



HONORARIA & REIMBURSEMENTS

Procedures number	Pol-21	Version	1.0
Drafted by	ARCHERY SA Policy Committee	Approved by ED/Board on	13 August, 2026
		Next Review, after	August, 2028

RESPONSIBILITIES

It is the responsibility of the Policy & Membership Committee to review this Policy.

PREAMBLE

Volunteers should not have to pay to be a volunteer.

Volunteers may need to use their own motor vehicles, tools, stationery, IT equipment, mobile phones etc. to carry out their duties, however they should also expect not to be left out of pocket when doing so.

An Honorarium is payment given for professional services that are rendered without charge. An example would be where a volunteer acting on behalf of others would be paid an amount to cover time and incidentals.

Reimbursement is payment made to repay a person who has spent money on behalf of others. e.g. petrol, hardware, stationery, accommodation and meals, etc.

Over a period, as approved by the Board, a system of reimbursement and honoraria has been established for the Officials (Judges) who act at Registered archery events.

Overnight stays should include accommodation and meal allowance.

POLICY

Those **eligible** for an honorarium/reimbursement:

- Board Members
- ARCHERY SA Officers/Committee Chairs
- Coaches/Course Presenters acting on behalf of ARCHERY SA for a member Club**
- National Judges and National Candidate Judges officiating at a World Archery or Archery Australia Registered Event.

- Those eligible for a reimbursement -
Any member of ARCHERY SA who makes a payment for a good or service on behalf of ARCHERY SA. The member must seek prior permission of a Board Member or Officer of ARCHERY SA.

Budget Considerations

**ARCHERY SA allows Clubs access to the services of Judges, at no charge to the Club, at events held for the benefit of the Club e.g. City of Adelaide, Cressy Invitation, Jim Hale Indoor, HILLS Clout Invitation.

The same can apply to Coaches and Course Presenters who have acted by agreement with ARCHERY SA for the benefit of a Club only.