

Doc No.:	2201	Version:	01
Revised Date:	30/11/2025	Replaces Version:	New
Review Date:	30/11/2028	Pages:	3

## 1. Purpose

1.1 The State Records Policy outlines the process by which Archery Victoria recognises and manages the achievement of State Records by registered Victorian archers. The purpose of this policy is to ensure consistency, transparency, and fairness in the assessment, approval, and maintenance of State Records across all recognised events and divisions.

1.2 Archery Victoria is committed to accurately recording and celebrating the achievements of its members, maintaining integrity in record recognition, and aligning with the standards and procedures set by Archery Australia and World Archery. This policy provides clear guidance for athletes, clubs, and officials on the procedures for submitting, verifying, and approving record claims, as well as the responsibilities of the State Recorder and the Archery Victoria Board in administering the process.

1.3 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 30<sup>th</sup> 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.

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

## 2. State Recorder Role

2.1 The Archery Victoria Board shall appoint a State Recorder to administer State Records.

The State Recorder shall perform the following duties:

- Receive claims for State and National Records shot by archers who are resident in Victoria and are members or associate members of a club affiliated with Archery Victoria.
- Forward claims for National Records to the appropriate officer appointed by Archery Australia to process and approve National Records, and provide any assistance required by that officer or the claimant to progress the claim.
- Ensure that a list of current State Records is maintained.
- Ensure that Archers Diary reflects the current State Records as applicable.

## 3. Types of State Records

Archery Victoria recognises scores shot at both Tournament and Championship for State Records. Scores shot by eligible archers outside of Victoria at Archery Australia registered events, or at International World Archery sanctioned events, may also be claimed as State Records.

### 3.1 Tournament Records

For Tournament Records shot within Victoria to be eligible to be claimed, the following requirements must be met:

- The Record score must be shot at a Tournament or QRE listed on the Archery Victoria Calendar.

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- The tournament or QRE must have been registered by the host club with Archery Australia prior to the date of the event.
  - A National Judge or National Judge Candidate must be officiating at the event.
  - All required checklists must have been forwarded to Archery Australia to ensure that the event has been included in the National Ranking List.

Note: The club hosting the event is entirely responsible for ensuring that the event complies with all of the above conditions.

### **3.2 Championship Records**

Championship Records can only be claimed for scores shot at one of the following events:

- State Target Championships
- State Short Range Championships
- State Field Championships
- State Indoor Championships
- State Clout Championships
- State Matchplay Championships
- Any other event designated as a State Championship by the Archery Victoria Board from time to time and listed as such on the Archery Victoria Calendar.

All events must also comply with the conditions set out in Clause 3.1.2 above.

## **4. Rounds for Which Records May Be Claimed**

4.1 Rounds listed in Schedule 4B of the current Archery Australia Rule Book shall be eligible for State Record claims.

4.2 In addition, rounds not listed in Schedule 4B but for which an existing record already exists in a category will also remain eligible for State Record claims.

## **5. State Record Requirements and Determinations**

5.1 A score that exceeds an existing State Record, and that meets all requirements of Sections 3 and 4 of this policy, shall be recognised as the new State Record for that round and category.

5.2 A score that equals an existing State Record, and that meets all requirements of Sections 3 and 4 of this policy, shall be recognised as an *equal* State Record for that round and category. This shall be noted accordingly in Archers Diary and on any certificates issued.

5.3 A claim for a distance record may only be made where the distance forms part of a 1440 Round.

5.4 In the case of a perfect score in any round or distance where Xs are recorded, the number of Xs shall be entered into Archers Diary and displayed on any certificate issued.

5.5 If a perfect score is claimed under clause 5.4 and the existing record is also a perfect score; the new claim will only be recognised as a record if the number of Xs exceeds that of the existing record. If the number of Xs is the same, the claim shall be recognised as an equal record.

5.6 If a dispute arises regarding the eligibility of a score for State Tournament or State Championship record status, and the matter is not addressed elsewhere in this policy, the rules governing Archery Australia records shall apply.

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5.7 The State Recorder's decision on the eligibility of any record claim is final. However, the State Recorder may seek guidance from the Archery Victoria Board if required.

## **6. Record Claim Procedure**

6.1 Archers wishing to make a record claim are responsible for ensuring that the claim is submitted to the State Recorder. Club Recorders may assist in preparing and submitting the claim.

6.2 Claims must be submitted in a timely manner. All claims made within 30 days of the date of the event will be accepted for assessment. Claims made after 30 days may be accepted at the discretion of the State Recorder.

6.3 Claims may be submitted by:

Emailing the claim to the State Recorder's [staterecorder@archeryvic.org.au](mailto:staterecorder@archeryvic.org.au); or

- In person to the State Recorder.

6.4 Claims may be made using the Record Claim Form. Forms can be found on Archery Victoria website.

Claims must include the following details:

- Name of archer claiming the record;
- Registered number of the archer;
- Name and date of the event;
- Whether a Tournament or Championship Record (or both) is being claimed;
- Round shot;
- Score achieved;
- Copy of the scorecard (photograph or scan). For international events, a link to the verified online score record may be provided instead.

6.5 It is the archer's responsibility to obtain and retain a copy of their scorecard before submitting a claim.

6.6 Scorecards must be complete, with all relevant boxes filled in, including distances shot.

6.7 Scorecards must be signed by the archer and at least one witness.

6.8 The total score recorded on the scorecard must agree with the score entered in Archers Diary.

6.9 It is not necessary for a Judge to sign or initial the scorecard, nor is it necessary to tick the boxes indicating a record claim.

6.10 Archers who tick the record claim box on the scorecard are still responsible for ensuring that the claim is properly submitted.

## **7. Record Processing**

7.1 Upon receipt of a claim, the State Recorder shall verify that:

- The claim is valid under the conditions of this policy; and
- The claimed score is higher than or equal to the existing record for the archer's category and round.

7.2 A score equalling existing records shall also be recognised as a State Record.

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7.3 The State Recorder shall process all valid claims in Archers Diary, where the round is recognised within that system.

7.4 For eligible rounds not recognised in Archers Diary, or for Championship Records, the State Recorder shall update the official list of State Records and arrange for publication on the Archery Victoria website.

7.5 The State Recorder shall issue a State Record Certificate to the claimant as soon as practicable after the claim has been verified. Certificates may be issued electronically or in print.

7.6 The updated record list shall be reviewed and published on the Archery Victoria website at least annually, or as otherwise determined by the Board.