



## ADMINISTRATION PROCEDURES

Procedures number	Pol-01	Version	1.1
Drafted by	ARCHERY SA	Approved on	13 August, 2020
Responsible person	Jeff Nicoll	Scheduled review date	1 September, 2021

### RESPONSIBILITIES

It is the responsibility of the Policy & Membership Committee to review these procedures annually.

### PROCEDURES

#### 1. ADMINISTRATION

##### 1.1 SUBSCRIPTIONS

###### 1.1.1 Amount

Annual subscriptions to ARCHERY SA shall be as determined by ARCHERY SA from time to time.

###### 1.1.2 Country Subscriptions

The 80km radius from the Adelaide GPO is deemed the commencement of the Country Membership limit based on the location of the Club's principal shooting ground, having regard to the boundary for the Outer Metropolitan Adelaide Region as determined by the South Australian Government from time to time.

1.1.3 For any non-shooting ARCHERY SA Officer, ARCHERY SA Coach or a State-based National Judge, ARCHERY SA shall pay the difference between the Archery Australia Associate Membership fee and the Archery Australia Full Affiliate fee.

##### 1.2 COMMITTEES

###### 1.2.1 Tournament Committee

The State Calendar shall be prepared by the Tournament Committee for presentation to the October ARCHERY SA meeting.

###### 1.2.2 Grants Committee

There shall be a Grants Committee.

1.2.3 **Disciplinary Committee** - See Rules of the Constitution.

###### 1.2.4 Forward Plan Policy Committee

There shall be a Forward Plan Policy Committee.

- 1.2.5 **Awards Committee** - See Rules of the Constitution.
- 1.2A CROSSBOWS
  - 1.2A.1 **Crossbow Register**

ARCHERY SA will maintain a register of crossbows owned by Members.
- 1.3 EQUIPMENT
  - 1.3.1 ARCHERY SA will keep and maintain equipment deemed necessary to conduct its affairs.
  - 1.3.2 ARCHERY SA equipment may be used on a loan basis for a period of up to 3 months by a group wishing to start a Club, after payment of a contribution towards affiliation fees as determined by the ARCHERY SA Treasurer. Thereafter, a hire fee as determined by ARCHERY SA from time to time may apply. Lost and/or broken items are to be replaced at the group's cost.
- 1.4 FINANCE
  - 1.4.1 **Insurance** - See Rules of the Constitution (Finance)
  - 1.4.2 **Monies** - See Rules of the Constitution (Finance)
  - 1.4.3 **Club Grants Scheme (amended July, 2020)**



**ARCHERY South Australia Inc**  
**CLUB GRANTS SCHEME 201X**  
*(Application Period: 1 November, 202X– 30 June, 202X)*

Eligible clubs may apply to ARCHERY SA on an annual basis, or as otherwise determined from time to time.

- The scheme will be managed by the Finance, Audit & Grants Committee, which shall report to ARCHERY SA
- An eligible Club is one that is Incorporated and affiliated with ARCHERY SA and has been in operation for more than 12 months
- Applications open each year on 1 November and close 30 June
- The maximum grant money available is to be funded from interest income of the previous financial year and in total shall be no more than \$XXXXX per annum. If interest income for the preceding year exceeds the amount approved as grants under this policy, that excess will be carried over to the following year and available for grants in that later year. The maximum grant available per application is \$XXXX of the available funds
- Applications will be considered on a first come/first served basis. If all money in the pool has been expended, then applications will be held over until the next grant period
- The grant will be for funding activities that benefit and promote the sport in general, rather than an individual or normally funded club activity. An example would be advertising and running a "Come & Try" or hosting a Coaching Programme, or improving safety
- If the grant application is successful, the Club needs to invoice ARCHERY SA for the amount granted

- The successful applicant(s) should submit a report to the Finance, Grants & Audit Committee that outlines the activity/program for which the grant was provided. Failure to present a report may prejudice future applications
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## MAKING AN APPLICATION

The intention is to make the application process as simple as possible.

The proposal should be made by the Club and

- explain how it is consistent with the aims of benefiting and promoting the sport AND
- specify the date when the funds will be utilised AND
- be sent by email to:

ARCHERY SA Finance, Grants & Audit Committee Chairperson

treasurer@archerysa.org.au

(Please also CC the email to secretary@archerysa.org.au)

## 1.5 GIFTS

### 1.5.1 Badges

All shooting awards shall be earned and not used as gifts.

## 1.6 MEETINGS

### 1.6.1 Sub Committees

Reports and statements of affairs of all Committees shall be submitted to the next General Meeting for ratification.

### 1.6.2 Vacancies

Where a position becomes vacant and only one nomination is received to fill the vacancy, a vote shall be taken as to the acceptance or otherwise of that person.

### 1.6.3 Voting

The recording of votes shall be undertaken in accordance with the ARCHERY SA Rules.

Notwithstanding the foregoing, ARCHERY SA reserves the right to conduct a secret ballot determined by a unanimous vote of delegates present.

### 1.6.4 Reports

Recommendations contained within reports of Officers, Members or Committees shall be considered under the General Business of the ARCHERY SA meeting.

## 1.6A RECORDS

1.6A.1 Following the 1 month record claim period there will be a further period of 2 months in which late claims caused by genuine administrative errors may be recognised. Any late claims allowed shall be minuted in the ARCHERY SA minutes at the following meeting.

## 1.7 SPONSORSHIP

### 1.7.1 Tobacco

ARCHERY SA shall not accept sponsorship from tobacco companies.

**1.8 UNIFORMS**

- 1.8.1 There shall be a State Team Uniform, consisting of a shirt and shorts, trousers or skirt and tracksuit jacket appropriately emblazoned with the State Badge and colours as determined from time to time (current design adopted in 2012 and will not be changed until after the 2020 Nationals)
- 1.8.2 ARCHERY SA will provide to team members in their first year, a State shirt and tracksuit jacket and, in subsequent years, a shirt and (if required) a tracksuit jacket
- 1.8.3 The State tracksuit jacket and State shirt shall be available for sale to any Member.

**1.9 VENUES**

- 1.9.1 ARCHERY SA shooting venues shall be as determined from time to time.

**1.10 VERIFICATION**

- 1.10.1 As determined from time to time by ARCHERY SA, any Officer may be expected to possess a certificate for clearance related to their activity within ARCHERY SA and may be reimbursed all or part of the cost of obtaining that certificate.

**RELATED DOCUMENTS**

- Schedule of Fees
- Current Club Grants Scheme schedule

**AUTHORISATION**

*Jeff Nicoll, Secretary*  
ARCHERY SA  
13 August, 2020