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## 1. Purpose

To establish consistent requirements for the payment of judges at Archery Victoria sanctioned events, including both State and non-State competitions. This policy defines the required number of officials, the method and rates of financial compensation for judges, and the responsibilities of hosting clubs in collecting and remitting applicable payment levies.

The policy also outlines how judge payments are administered by Archery Victoria and how any surplus levy funds are managed and applied, including their use for judge travel reimbursement, education, and training initiatives.

## 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 15th March 2026. It will be reviewed on or before 15<sup>th</sup> March 2028. Unless required by changes to legislation, changes to the Rules of Archery Victoria, Archery Australia or World Archery policies, or as determined necessary by the Archery Victoria Board.

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 current qualification recognised by Archery Australia, i.e. National Judge, National Judge Candidate or Event Judge.

3.2 Archery Victoria members who wish to become National Judge Candidates (or their club) will be required to pay for the training costs as displayed in the relevant documentation for the course. Once the participant has passed their exams to become a National Judge Candidate and furthermore fulfils the requirements to be accredited as a National Judge, Archery Victoria will reimburse the individual (or the club).

3.3 All National Judges in Victoria are expected to adhere to the following to be endorsed for reaccreditation with Archery Australia:

- mentor National Judge Candidates as required on a rotational basis;
- make themselves available to judge at a minimum of 2 State Events per year;
- meet all requirements of the re-accreditation processes.

3.4 Event Judge costs (if any) will rest with the individual (or the club).

## 4. Arranging Judges for Events

4.1 The Officials Administrator will tentatively arrange judges for all State Events, Interclub events but not QREs and other events using the Archery Victoria Calendar and Table 1 below as a guide.

4.2 For each event the organising committee must contact the Officials Administrator 21 days prior to the event to request the number and level of judges required (per Section 4, Table 1).

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 Butts	Number of Judges	Level of Accreditation
State Championship	Target and Indoor	Up to 10 butts	1	1 National Judge
		11 to 20 butts	2	1 National Judge 1 Candidate OR 2 NJs
		21 to 30 butts	3	2 National Judges 1 Candidate OR 3 NJs 1 DOS
		31 to 40 butts	4	2 National Judges 2 Candidates OR 4 NJs plus 1 DOS
		41 plus butts	Determined by the Chair of Judges in consultation with the Host Club	
Judges are not required to officiate at more than 2 flights of Indoor per competition day. Clubs conducting more than 2 flights in a single day must negotiate additional costs with the judge concerned. Judges wishing to shoot one flight and judge 1 flight shall make arrangements with the Host Club, but should not expect to be paid the full day base rate.				
State Championship	Field	24 butts	2/3	2 National Judges OR 1 National Judge and 2 Candidates
State Championship	Clout	1 Judge per Clout (may be Candidates with a National Judge supervising).		

Table 1: Number of Judges and Accreditation Level

**Note:** Clubs may use the above table as a guide to determine the number of judges required for non-State events or they can elect to make their own determination on numbers. It is the Clubs responsibility to seek advice from the Chair of Judges on qualifying score and record implications.

Other combinations of National Judge, National Judge Candidate, Event Judge and DOS may be possible depending on actual butt numbers and can be negotiated with the Chair of Judges. A DOS is suggested for all events, however only required for more than 20 butts or by National Judge request.

## 5. Judges at State Events

5.1 Table 1 above, 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 above will be at the organising committee's expense.

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5.2 Clubs hosting State events on behalf of Archery Victoria will apply a levy on each entrant of \$10.00 per day for the payment of judges. The total amount of levies charged shall be forwarded to the CFO Archery Victoria within 30 days of the completion of the event.

5.3 Archery Victoria will pay National Judges and Judge Candidates a base rate reimbursement of \$120/day indexed at 5% per year (unless reviewed) for State Events (State Target, State Short Range, State Indoor, State Field, and Indoor Matchplay).

5.4 If travel and accommodation expenses exceed the base rate then costs as per the schedule below are applied to ensure a Judge is not out of pocket. Arrangements can be made by negotiation with the host club and total projected amount must be approved by the Archery Victoria President 7 days prior to the event.

- Travel allowance: at 88cents/km (Australian Taxation Office 2025) for travel over 50kms one way plus any applicable road tolls.
- Accommodation & meals: reimbursement if overnight stay required (only with prior approval of President Archery Victoria). As this is a reimbursement receipts must be supplied with Expenses Claim Form.
  1. Meals for overnight stay (unless supplied by the club): Breakfast – up to \$33.90, and Dinner – up to \$64.95
  2. Accommodation: Melbourne metropolitan up to \$231.00, Country – up to \$180.00.

5.5 If a Judge is already attending the event as a spectator/entrant then only the base rate or portion of the base rate applies.

5.6 The Archery Victoria Board will review bi-annually the payment rates and levies for National Judges and National Judge Candidates officiating at State Championship events.

5.7 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.

5.8 To ensure compliance with Australian taxation requirements, payment for judging services is dependent on the Secretary, Archery Victoria receiving annually, a completed *Statement by Supplier* form. This form must be submitted to [secretary@archeryvic.org.au](mailto:secretary@archeryvic.org.au) before any claim for payment or reimbursement can be processed.

5.9 Archery Victoria does 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 as outlined in Clause 6 below.

## **6. Judges at Non-State Events**

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

6.1 To ensure judges at non-State events are remunerated fairly, Clubs who collect a judge's levy as a component of a non-State event entry fee must use the levy to pay the judges officiating at the event the same base rate as Archery Victoria pays for State Championship events.

6.2 Judges are required to submit to the host club an Expense Claim Form with receipts; payment shall be made within 14 days of receipt of the claim unless otherwise agreed in writing.

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6.3 If the hosting club does not have club members who are accredited judges and/or available to officiate, the club may engage judge services through Archery Victoria at a rate of \$200 per judge per day.

- Judges will be reimbursed by Archery Victoria in accordance with Clause 5.4.
- The balance of the fee paid to Archery Victoria will be retained by Archery Victoria and held in a designated account to support judge travel reimbursements where required or judge education and training costs.

## **7. Archer Levy**

### **7.1 Levy Collection**

- Levy amount: \$10.00 per day per entrant.
- 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).
- The levy is forwarded to Archery Victoria within 30 days of the event.

### **7.2 Levy accounting and disbursement**

- The hosting club must maintain records showing: number of entrants, total levy collected, judge payments (dates/amounts/recipient names), and any surplus or shortfall.
- Surplus/Deficit Handling:
  - For State events, Archery Victoria will meet any shortfall provided that projected shortfall is approved by the President Archery Victoria prior to the event.
  - For non-State events:
    - If total levy collected is less than the cost of judges, the hosting club covers the shortfall from event revenue.
    - If total levy collected is more than the cost of judges, the club may:
      - retain surplus for development of new judges within the Club, or
      - refund/reduce entry fees for future events.
  - The choice must be declared on the event entry form.

7.3 Wording to be used on entry fees to describe the levy. "A \$10 judge's levy is included in your entry fee. This money helps pay the judges for the event. If there is any money left over, it will either be used for future judge training and development or put towards the cost of future events, as advised by the hosting club".

## **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 of submitting an Expenses Claim Form, the Judge may report the matter to the Archery Victoria Board. The Board will mediate and their decision will be final.
- Persistent non-payment may affect allocation of judges to future events at the offending Club.
- Disputes about use of surplus levy fees shall be resolved by the Archery Victoria Board.