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1. Purpose

1.1 This policy provides guidance and recommendations on membership categories, including associated eligibility, rights, responsibilities, fees, and administrative processes, for consideration by affiliated clubs of Archery Victoria. It is intended to assist clubs in developing membership structures that are equitable, non-discriminatory, consistent, transparent, and aligned with relevant legislation and insurance requirements.

1.2 The guidance offered supports Archery Victoria's strategic goal of fostering positive, inclusive, equitable, non-discriminatory, and ethical club environments. Clubs are encouraged to consider these recommendations in a way that best suits their individual circumstances, while promoting fair access, reducing barriers to participation, and supporting a welcoming and respectful culture for all members.

1.3 Principles

In applying this guidance, clubs are encouraged to be guided by the following principles:

- Inclusion – Membership structures should be welcoming and accessible to people of all backgrounds, abilities, ages, and experiences.
- Equity and Fairness – All members should be treated equitably, non-discriminatory and with clear and consistent application of rights, responsibilities, and fees.
- Transparency – Membership categories, benefits, and obligations should be clearly communicated and easy to understand.
- Accessibility – Clubs should seek to minimise financial, physical, and social barriers to participation wherever possible.
- Respect and Safety – Membership frameworks should support safe, respectful, and supportive environments for all participants.
- Good Governance – Processes for membership application, renewal, and termination should be fair, documented, and consistently applied.

2. Scope

2.1 Applies to all individuals, families, clubs and organisations that seek membership or who are current members of Archery Victoria. It complements and complies with the Rules of Archery Victoria, Codes of Conduct, Safeguarding and Child Safety policies and other relevant Archery Victoria policies.

2.2 This Policy, enters into force and applies to Archery Victoria, affiliated Clubs and Members as of 30th May 2026. It will be reviewed on or before 30th May 2028. 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.

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

2.4 This policy may be amended by the Archery Victoria Board. Significant changes will be communicated to members at least 30 days before taking effect.

3. Membership Types (Definitions & Conditions)

3.1 Below are Archery Victoria membership categories with definitions, eligibility, rights and typical privileges and obligations. in line with the Rules of Archery Victoria, the Board may add, remove or alter categories by Board Special Resolution.

3.2 To be a registered member of Archery Victoria the person must be financial with Archery Australia, Archery Victoria, and an Archery Victoria affiliated club in accordance with Archery Victoria Rule 8.

3.3 A member must be a person of good character and integrity and must conduct themselves in accordance with the Archery Victoria Code of Conduct and Archery Victoria policies.

The Club may require prospective members to provide evidence of their suitability and good standing, as reasonably determined by the Committee.

Failure to satisfy the Committee of these requirements may result in the application being declined at the Committee's discretion.

Any decision to decline an application must be made in accordance with Archery Victoria's Membership Policy and be communicated to the applicant.

3.4 Individual Member

An Individual Member of this category, is a person aged 18 years or older who has completed the required application process and paid the applicable fees. Individual Members are financial members of Archery Australia, Archery Victoria, and an affiliated Archery Victoria club.

Individual Members may also choose to join one or more additional affiliated Archery Victoria clubs. These additional memberships (previously referred to as 'Associate Memberships') do not provide any additional competition or insurance entitlements beyond those included with the first Archery Victoria club joined.

For the purposes of competition and representation, the first club joined, by default, will be assigned to an Individual Membership. The club assignment and membership number can be transferred to another club membership (if held) on request. The re-assignment process is to be managed by the club being re-assigned to, via Archery Victoria and Archery Australia. Fees for additional club memberships are limited to the affiliated club component only.

Rights & Privileges:

- Voting rights at Club Meetings will be granted after a set and established period of time determined by the Club, not exceeding 30 days from the date of joining.
- May attend Archery Victoria General Meetings and participate in debate but has no voting rights.
- Able to be nominated to Club Executive positions.
- Access to competitions through Archery Victoria and Archery Australia.
- Access to insurance coverage Archery Australia insurance policies.
- Eligible for selection to representative teams (Victoria and Australia).
- Access to coaching, training, and development programs.
- Eligible to be nominated for Archery Victoria and Archery Australia awards.

Obligations:

- Comply with all Archery Victoria, Archery Australia, Sport Integrity Australia, and club policies and with all relevant Codes of Conduct.
- Adhere to all rules and regulations for in-competition and out-of-competition conduct.
- Maintain a current Working with Children Check (WWCC) where working with minors in a supervisory or volunteer capacity.
- Maintain any required accreditations or qualifications relevant to their role.
- Disclose any conflicts of interest, actual, potential and perceived, that may unduly influence a club.

3.5 Individual Member – Youth (Under 18)

An Individual Member of this category, is a person under 18 years of age on the date of application, who has parent or guardian consent, and who has completed the required application process and paid the applicable fees. Individual Members are financial members of Archery Australia, Archery Victoria, and an affiliated Archery Victoria club (their primary club).

Individual Members may also choose to join one or more additional affiliated Archery Victoria clubs. These additional memberships (previously referred to as 'Associate Memberships') do not provide any additional competition or insurance entitlements beyond those included with the first Archery Victoria club joined.

For the purposes of competition and representation, the first club joined, by default, will be assigned to an Individual Membership. The club assignment and membership number can be transferred to another club membership (if held) on request. The re-assignment process is to be managed by the club being re-assigned

to, via Archery Victoria and Archery Australia. Fees for additional club memberships are limited to the affiliated club component only.

Rights & Privileges:

- Access to competitions through Archery Victoria and Archery Australia.
- Access to insurance coverage Archery Australia insurance policies.
- Eligible for selection to representative teams (Victoria and Australia).
- Access to coaching, training, and development programs.
- Eligible to be nominated for Archery Victoria and Archery Australia awards.
- No voting rights.

Obligations:

- Parent or guardian must ensure the Youth Member complies with all relevant Archery Victoria and Archery Australia policies.
- Parent or guardian contact details must be provided and kept current.

3.6 Life Member (Archery Victoria)

A person awarded Life Membership by a special resolution at an Annual General Meeting in recognition of exceptional service to the sport, in accordance with Archery Victoria Rule 8.3, and Archery Victoria Life Membership Policy. Life Members are nominated and approved under the Rules of Archery Victoria.

Rights & Privileges:

- Perpetual membership with privileges equivalent to an Individual Member.
- May attend Annual and General Meetings and participate in debate, but has no voting rights
- Eligible to be nominated for Archery Victoria and Archery Australia awards.
- Exempt from Archery Victoria (only) membership fees.

Obligations:

- Comply with all Archery Victoria Archery, Australia Sport Integrity Australia and club policies and with all relevant Codes of Conduct.
- Adhere to all rules and regulations for in-competition and out-of-competition conduct.
- Maintain a current Working with Children Check (WWCC) when working with minors in a supervisory or volunteer capacity.
- Maintain any required accreditations or qualifications relevant to their role.

3.7 Individual Member Non-Shooting or Volunteer

An Individual Member of this category, is a person aged 18 years or older who has completed the required application process and paid the applicable fees. Individual Members are financial members of Archery Australia, Archery Victoria, and an affiliated Archery Victoria club, who wishes to be affiliated with a club in a volunteer or administrative capacity, and who does not require shooting or competition privileges.

Non-Shooting or Volunteer Members pay Archery Australia, and Archery Victoria, fees according to their fee structures. Clubs may also require payment of affiliated club fees, but these members should not be required

to pay shooting-related fees. Clubs may consider offering a reduced fee to cover incidental expenses, such as social events or club functions.

Rights & Privileges:

- Voting rights at Club Meetings will be granted after a set and established period of time determined by the Club, not exceeding 30 days from the date of joining.
- May attend Archery Victoria General Meetings and participate in debate but has no voting rights.
- Participation in club operations, administration, and events in a volunteer capacity.
- Able to be nominated to Club Executive positions.
- Access to insurance coverage Archery Australia insurance policies.
- Access to coaching, training, and development programs.
- Eligible to be nominated for Archery Victoria and Archery Australia awards.
- No competition and no shooting.

Obligations:

- Comply with all Archery Victoria, Archery Australia, Sports Integrity Australia and club policies.
- Maintain a current Working with Children Check (WWCC) when working with minors in a supervisory or volunteer capacity.
- Adhere to all Codes of Conduct and volunteer standards set by the club.
- Disclose any conflicts of interest, actual, potential and perceived, that may unduly influence a club.

3.8 Temporary Member

Can be either:

1. A non-member under instruction (Come'n'Try or "Instruction") may shoot at a club as a Temporary Member for up to 12 weeks, they must sign a Temporary Membership Form each time that they attend a club, or
2. An International short-term visitor who may shoot 4 times at an Archery Victoria affiliated club within a 12-month period, they must sign a Temporary Membership Form each time. (Must be able to prove current membership of a World Archery registered member federation).

Temporary Members may participate under a pay-as-you-go fee arrangement with an Archery Victoria affiliated club.

Rights & Privileges:

- Participation in club competitions or activities as approved by the host club.
- Insurance coverage must be explicitly confirmed prior to participation.

Obligations:

- Comply with all Archery Victoria policies, Codes of Conduct, and safety briefings or instructions provided by the host club.
- Not eligible to represent Archery Victoria in selection events or National Championships.
- Not eligible to place in State or National Championships.

3.9 Member Club (Affiliated Club)

Archery clubs that affiliate with Archery Victoria and Archery Australia. Clubs must meet all Consumer Affairs Victoria requirements and Archery Victoria affiliation criteria, including:

- Having a compliant constitution, insurance, governance standards, and policies (or statement of compliance with Archery Victoria policies).
- Maintaining a minimum number of registered members.
- Meeting the requirements of Archery Victoria Rules 8.4 and 8.6.

Rights & Privileges:

- Ability to register members through Archery Australia membership systems.
- Ability to nominate members, Board Members, and representatives to Archery Victoria committees.
- Liability insurance coverage for approved club activities (as per insurance policy).
- Authority to host sanctioned tournaments, QREs, and other approved shooting events.

Obligations:

- Submit annual affiliation forms and maintain required governance and compliance documentation.

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- Comply with all Archery Victoria, Archery Australia, Sports Integrity Australia policies; and Archery Victoria Rules and affiliation requirements.

3.10 Corporate Sponsor Member

Businesses or organisations that support Archery Victoria through sponsorship, partnership, or corporate engagement, by agreement with the Archery Victoria Board.

Rights & Privileges:

- Benefits and entitlements as defined in the sponsorship or partnership agreement (e.g., branding, hospitality, or promotional opportunities).
- No voting rights.

Obligations:

- Adhere to the terms and conditions of the sponsorship or partnership agreement.
- Conduct all engagements in accordance with Archery Victoria's values, policies, and codes of conduct.

3.11 Special Type Memberships

Individual clubs may offer, at the club's discretion, a fee structure for disadvantaged members or groupings of membership types with reduced Archery Australia and Archery Victoria fees (if offered) and club fees. Membership special considerations or groupings may include (but not limited to) Family, Pensioner, etc.

4. Membership Fees & Concessions

4.1 Archery Victoria fees for each member category will be set annually by the Board; notification will be sent to each club, and published on the Archery Victoria website. Clubs are required to alter fees structure in Assemble Sports after any fee changes.

4.2 Clubs may add additional local club fees on top of Archery Australia and Archery Victoria fees. Non-Shooting/Volunteer members should not be expected to pay shooting fee components.

4.3 Archery Victoria Life Members are exempt from the annual Archery Victoria portion of fees; they are still required to pay Archery Australia and affiliated club fee components.

4.4 Clubs offering additional memberships to members of other affiliated clubs must verify that the applicant is currently affiliated with Archery Australia and Archery Victoria prior to approving the membership and should also confirm the expiry date of the applicant's Archery Australia and Archery Victoria membership.

5. Application & Renewal Process

1. Applications are submitted by the member via Assemble Sports online membership platform or by the club on applicant's behalf. Re-affiliations are the responsibility of the member.
2. The applicant provides personal details, emergency contact, and parent/guardian consent for juniors.
3. Payment of the fees completes the application.
4. Membership is active for the defined membership year (one calendar year from the joining date).
5. Renewal reminders issued nominally 30 days before expiry via Assemble Sports. Failure to renew may result in loss of rights and access.
6. Members may access a digital ID or card from Assemble Sports online portal.

6. Insurance Coverage & Risk Management

6.1 Membership entitles registered members to the benefits of Archery Australia's group insurance policies where applicable (public liability, personal accident, volunteer insurance). Insurance coverage details, limits and exclusions are published separately and are subject to insurer terms.

6.2 Members are encouraged to obtain personal health/ambulance insurance as appropriate.

6.3 Affiliated clubs are required to notify Archery Australia of any "Interested Parties" or changes to "Interested Parties" for insurance purposes. (E.g. Local Councils, land owners, commercial ventures, etc. where the Club activities may impact the "Interested Party").

7. Child Safety & Working with Children Checks

7.1 All persons in regulated roles (coaches, administrators, regular volunteers working with minors) must hold a valid Working with Children Check (WWCC) or equivalent, and agree to regular status checks being conducted by Archery Victoria and/or the Club.

7.2 Archery Victoria's Safeguarding Children and Young People Policy and Codes of Practice apply to all members and Club activities.

8. Member Rights & Responsibilities

8.1 All members have rights of access to programs, to fair processes for complaints and discipline, access to information, and voting rights where applicable.

8.2 All members have a responsibility to abide by Archery Victoria Rules, to adhere to all relevant policies, to follow Codes of Conduct, to adhere to event/competition rules, and to follow reasonable safety instructions.

9. Discipline, Complaints & Grievance Procedures

9.1 Archery Victoria's disciplinary process is contained in the Archery Victoria Rules, Sports Integrity Australia's Policies and Standards, and Archery Victoria Member Protection Policy.

9.2 All complaints should be made in writing and will be handled in a timely, fair and confidential manner in accordance with Sport Integrity Australia guidelines and Archery Australia/Archery Victoria Complaint, Disputes and Discipline Policy.

9.3 Sanctions may include warnings, suspension or termination of membership depending on severity.

10. Termination & Suspension

10.1 Membership may be terminated by the member (in writing to the primary club or Secretary, Archery Victoria) or alternately by Archery Victoria for breach of policy, non-payment of fees, or serious misconduct.

10.2 The process for suspension/expulsion will follow procedural fairness, including notice and right to respond.

10.3 Refunds on termination are handled as per the Refunds Policy.

11. Privacy & Data Retention

11.1 Archery Victoria collects and stores member data for membership administration and lawful purposes only.

11.2 Data retention periods, access and correction rights are described in the Archery Victoria Privacy Policy.