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Doc No.:	1201	Version:	02
Revised Date:	30/09/2025	Replaces Version:	0494
Review Date:	30/09/2027	Pages:	3

## 1. Policy

1.1 The Archery Victoria Board/Club recognises the importance of First Aid in the initial treatment of injuries and illness, and in preventing further harm. The health, safety and wellbeing of our members, volunteers, and visitors is a key priority.

1.2 This policy provides guidelines for the provision, implementation and training for First Aid at all Club events. In outlining these procedures, the Club follows current industry, community sport, and government First Aid guidelines.

1.3 This Policy, and associated documents enter into force and applies as of 30 November 2025. It will be reviewed on or before 30 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.

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

## 2. First Aiders

2.1 The Archery Victoria Board/Club is reliant on volunteers in all areas of its operations, including First Aid. At archery tournaments and other events, the Club must nominate a volunteer as the primary First Aid Officer. This person will be identified to the assembled members at the post event muster. The number of First Aiders will be determined based on the level of risk through the Risk Management process.

2.2 Designated First Aiders shall hold a current HLTAIDO11 Provide First Aid qualification from an accredited Registered Training Organisation, along with a current annual update of HLTAID009 Provide Cardiopulmonary Resuscitation or equivalent qualifications.

2.3 Clubs affiliated with Archery Victoria may have a need for certain volunteers to be trained in basic First Aid, the club should ensure that all accredited Victorian coaches, Victorian judges including National Judges, National Judge Candidates and Event Judges are qualified First Aiders. This Policy 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.

2.4 In addition, the club will ensure that additional members are also qualified. The number of additional first aid trained people shall be determined based on risk through the Club's risk assessment process.

2.5 Clubs are responsible to ensure that records of training and qualifications are maintained and that anyone providing First Aid at the club remains certified to do so. The Secretary shall sight the qualification and maintain details of the qualified First Aider in the First Aider Register.

2.6 Any member with a higher qualification than those listed in this Policy document, 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 Clubs also keep records of any club volunteer holding such qualifications.

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2.7 Clubs shall post a First Aiders identification poster for First Aiders and Emergency Info with names and photos of all currently accredited First Aiders on the Club Notice Board.

2.8 The Club may, where appropriate, subsidise the cost, or provide access to recognised First Aid and CPR training for members wishing to upskill. Clubs may choose to reimburse the costs of training after 12 months of First Aid service to the club. After this qualifying period members should forward to their Club Secretary, a:

- Statement of Attainment from the training provider;
- Receipt or other evidence of payment; and
- Completed Expense Claim Form available for download on the Archery Victoria website.

2.9 The Club may, also choose to subsidise the cost, or provide access to recognised First Aid and CPR training for Coaches wishing to use First Aid as a means of meeting re-accreditation requirements. This is solely the choice of the Club and is at the Clubs expense.

2.10 While Archery Victoria recognises the importance of ensuring adequate First Aid coverage at clubs and events, it is not able to subsidise all First Aid training and CPR upgrades.

To support smaller clubs with limited resources, Archery Victoria has established a Small Clubs Grant Program to assist with funding for essential training and equipment, including First Aid.

Applications for funding are to be made in accordance with the Small Club Grants Policy.

2.11 Archery Victoria will cover the cost of First Aid training and CPR updates for accredited National Judges. Reimbursement for training expenses will be made upon accreditation as a National Judge.

Qualified Judges seeking reimbursement must provide the Officials Administrator with the following:

- A Statement of Attainment from the training provider;
- A receipt or other proof of payment; and
- A completed Expense Claim Form, available for download from the Archery Victoria website.

Archery Victoria will only fund CPR updates and First Aid re-accreditation training where the Judge has a record of regular officiating at Archery Victoria events.

If a Judge ceases officiating, Archery Victoria will no longer provide funding for First Aid or CPR training.

### **3. First Aid Kits**

#### **3.1 Club Rooms**

3.1.1 First Aid kits must:

- Be dustproof, damage-resistant, and clearly marked with a white cross on a green background, and
- Be easily accessible and never locked.

3.1.2 A designated Club First Aid Officer must inspect the kit quarterly (every three months) to ensure it is fully stocked and that items are within expiry dates. The Club Secretary must be notified if replenishment is required.

#### **3.2 Judges Kits**

3.2.1 Each Judge's bag should include:

- A basic First Aid kit (see Clause 6); and
- Incident Report Forms.

3.2.2 Used first aid equipment is to be reported to the Official's Administrator who is responsible for ensuring kits remain adequately stocked. Purchases of kits and the costs of restocking should be submitted with receipts by the Officials Administrator to [cfo@archeryvic.org.au](mailto:cfo@archeryvic.org.au), including details of the purchase and bank account details for reimbursement.

3.2.3 A Judge that ceases to judge at Archery Victoria events will return the First Aid kit to the Officials Officer when requested by the Officials Administrator.

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## 4. First Aid Treatment

4.1 If a person requires First Aid, the nearest First Aider will provide care within the limits of their training and capability.

Where required, emergency services (000) must be called without delay.

For less serious injuries requiring non urgent referral to a clinic or hospital, the First Aider will determine appropriate transport in consultation with the patient/parent/guardian. It is recommended that two people, one of which is a First Aider accompany the injured person to the clinic or hospital.

4.2 The First Aid Officer must record the following details on the Incident Report Form;

- Name and location of the injured/ill person
- Type of injury or illness (if known)
- Treatment provided
- Outcome (if known)

4.3 The Incident Report Form shall be forwarded to the Club Secretary as soon as practicable after the event.

4.4 The Club Secretary will complete or cause to be completed the remainder of the incident reporting process.

## 5. First Aid Records

5.1 All injuries and incidents must be documented on the same day, using Incident Report Form supplied in the Judges kits, or from the Club's First Aid Kit.

5.2 The use of First Aid supplies must be recorded, with prompt arrangements made for replenishment.

5.3 First Aid records will be stored securely by the Club in accordance with privacy legislation and may be used for insurance, safeguarding, or risk management purposes.

## 6. Judges First Aid Kit

6.1 St John Ambulance's compact Waterproof First Aid Kit contains both first aid and safety items.

6.2 The tough red vinyl bag with fold down rim and adjustable release locks keep first aid items dry.

6.3 Contents (or similar)

Item Code	Description	Qty
1051	Bandage Heavy Crepe 7.5cm	1
1181	Triangular Bandage 110 x 110cm	1
2080	Wound Dressing No 13	1
2240	Shapes Plasters (SO Assorted)	1
3010	Scissors S/S Sharp/Blunt 12.5cm	1
3080	Emergency Accident Blanket	1
3140	Notebook & Pencil	1

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3205	Whistle	1
3218	First Aid Quick Reference	1
5111	Saline Steritube 15ml	2
223501	Adhesive Island Dressing 8.3cm x6cm	2
309105	Splinter Probes x5	1
321002	Torch & batteries	1
357501	Poncho	1
505400	Cleansing Wipes	4
305402M	Gloves nitrile medium pair	1