



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Provision of First Aid Training to AV Member Clubs		
Author:	Archery Victoria Board		
Approved:	28-Jan-21	Replaces:	New
Number:	0494	Pages:	3

0494 Provision of First Aid Training to Archery Victoria Member Clubs

INTRODUCTION

The Board of Archery Victoria is committed to supporting volunteers and their clubs to ensure the health and wellbeing of all those involved in the sport of Archery in Victoria.

PURPOSE

The purpose of this policy is to outline arrangements which are in place for the provision of First Aid Training to Member Club volunteers.

POLICY

Member Clubs within Archery Victoria have a need for certain volunteers to be trained in basic First Aid procedures. In order to ensure that clubs have access to this training Archery Victoria has entered into a preferred provider relationship with Life Saving Victoria for the provision of First Aid training. This relationship does not preclude Member Clubs from entering into an arrangement with other organisations for the provision of this training.

Life Saving Victoria are an accredited training organisation (RTO 21799) for the provision of First Aid Training.

To ensure that there are no financial impediments for clubs in relation to the provision of this training, payment for all designated training provided through Life Saving Victoria will be met by Archery Victoria and will be factored into the Archery Victoria budget. Clubs or individuals will need to meet the costs of the courses and seek reimbursement on successful completion of the courses.

AV will meet the cost of training of the following Member Club volunteers:

- all current, accredited Victorian coaches,
- all current Victoria judges including National Judges, National Judge Candidates and Event Judges, and
- up to 4 additional Member club volunteers subject to discussions with Archery Victoria on the individual Member Club needs.

Member Clubs who host State Championship and Grand Prix Events should ensure that they have enough trained First Aiders to cover the requirements of these events.

The list above does not imply that all coaches and judges must undertake First Aid Training. It is, however, recommended that they consider adding this training to their qualifications.

The training to be undertaken will be:

- HLTAID001 Provide cardiopulmonary resuscitation.
- HLTAID002 Provide basic emergency life support.
- HLTAID003 Provide first aid.

Archery Victoria will also meet the cost for renewal of First Aid training certification as required.

Should a Member Club enter into an arrangement with another accredited training organisation for the provision of First Aid training, Archery Victoria will meet the costs of such training provided that the cost is equal to or lesser than that which would have been incurred had the Member Club used the services of Life Saving Victoria or any other preferred provider with whom Archery Victoria may enter into a future relationship for this training. The same procedures as outlined below will apply under these circumstances.

FIRST AID TRAINING PROCEDURES

RESPONSIBILITIES

The Archery Victoria Board is responsible for the development and review of this policy.

All Board members, Board Officials, Committees of Member Clubs, casual, permanent and contract staff and volunteers are responsible for adhering to this policy.

Member Clubs are responsible to ensure that records of training are maintained and that anyone providing First Aid at the club remains is certified to do so.

Please note that anyone with a higher qualification than those listed herein– e.g. a medical practitioner – does not need to complete this training to be able to administer first aid as long as the administration of first aid is in line with their qualifications. It is recommended that Member Clubs also keep records of any club volunteer holding such qualifications.

PROCEDURES

Member Clubs are to provide to Archery Victoria at the commencement of a new Financial Year a list of Member Club volunteers requiring First Aid training – or renewal of First Aid training certification. This list should include the name of the volunteer, their role within their club and contact details for the member. For the purposes of this policy a new Financial Year is designated to commence on 1 Jul of any given year.

The training list may be sent via email to secretary@archeryvic.org.au (cc the Member Club Board Mentor as published from time to time by Archery Victoria) or communicated in some other way acceptable to Archery Victoria. It is understood that the needs of the Member Clubs may change throughout the year and clubs may update and modify their lists quarterly

– end September, end December, end March – should that be necessary.

Archery Victoria will approve the list or negotiate a modified list with the Member Club.

Once approved, Member Club volunteers (or the club itself) will book into the required courses. Payment for the courses will be made by the Member Club or the individual volunteer.

On successful completion of the courses, club volunteers are to forward to secretary@archeryvic.org.au their:

- certificate of completion,
- a receipt or other evidence of payment, and
- a completed Form 0643 Expense Claim Form – First Aid Training. Form 0643 is available for download on the Archery Victoria website.

Archery Victoria will provide reimbursement (approved as per the Archery Victoria Schedule of Delegations) to the individual volunteer or Member Club as appropriate.

(End Document)