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1. Introduction

1.1 Coaches play a critical role not only in supporting the development of archers but also in promoting a positive and safe environment in clubs and at events. This policy provides guidance for clubs in clearly defining expectations for coaches within Archery Victoria.

1.2 This policy aligns with the Play by The Rules Code of Conduct and expects that coaches affiliated with Archery Victoria will adhere to Play by the Rules principles of:

- Safety and wellbeing of participants
- Coaching with care
- Understanding your role and influence as a coach
- Upholding the integrity of sport

2. Purpose

2.1 Archery Victoria has adopted the National Integrity Framework (NIF) regarding the protection and well-being of members and particularly in the integrity of coaches. The NIF is designed to create a safe and fair sporting environment by establishing rules about unacceptable behaviours in sport.

2.2 This policy, along with the Safeguarding Children and Young People Code of Conduct, provides guidance on acceptable behaviour for coaches during any activity held by or under the auspices of Archery Victoria and/or its affiliated clubs.

2.3 This Policy enters into force and applies to Archery Victoria, affiliated Clubs and Members 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.

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

3. Policy Coverage

This policy applies to all coaches involved in coaching activities held by or under the auspices of Archery Victoria and/or its affiliated clubs or at an affiliated Club.

4. Responsibilities

Coaches must:

- Respect the rights, dignity, and worth of all administrators, officials, team members, other coaches, judges, and visitors.
- Reject and have zero tolerance for harassment, bullying, or other prohibited behaviours.
- Treat archers under their guidance with respect at all times.

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- Be fair, considerate, honest, and consistent with all archers.
 - Strictly comply with the Archery Victoria Code of Conduct in dealings with participants, archers, coaches, officials, and parents.
 - Provide feedback in a manner sensitive to their student's needs, avoiding overly negative criticism.
 - Recognise the archer's right to consult other coaches and advisers; cooperate with specialist coaches.
 - Treat all archers fairly, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, or other conditions.
 - Encourage archer independence and responsibility for behaviour, performance, decisions, and actions.
 - Involve archers in decisions that affect them.
 - Promote mutual respect among all archers, regardless of skill level.
 - Ensure training tasks are age-appropriate, safe, and suitable for the archer's physical and psychological condition.
 - Ensure any physical contact is appropriate and necessary for skill development.
 - Avoid any sexual intimacy or compromising situations with archers under their guidance.
 - Actively discourage performance-enhancing drugs, alcohol, tobacco, illegal substances, competition manipulation, and betting on outcomes.
 - Avoid exploiting coaching relationships for personal, political, or business gain.
 - Respect the role of officials in ensuring fair competition.
 - Know and abide by relevant Archery Victoria policies, rules, regulations, and standards, and encourage archers to do the same.
 - Be honest about qualifications and avoid misrepresentation.

5. Coaching Programs

5.1 Come'n'Try and Archery Instruction Program

Objective:

Provide on-demand structured coaching for archers in Victoria while ensuring fair remuneration for coaches.

Recommended Structure:

- Clubs may undertake sessions themselves or contract a principal to provide coaching services.
- If external hire:
 - The principal provides and manages their coaching staff and is the main contact with the club.
 - The principal arranges all bookings for Come'n'Try and Archery Instruction sessions.
 - Principal provides all equipment other than target butts and target faces.
 - Clubs must not interfere with the coaching program.
- If internally managed:
 - The Club arranges club coaches and arranges bookings for Come'n'Try and Archery Instruction sessions, club provides all equipment, target butts and target faces.

Oz Bow Come'n'Try:

- OzBow Come'n'Try: \$20 per person (recommended retail price) for a 90-minute session, on completion the person may progress onto OzBow Archery Instruction.
- 10% of participant fees is paid to the club for target wear and tear (may be waived at club discretion for club members).

OZ Bow Archery instruction:

- OzBow Archery Instruction: \$150 per person for six 90-minute sessions.
- Oz Bow Archery Instruction level coach (club or principal) is responsible for archers the 6 sessions where the person is expected to progress to 40 metres.
- After qualifying at 40 metres, archers may choose their own coach.
- Further coaching by the principal may be made available at fee to be determined between the two parties (See Clause 5.2, no club coaching fee applies. Note: Club shooting fees may apply).

5.2 Independent Coaching on Club Grounds

Coaching Structure:

- Coaches who operate independently of a club, must be an AA accredited Archery Coach or High-Performance Coach.
- Coaches may join a principal's business, but independence is the default.
- Independent coach insurance coverage relies on the coach's own Public Liability Insurance and Professional Indemnity Insurance, not Archery Australia's insurance policy.

Fees:

- Coaches may determine their own hourly fees and agree them with the Archer prior to commencing.
- Clubs must be notified of the arrangements in writing, and agreement must be made with the Club Committee about the target fees to be paid to the club.

Coach-Club-Archer Relationships:

- Appropriately qualified coaches may advertise availability across multiple clubs.
- Clubs may produce a list of prospective qualified coaches for members, and post on the Notice Board or similar.
- Members may select any coach regardless of club affiliation.

6. Requirements for All Coaches:

6.1 All coaches must be a current member with Archery Victoria and Archery Australia, hold and maintain current Archery Australia accreditation, a valid Working with Children Check and comply with all Archery Victoria policies and codes of conduct.

6.2 In addition, independent coaches must hold appropriate Public Liability Insurance and Professional Indemnity Insurance as conditions of their independent coaching role. Clubs must verify all requirements before allowing independent coaching on their grounds. Clubs may be liable in the case of a claim if uninsured coaches are allowed to instruct.

6.3 Clubs that allow independent coaches without the required insurances will be in breach of this policy.

7. Coach Training and Accreditation

7.1 Archery Australia is responsible for the education, development, and accreditation of coaches at all levels, Community, Level 1, Level 2, Level 3, and Level 4, within Australia.

7.2 Archery Victoria will oversee the ongoing development and accreditation of Community, Level 1, and Level 2 coaches, ensuring all training aligns with the Archery Australia Coaching Framework. The delivery and accreditation of Level 3 and Level 4 coaches will remain the responsibility of Archery Australia.

7.3 Training and accreditation costs will be determined by the Archery Victoria and will include the registration fee as set by Archery Australia. Clubs may, at their discretion, choose to reimburse prospective coaches these fees.

8. National Insurance Policy

8.1 Covered Activities

The policy provides coverage for coaching activities that are formally sanctioned and approved by an affiliated Club, Archery Victoria or Archery Australia. This includes:

- On-site activities conducted at the affiliated Club.

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- External activities, such as school and community engagement programs, provided they have received prior and explicit approval from an affiliated Club, Archery Victoria, or Archery Australia.
 - Coaching provided under the auspices of an Archery Victoria affiliated club ensures that both the archer and coach are covered under Archery Australia's insurance policy.
 - Direct payment to an independent coach does not provide coverage under the National Insurance Policy.

8.2 Policy Exclusions

The Archery Australia insurance policy does not extend to the following circumstances:

- Individuals operating a private coaching business.
- Any coaching activities conducted externally that have not been officially sanctioned or approved by an affiliated Club, Archery Victoria, or Archery Australia.
- Activities where the coach or instructor does not adhere to the Archery Australia Coaching Program and Guidelines.
- Misrepresenting payment methods to claim insurance is considered fraud

8.3 Conditions for Remuneration

Coaches may receive payment for their time or reimbursement for out-of-pocket expenses under the following conditions:

- All remuneration or expense amounts must be formally approved by the affiliated Club, Archery Victoria, or Archery Australia.
- Payments must be disbursed by, or with the explicit agreement of, the affiliated Club, Archery Victoria, or Archery Australia.

8.4 Taxation Obligations

Individuals receiving payment for coaching activities are responsible for their own tax obligations. For guidance on the tax implications for volunteers and not-for-profit organisations, please refer to the Australian Taxation Office.

9. Further Information

The Australian Sports Commission has developed a modern approach to coaching, available here: <https://www.ausport.gov.au/coaching/community>