

Title:	Position Description	Subject:	Officials Administrator
No:	4000-PD-09	Version:	01
Approved Date:	15/08/2025	Replaces:	New
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Position Description – Officials Administrator

1. Position Title: Officials Administrator Archery Victoria

2. Purpose of the Position: The Officials Administrator for Archery Victoria manages and coordinates the recruitment, training, scheduling, and support of judges. Key responsibilities include maintaining official databases, liaising with judges to ensure that they continue to meet requirements, organising judges for events, and promoting a positive image for judges within Archery Victoria. This role requires strong administrative, communication, and organizational skills to ensure the smooth operation of competitions and the welfare of judges. The Official's Administrator is responsible for implementation of the National Official's program within Victoria.

The Archery Victoria Officials Administrator is appointed by the Board. This position is normally held by a national judge but the Board, at its discretion, in consultation with the National Officials Administrator, may appoint another person to the role.

3. Key Responsibilities:

- Assist in identifying and recruiting new National Judges, and help develop strategies for their retention and recognition.
- Facilitate seminars, examinations of National Judge Candidates and ongoing mentoring and assessment for accreditation and re-accreditation of National Judges.
- Oversee annual program budget, as well as financial forecasting and reporting to monitor financial performance.
- Liaise with Archery Australia Officials Committee and represent Archery Victoria at National meetings.
- Maintain and manage official databases, including contact information, qualifications, and Working with Children Check validity.
- Conduct meetings and workshops to update judge's knowledge of World Archery and Archery Australia rules as required.
- Ensure judges adhere to Archery Victoria's code of conduct, member protection, and safeguarding children and young people policies, and other relevant sporting regulations.
- Create and distribute rosters for various events and competitions, ensuring adequate coverage.
- Act as a point of contact for judges, providing them with necessary information and support for their roles.
- Assist in the administration and processing of payments to judges for their services.
- Ensure judges are aware of and adhere to the relevant rules, regulations, and policies of Archery Victoria and governing bodies.
- Provide administrative and organisational support for events where judges are required.
- Promote archery and the judge's program to foster a positive image and encourage participation.
- Work collaboratively with the Archery Victoria Board.
- Promote a culture of high performance and accountability.
- Support Archery Victoria's vision, mission, and values.

4. Desirable Attributes:

- Is an accredited National Judge being desirable but not essential.
- Possess a sound knowledge in World Archery and Archery Australia rules.
- Maintains a sound knowledge in the conduct of archery competitions and tournaments at all levels.
- Possess a general understanding of governance, financial management, and risk management principles.
- Working knowledge of the Archery Victoria's constitution, rules, policies, procedures and codes of conduct.
- The ability to work effectively and collaboratively with Board members, and to effectively liaise with various stakeholders and members
- The ability to maintain confidentiality on relevant matters and when handling sensitive information.
- The ability to think strategically, analyse information, and contribute to effective decision-making.
- A high level of personal integrity and a commitment to ethical behaviour.
- Proficient in using computer systems and databases, for managing information and records.

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- Ability to manage multiple tasks, prioritise workloads, and meet deadlines in a dynamic environment.
- Ability to work collaboratively and build positive relationships with diverse groups of people.

5. Selection Criteria:

- Experience: Demonstrated experience in a support role in a not-for-profit, volunteer-based organisation or similar life experiences.
- Management Skills: Ability to work collaboratively in a diverse team. Well-developed decision-making skills.
- Communication Skills: Strong interpersonal and communication abilities to effectively liaise between Club administrators, judges, event organisers and external parties. Ability to facilitate training and information sessions to deliver effective learning.
- Commitment: Willingness to dedicate time to attend meetings, and general tasks essential to Archery Victoria's effective and efficient running of events.
- Teamwork: Ability to work collaboratively within a team environment to achieve common goals.
- Development: Willingness to undertake relevant training in IT, policy and compliance issues. Ability to train and mentor Candidate Judges.

6. Other Relevant Factors:

- Background checks: Current Working with Children Check is mandatory.
- Complete and sign the Member Protection Declaration and return it to secretary@archeryvic.org.au.
- Accredited National Judge is desirable.

7. Appointment Details:

- The Officials Administrator reports directly to the Archery Victoria Board.
- Term: The Officials Administrator will serve a term of 24 months, with the possibility of reappointment based on performance and Board needs.
- Meetings: The Officials Administrator attends meetings scheduled as necessary.

8. Reporting Structure: The Officials Administrator reports directly to the Archery Victoria Board.

The Officials Administrator provides a written report to Archery Australia Officials Committee on an annual basis and provides a written report to Archery Victoria Board on a quarterly basis.

9. Performance Review: Performance will be reviewed annually by the Archery Victoria Board to assess effectiveness in meeting objectives and to identify areas for improvement.

10. Confidentiality: The Officials Administrator is expected to maintain confidentiality regarding sensitive information and in communications with the Board.

11. Code of Conduct: The Officials Administrator must adhere to Archery Victoria's Policies and Codes of Conduct, demonstrating professionalism and respect in all interactions.

If at any stage the Officials Administrator becomes aware of a personal conflict of interest, real or perceived between themselves and the Board, they should immediately notify the Secretary of the conflict. The Officials Administrator must display the vision and values of Archery Victoria at all times.

12. Application Process: Interested candidates should submit an application addressing the selection criteria to secretary@archeryvic.org.au. Shortlisted candidates may be contacted for an interview.

Applications for the committee to include;

- Name;
- Club;
- Archery Experience; and
- What do you hope to achieve in the role.

This position description is subject to review and amendment by the Archery Victoria Board as necessary.