



Policy Number - 5000

State Championship Policy

Revision Number: 02

Last Edited: 19/09/2027

Revision Record

Revision No.	Date	Changes
01	26/06/2026	New Document
02	10/09/2026	Clarification of wording 15.7 Communication requirement

1. Purpose

1.1 This policy establishes consistent requirements for the planning, organisation, and conduct of Archery Victoria State Championships.

1.2 It defines the standards, roles, and responsibilities required to deliver State Championship events in accordance with Archery Victoria, Archery Australia, and World Archery requirements.

1.3 This policy ensures that State Championships are conducted on behalf of Archery Victoria, safely, fairly, and to a high standard, supporting athlete development pathways and maintaining the integrity of competition outcomes.

2. Scope

2.1 This policy applies to all Archery Victoria State Championships conducted within Victoria; these are:

- State Target Championships.
- State Short Range Target Championships (AV900).
- State Matchplay Championships.
- State Field Championships.
- State Indoor Championships.
- State Indoor Matchplay Championships.
- State Clout Championships.

2.2 This policy applies to Archery Victoria, affiliated clubs, event officials, volunteers, and competitors.

2.3 This Policy enters into force and applies to Archery Victoria, Clubs and Members as of 20th June 2026. It will be reviewed on or before 20th June 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.

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

3. Governance and Sanctioning

3.1 All State Championships must be approved and sanctioned by the Archery Victoria Board and published on the official Archery Victoria calendar.

3.2 Events must comply with:

- Archery Victoria Rules and Policies.
- Archery Australia Rules.
- World Archery Rules (where applicable).

3.3 Archery Victoria reserves the right to appoint key officials and oversee or assist in event delivery.

4. Hosting Requirements

4.1 Clubs must submit an application to host a State Championship in accordance with the Championship Schedule and Expression of Interest process.

4.2 Host clubs must demonstrate the capacity to:

- Provide a suitable venue for the number and mix of age groups, gender, bow types and classifications.
- Supply sufficient volunteers and event personnel to ensure the smooth and safe running of the event.
- Provide the required infrastructure and safe equipment to conduct the event to the standards outlined below.
- Meet or exceed the safety and compliance requirements of World Archery and Archery Australia rules and current and relevant legislation.
- Meet Archery Victoria pricing guidelines for event registration.

4.3 A formal agreement between Archery Victoria and the host club may be required.

5. Venue and Field Standards

5.1 All venues must comply with World Archery and Archery Australia safety and field of play requirements.

5.2 Minimum requirements include:

- Clearly marked shooting lines, waiting lines, 3m lines (unless shooting A & B, may be reduced to 2m), and spectator areas using mowed or poisoned strips, marking paint or if no alternative breakable tape.
- Appropriate overshoot and safety zones consistent with World Archery and Archery Australia rules.
- Secured and safe target butts.
- Timing equipment is mandatory, with audible signals and control lights (or an AV approved substitute) that are equally visible to all Archers.
- Suitable access to amenities (toilets, water, shelter).
- An up-to-date Risk Assessment specific to the event and venue (provided to the Archery Victoria Secretary 7 days prior to the event).

5.3 The Organising Committee has a duty of care to ensure the safety of all participants, officials, volunteers, and spectators, including planning for adverse weather conditions such as:

- Lightning.
- Extreme heat or UV.
- Heavy rain or flooding.
- High winds or hail.
- Failing light.

6. Event Management and Operations

6.1 A Tournament Director/Event Manager must be appointed and is responsible for:

- Event planning and scheduling.
- Publishing entry information.
- Coordinating officials and volunteers.
- Implementing risk management plans, including an event and venue specific documented risk assessment.
- Requesting medals at least 30 days prior from the Archery Victoria Secretary.
- Liaising with Archery Victoria in regard to all relevant information about the event.
- Supplying the Archery Victoria Secretary the names of all volunteers associated with the event, their WWCC number and expiry date one week prior to the event.

6.2 Events must include:

- The Tournament Director/Event Manager from the host club is responsible for registering the event with Archery Australia within time limits required by Archery Australia.
- Publication of entry forms including detailed schedules outlining equipment inspection times, practice (sighting) ends, shooting start times, and athlete flight allocations.
- Archer registration and scoring processes utilising online approved systems, and current Archery Australia paper score cards.
- Systems for results verification, recording, and timely distribution to relevant stakeholders.

7. Officials and Staffing

7.1 All events must have appropriately accredited judges. organised through the Archery Victoria Judges Administrator in accordance with Archery Victoria Payment of Judges Policy.

7.2 A Director of Shooting must be appointed in accordance with the number of judges in the Archery Victoria Payment of Judges Policy.

7.3 Adequate staffing must include:

- Field crew.
- Equipment/target crew.
- Registration personnel.
- First aid personnel.
- Results and presentation personnel.

7.4 All officials and volunteers must operate in accordance with relevant Archery Victoria and Archery Australia policies and codes of conduct.

8. Safety and Risk Management

8.1 A documented risk management plan must be developed and implemented specific to the event and venue.

8.2 Plans must address:

- Range safety and control measures.
- Emergency response procedures including an emergency evacuation plan that is communicated to all in attendance.
- Member and Child Protection requirements in accordance with Archery Victoria policies.

- Incident reporting processes.
- Weather and environmental risk strategies.

8.3 The number of qualified first aid officers present at all times is to be determined through the risk assessment process.

9. Participant Welfare and Inclusion

9.1 Events must be conducted in a safe, inclusive, and respectful environment.

9.2 Host clubs must comply with:

- Member Protection policies.
- Child safeguarding requirements, including notifying the Secretary Archery Victoria the names of all volunteers who may be Persons in Positions of Responsibility or Authority and have control over children a minimum of 7 clear days prior to the event, to facilitate WWCC status checks.
- Archery Victoria equity, diversity, and inclusion principles and policies.

10. Event Control (Authority, Delays, and Abandonment)

10.1 Prior to the commencement of an event, the following officials collectively hold the authority to make decisions regarding abandonment, postponement, or delays;

- Tournament Director/Event Manager,
- Director of Shooting, and the
- Chair of Judges.

10.1.1 The start of an event may be delayed, or an event temporarily suspended, where in the opinion of the above persons the conditions are unsafe, impractical, or pose a risk of injury, death, or damage to people or property.

10.1.2 Every reasonable effort must be made to resume the event as soon as practicable once conditions improve or the issue causing the delay is resolved

10.2 Once the event has commenced, the Director of Shooting, in consultation with the;

- Tournament Director/Event Manager, and the
- Chair of Judges.

shall have the authority to make decisions relating to delays, postponements, or abandonment of the event.

10.3 A tournament may be abandoned after it has commenced due to:

- Adverse weather conditions.
- An emergency or incident.
- Any situation that, in the opinion of the officials mentioned in 10.1 may result in injury, death, or damage to people or property.

10.3.1 Where more than 50% of the scheduled arrows for the event have been shot at the time of abandonment:

- The Organising Committee shall:
 - Declare results and present awards based on scores achieved up to that point.

10.3.2 Where less than 50% of the scheduled arrows have been shot:

- Archery Victoria shall reschedule the event to another day, the event shall continue from the point of abandonment, or cancel all recorded scores and restart the event at Archery Victoria Boards discretion. Only those archers who started the event may continue.

10.3.3 If rescheduling the event results in additional costs (e.g. venue or equipment hire):

- No additional fees may be charged to competitors to cover these costs.

10.3.4 For tournaments scheduled over two or more days:

- The Organising Committee may reduce the program if required.
- This may be done without the requirement to refund entry fees.

11. Equipment and Technical Standards

11.1 All equipment must comply with World Archery rules.

11.2 Target faces, distances, and timing systems must meet the requirements for the specific rounds and championship format.

11.3 All other rounds must be conducted in accordance with Archery Australia and/or Archery Victoria Rules.

12. Entries, Fees, and Cancellations

12.1 The host club shall make the tournament entry available to all registered archers at least 30 days prior to the event.

- Clubs may utilise approved online platforms for entries and payments.
- An information flyer may also be available in a format that can be easily printed, distributed, and displayed on a notice board.

12.2 The host club may choose not to accept late entries, or may accept late entries at its discretion
Where accepted:

- A late entry fee may be applied.
- Late entries may be refused at the discretion of the host club.

The host club may also determine that:

- No refund is given for late withdrawals from the event.

12.3 The host club shall develop and publish Withdrawal and Cancellation information within the entry information.

This information must address:

- Refund eligibility and conditions.
- Non-attendance without prior notice.
- Non-attendance with prior notice.
- The right to pursue unpaid entry fees, including refusal to compete if entry fees are not paid.
- The level of refund applicable, including any deductions (e.g. judging levy).

12.4 Where late entries are accepted, the host club may apply a surcharge of up to 25% of the entry fee.

13. Financial Management

13.1 Entry fees must be approved by Archery Victoria.

- The host Club shall collect a Judges levy from each archer as portion of the entry fee; the amount is to be determined by the Archery Victoria Board. All levy money is to be forwarded to the Archery Victoria CFO no later than 14 days after the event.
- Youth archer's entry fee shall be no greater than 60% that of the Senior entry fee.
- Family entry fee shall be no greater than the entry for two adults with one child.
- Archery Victoria will provide State Championship Medals for all events at cost, plus handling, to the host Club.
- Archery Victoria will manage payments to all judges for State Championship events. All judge's costs, including costs in addition to the judge's base rate must be approved by the President, Archery Victoria prior to the event.
- All other costs incurred for the event are borne by the host Club.

13.2 Host clubs are responsible for:

- Budgeting and financial management of the event.
- Payment of agreed expenses.

13.3 Financial arrangements may be outlined in a hosting agreement.

14. Categories and Results

14.1 All Archery Victoria recognised categories must be included in State Championships unless written dispensation is granted by Archery Victoria Board.

14.2 Scorecards must be managed as follows:

- Scoring and results shall be conducted in line with Archery Australia policies 1075 Results and Scoring Policy, 1030 Tournament Management Policy and current Archery Australia shooting rules.
- The event must be set up on Archer's Diary and log in details provided to each competitor at the event.
- The Archery Victoria Recorder will also setup the event as a "Master Event" in Archers Diary.
- Scoring shall be "arrow by arrow" and double scoring by either 2 paper scorecards or 1 paper scorecard and 1 electronic scorecard.
- All original completed paper tournament scorecards must be forwarded via electronic scan to the State Recorder within 7 days of the completion of the tournament.
- The physical paper scorecard must be retained by the host club for a period of 12 months after completion of the tournament.

15. Categories & Medal Allocation for State Championships

15.1 General Principles

- Male and Female categories remain separate, except where explicitly stated.

- Compound, recurve, barebow, longbow will be separate categories.
- All competitors must shoot the same round to be eligible for combined placings.

15.2 Division Combination Rules

15.2.1 Under 14 and Under 16

- U14 and U16 will be combined into a single mixed-gender division.

Division name: Junior

- Under 16 Combined (Mixed) Compound
- Under 16 Combined (Mixed) Recurve
- Under 16 Combined (Mixed) Barebow
- Under 16 Combined (Mixed) Longbow

15.2.2 16 and Under 18

- 16 or U18 will be combined within the same gender and bow type.

Division name: Youth

- Under 18 Combined – Female Compound
- Under 18 Combined – Male Compound
- Under 18 Combined – Female Recurve
- Under 18 Combined – Male Recurve
- Under 18 Combined – Female Longbow
- Under 18 Combined – Male Longbow

15.2.3 Under 21, Open and 50+

- Under 21 (Male or Female) will be combined with the corresponding Open category of the same gender and bow type.

Division name: Open

- Open – Female Compound
- Open – Male Compound
- Open – Female Recurve
- Open – Male Recurve
- Open – Female Barebow
- Open – Male Barebow
- Open – Female Longbow
- Open – Male Longbow

15.2.4 Over 60

- 60 Plus divisions:
 - Are always separate from all other age groups and by gender and bow type.

Division name: Senior

- 60 Plus – Female Compound
- 60 Plus – Male Compound
- 60 Plus – Female Recurve
- 60 Plus – Male Recurve
- 60 Plus – Female Barebow
- 60 Plus – Male Barebow
- 60 Plus – Female Longbow
- 60 Plus – Male Longbow

15.2.5 Para- Archers

Division name: Para

- Para Open Female Compound
- Para Open Male Compound
- Para Open Female Recurve
- Para Open Male Recurve
- Para Open W1 Female
- Para Open W1 Male
- V1 (Male/Female combined)
- V1 2/V1 3 (Male/Female combined)

15.3. Medal Allocation

15.3.1 Standard Medal Allocation

Medals are awarded in each division listed above:

- Gold – 1st place
- Silver – 2nd place
- Bronze – 3rd place

15.3.2 Minimum Competitor Threshold for Presentation of Medals

- 1 competitor: Gold only
- 2 competitors: Gold only
- 3 competitors: Gold and Silver
- 4 or more competitors: Gold, Silver, and Bronze

15.4 Ranking Method

- Competitors within each division will shoot the round appropriate to their age group and bow type and will be ranked based on the scores achieved.
- Medals will be awarded according to the final ranking within each division.
- Where divisions are combined, all eligible competitors will be ranked together for the purpose of medal allocation.

15.5 Age Category Recognition

To support athlete development and recognition:

- When divisions are combined, results should identify:
 - Highest placed athlete in each original age category (e.g. U14, U16, U18, U21)
- Recognition may be provided via:
 - Certificates, or
 - Published results notation (e.g. "Top U16 Female")

15.6 Naming Conventions

- Under 16 Combined (Mixed) - Junior
- Under 18 Male/Female - Youth
- Under 21, Open and 50 Plus Male/Female - Open
- 60 Plus Male/Female - Senior

15.7 Communication Requirement

The following statement should be included in all event documentation:

"Medals shall be presented in accordance with the State Championship Policy. Where there is only one competitor in a division, Under 14 and Under 16 shall be combined as a mixed division, Under 16 and Under 18 shall be combined within the same gender, and Under 21 shall be combined into Open

within the same gender, over 60 divisions combine into a 60 Plus within the same gender. Medals are awarded based on overall placings within each of these divisions.”

16. Awards and Presentations

16.1 Competitors must be current financial members of Archery Victoria at least seven (7) days prior to the first day of competition and hold a valid Archery Australia registration number to be eligible for State Championship awards.

16.2 Interstate competitors and non-members are not eligible to receive State Championship awards but may be recognised with an award provided at the discretion and expense of the host club.

16.3 Prior to the presentation of any awards the results must be displayed for a minimum of 10 minutes to allow archers to highlight errors or to lodge protests with the Organising Committee or Jury of Appeal. Presentations shall not go ahead until any appeal or protest is resolved.

16.4 Award presentations will be conducted in ascending order and presented by the Archery Victoria President or their nominee.

17. State Championship Schedule

17.1 The Archery Victoria Board shall convene a President’s Forum to determine the potential hosts for each State Championship for the following year. A roster system may be implemented if a number of clubs wish to host a State Championship on multiple consecutive years.

17.2 The selected host clubs will be determined between September and October of each year and be included on the following year’s Tournament Calendar.

17.3 A schedule of State Championship events for the following year and hosting clubs shall be posted no later than the Annual General Meeting in November of each year.

17.4 Criteria used to determine the roster:

- Clubs on the roster shall nominate using the expression of interest process.
- Clubs shall not host more than one State Championship in the same calendar year, unless approved by the Board. *Note: Indoor Championships hosted across multiple venues are exempt from this clause.*
- Where scheduling conflicts occur, with a club hosting a state event and their club tournament, the club’s preferred event takes precedence, and the event moves to the next club on the roster.
- Clubs expressing interest in hosting a State Championship must demonstrate their capacity and capability to host the event in line with the conditions outlined above, to the satisfaction of the Board.
- Archery Victoria will not sanction any club tournaments that are scheduled concurrently with a State Championship. Clubs are also strongly encouraged to not conduct tournaments at the same time as a State Championship.”
- Ensure an appropriate spread of events across the calendar year, and to align State Championships with National Championships where possible.

17.5 Final approval of all event dates rests with the Archery Victoria Board.

18. Event Formats and Timing

18.1 State Target Championship

- Format: Senior - Double WA720 round with the option to be Single WA720
Youth – Double WA720 round. May be conducted separately with Board approval

Class	720 Rounds					
	WA70	WA60	WA50	AA50	AA40	AA30
Male	R		C	BL		
Female	R		C	BL		
50+ Male & Female	R		C	RCBL		
60+, 70 Female		RC	C	B	RCBL	
60+, 70 Male		RC	C	RCBL		
Under 21 Female	R		C	BL		
Under 21 Male	R		C	BL		
Under 18 Female		RC	C	B	BL	
Under 18 Male		RC	C	B	L	
Under 16 Male & Female					RC	BL
Under 14 Male & Female						RCBL

C = Compound, R = Recurve, B = Barebow, L = Longbow

18.2 AV900 State Championship (formerly Short Range)

- Format: AA900 round
- Multiple flights permitted; all competitors in a single category must shoot in the same flight

Class	900 Round		
	WA60	Short Canberra	Junior Canberra
Male	RCBL		
Female	RCB	L	
50+ Male & Female	RCB	L	
60+, 70 Female		RCBL	
60+, 70 Male	RCB	L	
Under 21 Female	RCB	L	
Under 21 Male	RCBL		
Under 18 Female	RC	BL	
Under 18 Male	RCB	L	
Under 16 Male & Female		RC	BL
Under 14 Male & Female			RCBL

C = Compound, R = Recurve, B = Barebow, L = Longbow

18.3 State Field Championship

Format can be any of the following;

- Option 1: Two rounds over two days
 - WA Unmarked 24-target round on day 1 plus WA Marked 24-target round on day 2
 - Option to run WA Marked 24-target round on day 1, WA Marked 24-target round on day 2
- Option 2: One round on a single day
 - WA Marked 24-target round

- Option 3: One round on a single day
 - WA 24-target Combined round marked and unmarked

Class	WA Field Marked and Unmarked		
	Red	Blue	Yellow
Male	RC	B	L
Female	RC	B	L
70+ Male		RCB	L
60+ Male	RC	B	L
60+, 70+ Female		RCB	L
50+ Male & Female	RC	B	L
Under 21 Male	RC	B	L
Under 21 Female	RC	B	L
Under 18 Male		RC	B
Under 18 Female		RC	B
Under 16 Male		RC	B
Under 16 Female		RC	B
Under 14 Male			RCB
Under 14 Female			RCB

C = Compound, R = Recurve, B = Barebow, L = Longbow

18.4 State Matchplay (Target)

- Format:
 - Based on WA50m round

18.5 State Matchplay (Indoor)

- Format:
 - Based on WA18m round

18.6 Clout

- World Archery Clout events may be included in the calendar
- Clubs must submit an application
- Approval is based on:
 - Merit
 - Suitability within the annual calendar

Class	180m	165m	145m	125m	100m
Male	C	R	L		
Female		C	R	BL	
50+, 60+, 70+ Male	C	R	BL		
50+, 60+, 70+ Female		C	R	BL	
Under 21 Male	C	R	BL		
Under 21 Female		C	R	BL	
Under 18 Male		C	R	BL	
Under 18 Female			C	R BL	
Under 16 Male, Female			C	R	BL
Under 14 Male, Female				C	RBL

C = Compound, R = Recurve, B = Barebow, L = Longbow

19. Compliance Requirements

19.1 All State Championships must comply with:

- Archery Australia Tournament Policies and Procedures.
- Archery Victoria State Championships policy.

Where applicable:

- Events must be registered with Archery Australia and/or World Archery.
- If World Archery registered, World Archery rules apply.

20. Reporting and Evaluation

20.1 Host clubs must submit a post-event report to Archery Victoria Board no later than 30 days after the last day of the event.

20.2 Reports should include:

- Participation numbers.
- Judge details for payment, in line with Payment of Judges Policy
- Any incident reports.
- Financial summary.
- Recommendations for future events.

21. Compliance and Breaches

21.1 Failure to comply with this policy may result in:

- Withdrawal of sanctioning.
- Ineligibility to host future events.
- Other disciplinary action as determined by Archery Victoria Board.