this role.

A full stocktake of all badges and awards held by the State Badges Recorders has been received and all cash has been banked and acquitted.

With the introduction of the new on-line ordering system with Archery Australia, Archery Victoria have committed to undertaking a review of the role of the State Badges Recorder (as well as that of the State Records Recorder) and a Working Party has been set up to determine the future of this role.

The State Badges Recorders have submitted the following information for this Financial Year.

Since the introduction of the system of invoicing and direct payment by clubs into the AV account, we have had no cheques, and less handling of cash, which has been appreciated by the clubs and ourselves. We have had a few hiccups but overall things went smoothly.

Only a small number of clubs purchased badges, but those who did were pleased with the ability to get the stock they wanted. In the past few months sales have gone quiet as they have sufficient stock at the moment. With the stock being available several members applied for elite badges confident that we would follow up the claims.

We hold plenty of stock for club and state level and a small number of all gold and perfect at both the state and national level.

With the new on-line badge ordering system now up and running, it will be interesting to see how many clubs sign up for direct ordering. Any awards above club level including elite awards will still need to go through the state badge recorder, as these awards need to be verified before going to Archery Australia.

We had the embarrassing situation where a 1350 badge was lost by Australia Post delivering a severely damaged envelope, resulting in the badge going missing. We have contacted Archery Australia about a replacement badge, we are still waiting to hear whether World Archery will re-issue the badge.

One issue that came to light was that clubs were registering tournaments as state and national events thinking that silver and gold all gold / perfect medals could be awarded. This is not the case, as State medals require the words State Championship in the tournament title and National Championship for the gold equivalent.

at both the state and national level

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## **State Records Recorder**

The State Records Recorder is responsible for monitoring and issuing State Records. This large and demanding role has been undertaken by Dawn Nelson-Furnell.

Significant work has been done by the State Records Recorder to bring our State Records up to date. The State Records Recorder issued over 800 State Record Certificates during the reporting period. Some of these were earned in previous reporting periods but the number of new records set by our athletes during the reporting period was significant.

The role of the State Records Recorder is being reviewed by a Working Party (along with the role of the State Badges Recorder). The aim of this review is to determine how we transition our State Records to Archers Diary, how we archive and maintain our State Records, how we can streamline the role and reduce the workload of the State Records Recorder and how this role integrates with the State Badges Recorder (or not). Work on this activity will continue in the new reporting period.

## **State Officials Co-ordinator**

The State Officials Co-ordinator is responsible for the training, support and allocation of our National Judges and National Judge Candidates. Sheryn Licht has undertaken this role during the reporting period.

Judges were allocated to support clubs at more than 50 events during the reporting period. In addition, one of our National Judge Candidates assisted South Australia during the National Indoor Championships, travelling to Mount Gambier to support archers competing there – including archers from Victorian clubs.

Victorian Judges also assisted Archery Australia at the National Archery Championships, the National Youth Archery Championships, the National Matchplay Series and the National Para Championships.

At the end of the reporting period, Archery Victoria had 15 fully accredited National Judges and 10 National Judge Candidates. These judges were also supported by 14 QRE Officials.

A judging course was conducted during the reporting period with many of those National Judge Candidates making good progress to full accreditation.

Another judging course is scheduled for 2018.

## **State Coaching Co-ordinator**

The State Coaching Co-ordinator is responsible for the training and development of our coaches as well as ensuring that all coaches remain accredited. This role has been undertaken by Irene Norman.

Three Club Instructor Courses were completed during the reporting period. 37 coach candidates were trained during these courses with 26 having already achieved full accreditation. In addition 39 existing coaches have been reaccredited and/or upgraded in their coaching levels.

Archery Victoria hosted a coach training day undertaken by Dr James Park. This seminar was attended by approximately 70 coaches and athletes from around the State.

At the end of the reporting period, Archery Victoria had 118 Level 1 Club Instructors, 19 Level 2 Club Coaches and 12 Level 3 Regional Coaches.



**Archery Victoria<sup>inc</sup>**

Archery Victoria Inc.

P.O. Box 288

YARRAVILLE VIC 3013

## FINANCIAL REPORTS

The Financial Reports for Financial Year 2017 have been independently audited by Yarra Business Group. Yarra Business Group has no ties or affiliations to Archery Victoria or the Archery Victoria service provider for bookkeeping services. Bookkeeping services for the reporting period were provided to Archery Victoria by Top Class Accounts. The software used to maintain these accounts was Quickbooks On-line.





The Chairperson and Committee  
Archery Victoria Incorporated  
PO Box 288  
YARRAVILLE VIC 3013

### **INDEPENDENT AUDIT REPORT**

To the members of Archery Victoria Inc,

#### **Scope**

I have audited the attached special purpose financial report of Archery Victoria Incorporated for the year ended 30 June 2017, comprising of the Statement of Financial Performance and the Statement of Financial Position.

The members of the committee of management are responsible for the financial records and have determined that the accounting policies are consistent with the financial reporting requirements of the Constitution and are appropriate to meet the needs of the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members. I have conducted an independent audit of the financial report in order to express an opinion on it to the Chair and Committee.

I disclaim any assumption of responsibility for any reliance on this report to any person other than the members of Archery Victoria Incorporated or for any purpose other than that for which it was prepared.

I have conducted the audit in accordance with the Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement.

My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the applicable Accounting Standards and other mandatory professional reporting requirements.

During my review it was noted that Loans Receivables per the Balance Sheet and General Ledger provided increased from \$2,000.00 to \$4,000.00. I have been advised that \$2,000.00 was a final payment of residual profit. The Loans receivable account should therefore have a zero balance and not a closing balance of \$4,000.00. Further investigation may be required as to the correct treatment.

The audit opinion expressed in this report has been formed on the above basis.

#### **Audit Opinion**

In my opinion, except for the exclusions in the Scope and Qualifications above, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements, the financial position of Archery Victoria Incorporated as at 30 June 2017 and the results of its performance for the year then ended.



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**Auditor: PETER NANOS FIPA**

**Date:** 03<sup>rd</sup> November 2017

**Firm:** Yarra Business Group Altona

**Address:** P.O. Box 83 Altona Vic 3018



# Archery Victoria

## PROFIT AND LOSS

July 2016 - June 2017

		TOTAL
	JUL 2016 - JUN 2017	JUL 2015 - JUN 2016 (PY)
INCOME		
AV Badges Total		
AV Badges & Awards Income	3,673.20	3,855.67
Less AV Badges Purchased	-7,650.01	-2,563.27
<b>Total AV Badges Total</b>	<b>-3,976.81</b>	<b>1,292.40</b>
Donations Received	7,800.00	2,200.00
Grants	99,409.10	71,687.19
Consulting Labour in Kind	-7,800.00	
Grant SRV	-5,000.00	
State Team Travel & Accom	-12,413.26	
Training Courses	-10,255.81	-1,345.00
<b>Total Grants</b>	<b>63,940.03</b>	<b>70,342.19</b>
Interest Received		
CBA Term Deposit Int Rec'd	5,835.66	3,197.22
<b>Total Interest Received</b>	<b>5,835.66</b>	<b>3,197.22</b>
National Tournament Fees		
Entry Fees	2,227.28	
<b>Total National Tournament Fees</b>	<b>2,227.28</b>	
Sales		
AV Memberships Received	38,294.32	40,641.84
<b>Total Sales</b>	<b>38,294.32</b>	<b>40,641.84</b>
Unapplied Cash Payment Income	400.00	
<b>Total Income</b>	<b>A\$114,520.48</b>	<b>A\$117,673.65</b>
GROSS PROFIT	<b>A\$114,520.48</b>	<b>A\$117,673.65</b>
OTHER INCOME(LOSS)		
AA Memberships Received	62,778.23	64,903.78
<b>Total Other Income(Loss)</b>	<b>A\$62,778.23</b>	<b>A\$64,903.78</b>
EXPENSES		
Accountancy fees	2,526.05	4,928.96
Administration Fees		274.54
Advances not Acquited		2,000.00
Advertising	4,072.50	
Archery Heroes	1,790.63	
Audit Fees	1,800.00	1,800.00
Coaching	1,820.98	2,890.00
Computer Expense		77.25
Consultancy fees	1,345.91	0.00
Event Catering & expenses	967.39	
Filing fees	50.73	
Finance Charges		
Bank Charges # 7031	34.50	22.50
Bank Charges #3837		50.00
<b>Total Finance Charges</b>	<b>34.50</b>	<b>72.50</b>
General expenses		30.45
Gifts		9,614.06

Judges		
Judges Reimbursements	4,230.00	5,440.00
Judges Training		1,220.00
<b>Total Judges</b>	<b>4,230.00</b>	<b>6,660.00</b>
Legal costs		3,000.00
Nationals Expenses		
Nationals AA Levy	2,227.27	
<b>Total Nationals Expenses</b>	<b>2,227.27</b>	
Postage	296.27	699.40
Printing and stationery	869.29	988.34
Sponsorship		540.00
Sponsorship - Club	1,574.55	4,500.00
Sponsorship - Elite	7,225.80	3,500.00
Sponsorship - NAC	7,650.74	3,520.00
Sponsorship - Para	2,250.00	
Sponsorship - YNAC	5,645.64	5,430.00
Sponsorship Indoor State Team	85.00	290.00
<b>Total Sponsorship</b>	<b>24,431.73</b>	<b>17,780.00</b>
State Teams		
State Team Expenses	-1,205.43	3,843.18
State Team Medals (deleted)		2,262.50
State Teams - Uniforms	9,991.70	5,624.54
<b>Total State Teams</b>	<b>8,786.27</b>	<b>11,730.22</b>
Subscriptions	877.18	566.28
Tournaments & Awards		7.75
Medals & Trophies	2,836.93	4,055.43
<b>Total Tournaments &amp; Awards</b>	<b>2,836.93</b>	<b>4,063.18</b>
Travelling expenses		233.60
Uncategorised Expense		49.73
Venue Hire		131.81
Website		2,550.00
<b>Total Expenses</b>	<b>A\$58,963.63</b>	<b>A\$70,140.32</b>
OTHER EXPENSES		
Archery Aust Membership Fees	62,177.27	65,034.72
Assets Written Off		17,054.81
BAS Roundoff Gain or Loss	-0.87	-0.40
<b>Total Other Expenses</b>	<b>A\$62,176.40</b>	<b>A\$82,089.13</b>
<b>NET EARNINGS</b>	<b>A\$56,158.68</b>	<b>A\$30,347.98</b>



# Archery Victoria

## BALANCE SHEET

As of June 30, 2017

		TOTAL	
		AS OF JUN 30, 2017	AS OF JUN 30, 2016 (PY)
<b>ASSETS</b>			
Current Assets			
Accounts receivable			
Trade receivables	34,597.01		25,626.00
<b>Total Accounts receivable</b>	<b>A\$34,597.01</b>		<b>A\$25,626.00</b>
CBA Business Acct# 7031	91,336.45		111,798.73
CBA Term Deposit #9828	255,835.66		198,772.05
Undeposited Cheques	0.00		-400.00
Accrued Income	-5.00		-5.00
CLUB LOANS			
Loan - Angel Archers	2,150.00		3,150.00
Loan - PITA	1,450.00		1,900.00
Loan - Wangaratta	8,150.00		3,950.00
Loan -Greater Hamilton Archers	2,200.00		2,750.00
Loan ORION	5,000.00		
<b>Total CLUB LOANS</b>	<b>18,950.00</b>		<b>11,750.00</b>
Loans Receivable	4,000.00		2,000.00
<b>Total Current Assets</b>	<b>A\$404,714.12</b>		<b>A\$349,541.78</b>
<b>Total Assets</b>	<b>A\$404,714.12</b>		<b>A\$349,541.78</b>
<b>LIABILITIES AND SHAREHOLDER'S EQUITY</b>			
Current liabilities:			
ATO Integrated Client Account	4,481.00		5,004.00
BAS Liabilities Payable	504.56		967.90
Sundry creditors	33.74		33.74
<b>Total current liabilities</b>	<b>A\$5,019.30</b>		<b>A\$6,005.64</b>
Shareholders' equity:			
Net Income	56,158.68		30,347.98
Retained Earnings	343,536.14		313,188.16
<b>Total shareholders' equity</b>	<b>A\$399,694.82</b>		<b>A\$343,536.14</b>
<b>Total liabilities and equity</b>	<b>A\$404,714.12</b>		<b>A\$349,541.78</b>