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| av small logo.jpg | **Archery Victoria** | | | |
| Title: | AV Board Meeting | | |
| Subject: | Minutes | | |
| Author: | AV Board | | |
| Date: | 27 April 2017 | |  |
| Number: | 1042 | Pages: | 1 of 38 |

**Archery Victoria Board Meeting**

**Held via ZOOM Thursday 27 April 2017**

**1042.1. Meeting Opens**

The meeting was declared open at 1928h

**1042.2. Attendees**

Guenter Licht (GL) Vice President / A/CFO

Alec Potts (AP) Board Member

Alan Howell (AH) Members’ Representative

Brendan Jones (BJ) Board Member

Irene Norman (IN) Secretary

**1042.3. Apologies**

Peter Bennett (PB) President

**1042.4. Declaration of Proxies**

Nil

**1042.5. Declaration of Material Personal Interests**

* Peter Bennett declared a Material Personal Interest as Proprietor of Pete’s Pro Shop
* Irene Norman declared a Material Personal Interest as Trustee of Arrows Plus.
* Brendan Jones declared a Material Personal Interest as Partner in Billawin Waters Ltd, Member of AA Youth Development Committee and Board Member South-West Sport.
* Alec Potts declared a Material Personal Interest as Owner of Eliza Archery.

**1042.5. Minutes of Previous Meeting**

MOVED AP SECONDED GL that the minutes of the meeting dated 23 Mar 17 as circulated be accepted.

**CARRIED**

**1042.6 Business Arising from Previous Minutes**

* See Annex A

**1042.7 Business Conducted by Email since Last Meeting**

* Application for funding from Brendan Jones to undertake a Diploma in Business (Governance). This course has been recommended by VICSPORT and concentrates on the governance aspects as discussed at the last AGM. It was noted that some funding is also being provided by South West Sport and any incidentals will be covered by BJ. The Board thanked BJ for taking on this additional workload. MOVED GL SECONDED AH that an amount not to exceed $2,200 be made available to BJ for this course. Receipts to be provided to acquit expenditure.
* **CARRIED**

(Notes:

1. BJ recused himself from any discussions on this application.
2. IN to negotiate inclusion in the current 2017 Grant Funding work program.)

**1042.8. Reports**

1042.8.1 **Financials.** Financial Reports were presented to the Board and are at Annex B to these minutes. MOVED BJ SECONDED AP that the financial statements as presented be accepted.

**CARRIED**

1042.8.2 **Officials Reports.** Reports were received from the Team Managers to the National Para & VI Archery Championships and the National Youth Archery Championships. Reports are attached at Annex C.

1042.8.2.1. **National Para & VI Archery Championships**. Several recommendations were made in the Team Manager Report.

* Establish the AV Tournament and State records for the World Archery recognised rounds in Open division for Para and VI archers. AGREED

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | Establish AV Tournament and State Records for WA recognised rounds in Open division for Para and VI archers | 27 April 2017 | Liaise with State Records Recorder to establish these records. Optimal use of Archers Diary for these records where possible. | BJ | July 17 |

* Continue the Honorary Team for this event with team management. AGREED

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | Para & VI Honorary State Team and Team Management | 27 April 2017 | Ensure that honorary team information is included in policy currently being rewritten – Team Selection Policy  Ensure that 2017/2018 budget includes costs for Para & VI Team Manager.  Ensure that policy in relation to Team Manager is updated as needed. | BJ  GL  IN | July 17  June 17  June 17 |

* Establish an AV supported Para & VI interest group for our membership to increase quantity and quality of Para & VI archery in AV activities. AGREED

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | AV supported Para & VI interest group | 27 April 2017 | Set up an interest group to champion para & VI archery in Victoria and to make recommendations to the AV Board for development of this aspect of our sport | BJ | July 17 |

* Do not select ineligible for classification archers to AV honorary teams. AGREED
* Organise a classification session in Melbourne approximately 6 months prior to the 2018 Para & VI Nationals. AGREED

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | Classification of Para & VI archers | 27 April 2017 | Organise for a classification session 6 months prior to the 2018 Para & VI Nationals | BJ | August 17 |

* Actively market to Para and VI communities exclusively in the WA recognised classifications. AGREED

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | Marketing of Para & VI archery opportunities | 27 April 2017 | Interest Group to provide recommendations to AV Board on marketing opportunities to attract additional Para & VI archers | BJ | July 17 |

* If AV State Championship events have correctly classified open archers at them this would be attractive to some classified interstate archers (at most a handful). AGREED

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | AV State Championships to include WA Para & VI classifications. | 27 April 2017 | Include in the current rewrite of the State Championships policy. To take effect for 2018 championships with inclusion in 2017 championships encouraged. | GL | July 17 |

It was noted by the Board that Hazel Hockley has also provided some comments on the Championships. BJ to reply to HH on behalf of the Board.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.1 | Input from Hazel Hockley on 2017 Para & VI Championships | 27 April 2017 | Reply to Hazel and thank her for input | BJ | May 17 |

1042.8.2.2. **2017 National Youth Archery Championships**. The Board accepted the report from Ros Greig and thanked her for her work on the Championships. BJ to liaise with Ros on any changes to procedures or policies which need to occur for 2018. BJ to also work with Ros on the program in the lead up to the 2018 Championships.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.2.2 | 2017 NYAC | 27 April 2017 | Liaise with Ros on any changes to policies and procedures as a result of her recommendations. Work with Ros on a program for the lead up to the 2018 Championships. | BJ | September 2017 |

1042.8.3 **Grant Funding Updates**.

1042.8.3.1 **Travel and Accommodation Funding Grant.** No word yet on NAC funding.

1042.8.3.2 **Supporting Victorian Sport – Workplan 2017**. Progress continues on Workplan activities. Additional funding received. Reporting due May 17.

1042.8.4 **Board Mentor Reports.**

1042.8.4.1 GL advised that Warralong with go ahead at GA whilst talks continue with Deakin University on the overall safety and risk requirements.

1042.8.4.2 A report has been received from FAC on the arrow incident at Baxter Reserve Frankston. The Board discussed the report and thanked FAC for their efforts in addressing this incident. No further action is required at this time. Report is attached at Annex D. FAC to be advised to close the incident from the FAC end.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.4 | Baxter Reserve Incident | 27 April 2017 | FAC to be advised that incident is closed | IN | May 17 |

1042.8.5 **Policy Reviews.**

1042.8.5.1 **0505 Child Safe Policy.** Policy 0505 Child Safe as presented to the last Board meeting was considered by the Board. MOVED BJ SECONDED GL that the 0505 Child Safe Policy as presented by accepted.

**CARRIED**

1042.8.5.2 **Social Media Policy.** A draft Social Media Policy was presented to the Board. Board Members were asked to review and provide feedback with the intent of approving the policy at the next Board Meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.5.2 | Draft Social Media Policy | 27 April 2017 | All Board members to review and provide input with the view to finalising at May 17 Board meeting | All Board Members | May 17 |

1042.8.5.3 **Team Selection Guidelines.** A revised draft of the Team Selection Guidelines was presented by BJ. All Board Members were asked to review and provide feedback with the intent of approving the policy at the next Board Meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.5.3 | Draft Team Selection Policy | 27 April 2017 | All Board members to review and provide input with the view to finalising at May 17 Board meeting | All Board Members | May 17 |

1042.8.6 **Child Safe Updates.** BJ and IN reported that no clubs had shown any interest in participating in Focus Groups to assist in the development of policies and procedures for Child Safe. This is of significant concern. The conclusion was that we can’t force clubs to be involved in the development (although they have no choice but to comply with the legislation) and that we need to proceed with implementation. With the AV policy now in place we can send out the draft Club Policy as the next step. It was suggested that we get in a guest speaker to address the next President’s Forum on Child Safe to ensure that all clubs are aware of their responsibilities. Another update to be sent out to clubs along with the draft Club Policy.

With NYAC 18 being undertaken in Victoria again next year, the implications of the Child Safe Legislation need to be considered. Discussions may need to be had with AA.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.8.6 | Child Safe guest speaker from VICSPORT to be sought for next President’s Forum | 27 April 2017 | Contact VICSPORT and see if they can provide | AH | May 17 |
| 1042.8.6 | Child Safe Update and draft Club Policy to be sent out | 27 April 2017 | Write and send out update and draft Club Policy | IN | May 17 |
| 1042.8.6 | Implications of Child Safe for NYAC18 | 27 April 2017 | Determine implications of Child Safe for NYAC18 and develop a plan of action (in conjunction with AA as necessary). | BJ | Jul 17 |

**1042.9. Notices of Motion/Discussion Papers**

1042.9.1 **Mandatory Board Quotas.** A discussion paper was presented to the Board on the implementation of mandatory gender quotas for State Sporting Authorities (in our case AV) in Victoria. IN attended the VICSPORT briefing on this issue. A further workshop will be held in May 17 to flesh out some detail. The Discussion Paper is attached as Annex E to these minutes. The recommendations in the Discussion Paper were considered and endorsed by the Board. An action plan for implementation will be prepared and submitted for approval at the Jun 17 meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.9.1 | Mandatory Board Quotas | 27 April 2017 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities. | IN | Jun 17 |

1042.9.2 **Risk Management.** A discussion paper was presented to the Board on Risk Management in Archery in Victoria. As detailed in the paper, a number of recent incidents have highlighted the need to get our risk management in order and ensure all clubs are aware of their obligations in this regard. The Discussion Paper is attached as Annex F to these minutes. The recommendations in the Discussion Paper were considered and endorsed by the Board. An action plan for implementation will be prepared and submitted for approval at the May 17 meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.9.2 | Risk Management Strategy | 27 April 2017 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities. | IN | May 17 |

1042.9.3 **WWCC Changes to Legislation.** A discussion paper was presented to the Board on the upcoming changes to WWCCs in Victoria. The changes come into effect on 1 August 2017 and have implications for all Clubs as well as AV. The Discussion Paper is attached as Annex G to these minutes. The recommendations in the Discussion Paper were considered and endorsed by the Board. An action plan for implementation will be prepared and submitted for approval at the May 17 meeting.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.9.3 | WWCC Changes to Legislation | 27 April 2017 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities. | IN | May 17 |

**1042.10. General Business**

1042.10.1 **New AV Medals.** GL advised that the new AV State Championship Medals had been ordered and should be delivered soon. GL raised the issue of striking separate medals for the Grand Prix Series events. Idea was approved in principle. GL to work on design and submit for consideration.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.10.1 | New AV Medals | 23 March 17 | GL to prepare designs for Grand Prix series medals and submit for consideration | GL | Jun 17 |

1042.10.2 **2016 AA AGM Financial Report Information**. Correspondence received from AA in relation to queries posed by SQAS at the 2016 AGM in relation to the AA financial statements. GL attended this meeting and advised that there were no issues to be addressed by AV from this correspondence. The correspondence is attached as Annex H to these minutes.

1042.10.3 **Advertising of Club events by AV**. An issue was raised by a member of AV in relation to perceived inequity of advertising of events on the AV website and the AV Facebook page. The Board provided confirmation that no preferential treatment was to be given to any Club when advertising events. This issue will be addressed in the policy draft for Tournaments and QREs currently being drafted. Clubs will need to comply with the policy and checklists to make sure that events are advertised correctly and in a timely manner.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.10.3 | Advertising of Club events by AV | 27 April 2017 | Advertising of club events to be included in policy and checklist currently under development. Draft policy to be presented to May 17 meeting. | AH | May 17 |

1042.10.4 **Letter of Thanks to TCAG for running NYAC17**. BJ advised that the running of NYAC17 by TCAG was worthy of special note. A letter of thanks to be drafted to thank TCAG for their efforts and to offer support to TCAG for the NYAC18 event.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.10.4 | NYAC17 letter of thanks | 27 April 2017 | Send letter of thanks to TCAG | IN | May 17 |

1042.10.5 **AV run development activities for Para/VI, Youth, Indoor and Open State Team candidates**. BJ raised the concept of possible AV run development activities for Para/VI, Youth, Indoor and Open State Team candidates. This ties in with the work currently being done by AP in the development of the State Pathways Program. BJ to liaise with AP to incorporate these ideas into the draft.

1042.10.6 **Assistance with Judging at Blue Lakes Archers (ASA)**. Blue Lake Archers have requested that AV assist with the provision of a NJC to assist with Judging for the National Indoors in July. BJ advised that archers from GHA, WAC and HCA have indicated that they will be attending the Championships at Blue Lakes Archers in Mount Gambier. The Board considered it reasonable that we provide some assistance for this event. The State Officials Coordinator to source an NJC. AV to pay for reasonable accommodation and travel expenses subject to provision of receipts for those expenses. GHA were urged to consider nominating a member from their club as a candidate for the next Judges Course to ensure that this area of the state is more effectively provided with judging support.

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| **Item Number** | **Item** | **Meeting Date** | **Actions to be Taken** | **Action Officer** | **Target Date** |
| 1042.10.6 | NJC to be sought to support Blue Lake Archers for National Indoor Championships | 27 April 2017 | NJC to be sought | GL | May 17 |

**1042.11 Meeting Closes**

Meeting closed by the President at 2246. Next meeting 25 May 2017 via Zoom.

**ANNEX A**

**To Board Minutes**

**Dated 27 April 17**

**Dated 27 April 2017**

**BOARD MEETING ACTION ITEMS**

**OPEN ITEMS**

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| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | | Due Date | Date Completed |
| 998.12.1 | Website management | IN  AH  AH/All  AH  AH/All  AH | 20/5/15  18/2/16  21/4/16  16/6/16  21/7/16  18/8/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17 | A call is to be put out for EOI for updating and management of the AV website  TS is currently in discussions with a website developer in regard to updating the current website.  Shaun Hastie has expressed an interest in helping with the management of the AV website. Motion to bring Shaun on to help with this role.  Moved: TS  Seconded: IN  Moved 6:0  DS to liaise with SH and IMG re new website design and publication.  DS to check on progress  Access is being organised for SH to the current website so that the build of the new website can continue. The issue of management of the website was discussed. MOVED BJ SECONDED AH that an AV sub-committee be formed for govern the ongoing maintenance and securing of the website (and perhaps social media into the future). AH to head up sub-committee. CARRIED  AH has been in contact with SH. John Hyde (JH) advised we need to go up to V2 – response waiting from JH. SH has been advised. Some clean-ups have been done. Charter for sub-committee. All Board members to send ideas to AH.  Progress has been made on clean up of the current site. AH to report at next meeting.  AH advised that he is having some difficulty engaging IMG in discussion. AH confirmed that IMG were migrating all data on current website. IN advised that we had agreed in the initial instance to provide some inclusive images. Plan for content migration was the responsibility of IMG – minimal downtime between old site down and new site up. SH has done a backup of current website. AH is vigorously following up with IMG and scheduling a hook-up to outline timelines.  AH has been in contact with Sports TG. Sports TG have assured him that it is on track but not convinced. Deadline is 31 Jan 17. Delays discussed. AA has already intervened with Sports TG. Suggested that we give them until drop dead date and then seek deposit back. Formal 7 days notice of withdrawal. Issues discussed were the possible down sides of moving away from the same website provider as AA and going with a proprietary product that needs specific expertise to maintain. AH has researched alternatives which could be used and will continue to pursue. AH to advise AA of what is happening.  AH advised that SportsTG has submitted the first iteration of the website. Feedback provided indicated that the result of quite underwhelming. Additional information was requested on backend information and training support. Training to be on-line tutorial which was not the original understanding. Updated timeframe on responses has been requested. Information to date has been sparse. AH to continue to follow up and provide feedback. Feedback by Board Members to be provided to AH within the next week.  AH not able to attend this meeting. Further updates at April meeting  AH provided an update from SportsTG. New version of website provided by SportsTG was closer to requirements than the first version. It was still very basic but closer. AH to send out alternative website format for review. AH to contact John Hyde at Aa for an opinion on where to go next. Discussion paper to be prepared by AH. Out of session agreement may be required to get this sorted asap. | | Continuing | 18 Aug 16  22 Oct 16  30 Nov 16  31 Jan 17  28 Feb 17  31 Mar 17  May 17 |  |
| 1020.12.7 Pt 1 | Funding Application – Sherbrooke Archers | AP | 27/4/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AP has spoken to MP at SA again. To avoid confusion AV will channel all communication through the SA Secretary. The issue of funding for SA is on hold until the State Pathway program is in a more mature state. AP to advise SA Secretary that the application remains open. | | Continuing | May 17 |  |
| 1020.12.7 Pt 2 | AA Talent Identification Program (Regional Pathways) | AP | 27/4/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AA have requested dates to meet with CEO AA and HP Manager and the AV Board. AP to gather dates and liaise with AA. | | Continuing | May 17 |  |
| 1020.12.7 Pt 3 | AV State Pathways Program | AP | 27/4/17 | (Note: this item has been created as a result of splitting 3 actions previously under identified under 1020.12.7. The split into three distinct activities has been made to ensure clarity of the items. The original action items has now been closed and archived.)  AP presented some initial data from his research into other programs in place. The NSW program was discussed. This program concentrates on state team requirements. The Board agreed that the AV program needed to go from grassroots to State Squad level with the Team Selection process already in draft review. Alec will continue to develop his Discussion Paper with further decisions to be made following the meeting with AA. | | Continuing | May 17 |  |
| 1028.7.1 | WA720 Grand Prix Series 2017/2018 | BJ/GL  IN  BJ  BJ  BJ  BJ/AP | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17 | Detailed proposal for WA720 Grand Prix Series be submitted to AV Board.  BJ/GL have submitted a detailed proposal for Board consideration. Email approval provided.  Approved proposal for Grand Prix Series to be written into policy. IN to check policy rewrite requirements.  Policy review cannot be done until the trial is completed and reviewed. Review to be undertaken at end of trial Grand Prix.  Marcus Annear from DVA has done a program to monitor the trial events. Winning purse to be included in 2017 events. $2 per archer per event to be paid to AV to distribute at end. Pay down to top 8 being proposed (must have competed in 3 events). 50% to top archer with residual being halved down to eighth place. Administrative details to be organised – particularly relating to the prize money and process to collect and pay. BJ to work with IN on administrative details. BJ to check with Marcus on what is available from the system he is building.  BJ has advised that he has received some feedback and survey to be issued. GL and BJ have worked on and agreed the questions. Survey to go out soon. 134 individual archers competed in the pilot program – good result.  BJ to complete survey and new procedures to be completed.  Awaiting advice from BJ  BJ and AP working on survey. Results to be available for May 17 meeting | | Continuing | 30 Sep 16  Dec 16  Jan 17  Feb 17  Mar 17  Apr 17  May 17 |  |
| 1028.7.1 | State Team Selection Policy | GL/BJ/AH  GL/PB/BJ  BJ/AH/GL  BJ  BJ | 15/9/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17  27/4/17 | Sub Committee to be formed to rewrite the current State Team Selection Policy. Recommended rewrite to be submitted to the AV Board prior to October Board meeting  GL outlined proposal for discussion. Following discussion it was agreed to   * Form a State Selection Steering Committee. GL to draft and distribute Terms of Reference for the Steering Committee. * New uniform proposal to be drafted. Includes RGB uniform – PB/BJ. Includes ideas for new state uniform. * State Team Selection Policy needs to be checked and adjusted –GL to submit to Board for consideration. * New policy needs to include honorary teams – barebow/longbow/para/VI - GL * Board agreed to remain with selection based on all round performance – not specialist. AGREED * Selection process for para/VI state team commencing in 2017 - GL * Review and make proposal for state uniform policy and provision of uniforms and RGB shirts - GL.   GL advised that he had distributed a draft. Board members had not yet had an opportunity to review. GL provided a brief review of the draft document. All Board members to review and contribute via email to GL  Draft policy distributed to all members for comment. Some feedback received and was constructive. BJ suggested that we should NOT implement the new processes before the NYAC due to time limitations. Agreed – current procedure to stand until after NYAC selections. List of those selected needs to be submitted to Board prior to notification. Test against published policy to be undertaken. Peer review to be conducted by Board, invitations can be issued. DNF to be advised. BJ to advise.  Intent is to have honorary team for Para/VI Championships.  BJ to undertake a next draft of the new policy for Board consideration. AH and GL to assist.  Policy to be published before NYAC 2017.  BJ still to complete final draft. Archery Victoria Qualifying Rounds (AVQs) 90/720s to be considered to support NYAC team selection along with other AVQs. List of proposed AVQs to be included in Team Selection Draft. AVQs to be part of AV calendar for backend 2017 and then in 2018. Policy needs to be completed before the start of NYAC17.  Rescheduled for Apr 17 meeting  BJ is still working on this document. Will have available for May 17 meeting. Apologies for delay however priority needed to be given to Para/VI Championships and NYAC17. | | Continuing | 7 Oct 16  Dec 16  Jan 17  Feb 17  Mar 17  Apr 17  May 17 |  |
| 1034.6.1 | Seeking Financial Advisor to assist an AV Finance, Grants and Audit Committee | AH  AH/GL  AH  AH | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17 | Email to be drafted and sent to identified organisations and individuals  AH drafted an email and circulated to Board. Feedback provided. AH to do another draft and plan for circulation.  Finance, Grants and Audit Committee to be formed. MOVED BJ SECONDED PB that GL chair the committee and IN to be second Board member. External person to be sought as per action above. CARRIED  AH advised that he has had no responses to date. We may need to look further afield. AH to distribute information to the wider AV community to see what response is received.  Awaiting advice from AH  AH advised that no responses have been received to external advertising. Position to be put out for an internal candidate within AV to sit on this sub-committee. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17 |  |
| 1034.6.7 | Secretariat to the AV Board | AH | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17 | Email to be drafted and sent to all AV members in the first instance. External candidates may be sought if no suitable candidates come from within the AV community  One application received. Application looks sound. BJ and AH to meet with applicant for informal interview. IN to see if applicant available 11 Feb 17.  BJ and AH met with applicant. ABN and invoicing was put to the applicant. Applicant to advise if this is acceptable and also asked to set a rate. Response received that an ABN/invoicing system was acceptable and he has nominated a payment per hour rate. BJ/AH recommended a probation period of 3 months or 6 months. Job description required along with Confidentiality Agreement. Retainer of 12 hours per month with provision of 16 hours and any additional hours on provision of evidence of need. Review process at 3 months and 6 months to be included. Cost to AV is likely to be about $7,000 per annum. AH/BJ to draft job description, IN to draft Confidentiality Agreement and look at a Performance Agreement.  Further discussions with candidate have been undertaken. Awaiting outcomes. Draft job description still required.  AH and BJ to finalise draft job description and send to IN. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17 |  |
| 1034.6.8 | Requirements for State Championships | AH/GL  AH/GL/AP  AH/GL | 21/12/16  26/1/17  23/2/17  23/3/17  27/4/17 | Expectations document and policy review to be undertaken  Still to be undertaken  Continuing. Survey to be completed on State Matchplay – AP to put out.  State Matchplay survey completed – see General Business. Expectations document still to be completed  AH and GL continue to work on this document. Draft to be presented to May 17 meeting. | | Continuing | Jan 17  Feb 17  Mar 17  Apr 17  May 17 |  |
| 1036.10.1 | Review of roles of RLS, State Records Recorder and State Badges Recorder | GL | 26/1/17  23/2/17  23/3/17  27/4/17 | Terms of Reference for Review to be drafted and presented at or before the next meeting. Officials involved to be advised of review and included in discussions  Continuing  Continuing  GL following up with AA. TOR still to be completed. TOR to be presented to May 17 meeting | | Continuing | Feb 17  Mar 17  Apr 17  May 17 |  |
| 1036.10.4 | Constitution and Rules Sub-Committee | PB | 26/1/17  23/2/17  23/3/17  27/4/17 | Draft Terms of Reference and contact volunteer clubs from AGM  Action continuing  Action to continue after NYAC and Masters Games  Draft TOR will be available for the May 17 meeting. | | Continuing | Feb 17  Mar 17  Apr 17  May 17 |  |
| 1036.10.5 | Presidents’ Forum 1/17 | IN  AP/IN | 26/1/17  23/2/17  23/3/17  27/4/17 | Forum timings to be confirmed. Request for agenda items to be sent. Agenda to be confirmed.  Action continuing  Action to continue after NYAC and Masters Games  Topics for next President’s Forum will include Child Safe, Risk Management requirements. External presenters to be sought. Dates to be confirmed. | | Continuing | End Feb 17  Mar 17  May 17  May 17 |  |
| 1036.10.6 | Review of AV Championship Shields | GL/IN | 26/1/17  23/2/17 | Stocktake of shields and current status and recommendations for usage to be presented to next meeting  Action continuing | | Continuing | Feb 17  May 17 |  |
| 1038.8.3.1 | Seed Funding Grants | IN | 23/2/17  23/3/17  27/4/17 | Follow up on areas of concern with grant EOIs from Clubs  Awaiting advice from SRV re equipment purchases  Applications were again reviewed. SRV has confirmed that as part of the seed funding program it is possible to purchase sporting equipment as long as it is used for the purpose the funds were provided. MOVED IN SECONDED GL that the applications as received by approved. Clubs to be advised and funding transferred subject to acquittal with receipts or similar documentation. | | Continuing | Mar 17  Apr 17  May 17 |  |
| 1038.10.1 | Victorian Leg of NMS | GL/BJ | 23/2/17 | Guidelines for Victorian Leg of NMS to be included in AV guidelines for State Championship Events | | Continuing | May 17 |  |
| 1038.10.2 | Technical Advisors to the AV Board | GL | 23/2/17  25/4/17 | Discussion Paper to be developed for April Board meeting on concept of technical advisors to the AV Board  Apologies for delay. Given other priorities discussion paper to be presented for Jun 17 meeting. | | Continuing | Apr 17  Jun 17 |  |
| 1038.10.3 | Live Streaming | BJ | 23/2/17 | BJ to discuss live streaming proposal with David Gaze. Discussion paper to be put to May 17 Board Meeting (or earlier if ready). | | Continuing | May 17 |  |
| 1040.8.2 | New Club Badges Procedures | IN | 23/3/17 | Stocks of badges held by State Badges Recorder to be run down and then new procedure introduced to clubs. Paul Gardiner and Ros Greig to be advised and asked to have new procedure ready for clubs by 1 Jul 17. | | Continuing | May 17 |  |
| 1040.10.1 | Partnership with Golf Victoria | AP | 23/3/17  27/4/17 | Discussion paper to be presented to Board Meeting  AP still working on this proposal | | Continuing | Apr 17  Jun 17 |  |
| 1040.10.3 | State Matchplay | AP | 23/3/17 | AP to present discussion paper for 2018 State Matchplay based on survey results and discussions | | Continuing | May 17 |  |
| 1040.10.6 | Security Access to IT systems | AH | 23/3/17 | AH to document access requirements with the view to presenting the outcomes at the May Board Meeting | | Continuing | May 17 |  |
| 1042.8.2.1 | AV Tournament and State Records for World Archery recognised rounds in Open division for Para and VI archers | BJ | 27/4/17 | Liaise with State Records Recorder to establish these records. Optimal use of Archers Diary for these records where possible. | | New Item | July 17 |  |
| 1042.8.2.1 | Para & VI Honorary State Team and Team Management | BJ  GL  IN | 27/4/17 | Ensure that honorary team information is included in policy currently being rewritten – Team Selection Policy  Ensure that 2017/2018 budget includes costs for Para & VI Team Manager.  Ensure that policy in relation to Team Manager is updated as needed. | | New Item | July 17  June 17  June 17 |  |
| 1042.8.2.1 | AV supported Para & VI interest group | BJ | 27/4/17 | Set up an interest group to champion para & VI archery in Victoria and to make recommendations to the AV Board for development of this aspect of our sport | | New Item | July 17 |  |
| 1042.8.2.1 | Classification of Para & VI archers | BJ | 27/4/17 | Organise for a classification session 6 months prior to the 2018 Para & VI Nationals | | New Item | August 17 |  |
| 1042.8.2.1 | Marketing of Para & VI archery opportunities | BJ | 27/4/17 | Interest Group to provide recommendations to AV Board on marketing opportunities to attract additional Para and VI archers | | New Item | July 17 |  |
| 1042.8.2.1 | Input from Hazel Hockley on 2017 Para & VI Championships | BJ | 27/4/17 | Reply to Hazel and thank her for her input | | New Item | July 17 |  |
| 1042.8.2.2 | 2017 NYAC Recommendations | BJ | 27/4/17 | Liaise with Ros on any changes to policies and procedures as a result of her recommendations. Work with Ros on a program for the lead up to the 2018 Championships | | New Item | Sept 17 |  |
| 1042.8.4 | Baxter Reserve Incident | IN | 27/4/17 | FAC to be advised that incident is closed | | New Item | May 17 |  |
| 1042.8.5.2 | Draft Social Media Policy | All | 27/4/17 | All Board members to review and provide input with the view to finalising at May 17 Board meeting | | New Item | May 17 |  |
| 1042.8.5.3 | Draft Team Selection Policy | All | 27/4/17 | All Board members to review and provide input with the view to finalising at May 17 Board Meeting | | New Item | May 17 |  |
| 1042.8.6 | Child Safe guest speaker from VICSPORT for next President’s Forum | AH | 27/4/17 | Contact VICSPORT and see if they can provide | | New Item | May 17 |  |
| 1042.8.6 | Child Safe Update and draft Club Policy to be sent out | IN | 27/4/17 | Write and send out update and draft Club Policy | | New Item | May 17 |  |
| 1042.8.6 | Implications of child Safe for NYAC18 | BJ | 27/4/17 | Determine implications of Child Safe for NYAC18 and develop a plan of action (in conjunction with AA as necessary) | | New Item | July 17 |  |
| 1042.9.1 | Mandatory Board Quotas | IN | 27/4/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities | | New Item | June 17 |  |
| 1042.9.2 | Risk Management Strategy | IN | 27/4/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities | | New Item | May 17 |  |
| 1042.9.3 | WWCC Changes to Legislation | IN | 27/4/17 | Action plan based on discussion paper recommendations to be prepared – including assignment of responsibilities | | New Item | May 17 |  |
| 1042.10.1 | New AV Medals | GL | 27/4/17 | GL to prepare designs for Grand Prix series medals and submit for consideration | | New Item | Jun 17 |  |
| 1042.10.3 | Advertising of Club events by AV | AH | 27/4/17 | Advertising of club events to be included in policy and checklist currently under development. Draft policy to be presented to May 17 meeting | | New Item | May 17 |  |
| 1042.10.4 | NYAC17 letter of thanks | IN | 27/4/17 | Draft letter of thanks to TCAG | | New Item | May 17 |  |
| 1042.10.6 | NJC to be sought to support Blue Lake Archers for National Indoor Championships | GL | 27/4/17 | NJC to be sought | | New Item | May 17 |  |

**ITEMS CLOSED THIS MEETING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item Number | Item | Action Officer | Meeting Date | Actions Taken | Status | Date Completed | |
| 1020.12.7 | Archery Development Pathway | DS  PB  GL  GL, AH & PB  BJ  BJ/AP | 19/5/16  21/7/16  18/8/16  15/9/16  20/10/16  17/11/16  26/1/17  23/2/17  23/3/17 | Support for Sherbrooke program and expanded State Program  Additional discussions with AA on this activity plus approval of some grant funding. Discussions on hold until after the Olympics  Sherbrooke still to provide submission on their proposal. Discussions will continue with AA after the Olympics  Sherbrooke proposal received – to be considered in conjunction with AA information at Oct 16 meeting  Discussion on proposal took place. Board considered that we need to build the RGB wide program before confirming support to clubs involved. Sherbrooke submission on hold until more work has been done on an RGB wide program. Whatever we come up with needs to align with AA proposal and funding provided by AA ($45,000). Workshop needs to occur with coaches/club reps/Board to develop a proposal for a pathways program – what does the framework look like. Is it a centre of excellence type model or some other model?  ACTION: GL to develop workshop proposal with an independent facilitator. Central venue tba. Hopefully before Christmas but may be after. GL to follow up with AA on their requirements. Grant funding requirements need to be considered. GL to advise Sherbrooke of outcome of discussions.  PB advised that AA have still not provided guidance on expenditure of grant funding from AA. GL advised that AA were still formulating their plan. Issue was discussed at AA AGM. AV still waiting on guidelines from AA on this. GL still to organise a facilitated discussion on a state archer development pathway program. GL advised that he had yet to speak with Sherbrooke on the outcome of discussions. Confirmation is required from AA on direction they wish us to take on expenditure of funds and pathway program they wish us to follow and build on. IN advised that there is some funding also available in the Vic Gov grant. Board agreed that whatever we do with our grant funding needs to line up with AA funding. Item on hold until AA have advised direction. AH and GL to discuss with Sherbrooke as soon as possible. Further discussion on equipment requested by Sherbrooke occurred. Board believed it needed more evaluation of equipment and how the equipment will be used in a State wide program. PB to follow up with Jim Larven. AH to pursue with John Hyde. GL to continue to pursue workshop with coaches/clubs/Board.  BJ advised that some info has been received on coaching pathways and has given some indications of future athlete pathways but nothing about how we need to spend funds provided by AA. BJ further advised that Youth Development Committee has been disbanded by AA. The committee will continue to meet informally for the time being. Ros Greig and others have provided feedback to the Board which could form the basis of a strategy for our development activities. The Board agreed that we cannot wait much longer for direction from AA. AV has grant funding for this activity which needs to be allocated to this activity as well. The Board agreed to proceed on this issue and to wait no longer for AA direction. BJ to draft a discussion paper for the next Board meeting.  BJ to do survey re programs already running in clubs. What programs are running, what are the outcomes being pursued, how can the programs be built on for the greater benefit of our athletes. Activities could encompass youth and seniors development.  BJ advised that ANSW has launched their pathway development program in support of AAs pathway program. The announcement by AA of their Talent Identification Program gives us an indication of how we might structure the AV program. Concern was expressed that ANSW program was simplistic and copying it may not meet our needs. Approach was narrow in focus. AP suggested we look at a Tier system to allow athletes to work up through the levels and put themselves on show for the AA talent identification program. Progression and incentive needs to form part of the strategy. AV has access to current grant funding to establish this program. AP to draft a suggested program and Discussion Paper for consideration by Board. BJ to assist.  AP advised that he and BJ have not yet been able to draft this proposed program. AP to have discussions with Steve Jennings on the AA program and report back. It was noted that AA have now published some further details of the Talent Identification program. PB has had some discussions with AA on this. The $45,000 provided by AA to AV is to be returned to AA. Details of that return to be negotiated. It was noted that these funds are currently in the AV Term Deposit account. PB advised that AA have requested input from AV in relation to a State administrator for the program. PB to request duty statement for this position from AA with the view to determining the best possible fit. Discussion continued on the State Pathway program and it was suggested that Working Party be put together to work on this program. TOR for working party required. TOR to include recommendations for coaching requirements as well as athlete recommendations.  (Note: this item now has three distinct activities. The first is in relation to the original funding application by Sherbrooke. The second is the AA Talent Identification Program. The third is the development of the AV State Pathways program to feed into the AA pathways. As such this action item will be split into three new action items to maintain clarity.) | CLOSED  Split into 3 ongoing action items | 21 Jul 16  15 Sep 16  22 Oct 16  31 Jan 17  31 Jan 17  28 Feb 17  23 Mar 17  Apr 17 | 27 April 2017 |
| 1024.12.8 | Risk Management Procedures | All  IN/BJ  PB/IN | 21/7/16  18/8/16  20/10/16  17/11/16  21/1/17  23/2/17  23/3/17  25/4/17 | Board members to read AA Risk Management Policy and be prepared to discuss at next meeting  IN advised that there is an existing AV policy on this. This needs to be reconciled to AA policy. There appears to be a risk if clubs aren’t doing regular risk assessments. AV had a checklist which might be useful. More work needed. BJ to send out ABA checklist for comparison and info. Consideration of enforcement re doing risk assessment. Emphasis on checklist and Club Mentor discussions with Clubs.  BJ provided ABA checklist. This needs to be integrated with our current info. PB advised that he had assisted Orion Archers with a risk assessment. PB to work on current AV checklist and see what needs to be amended. Checklist to then be distributed to clubs, policy also needs to be reviewed to include requirement for annual risk assessments. IN to send checklist to PB  IN still to provide copy of risk assessment checklist to PB. Ongoing  PB advised that process was followed for NYAC and submitted to council. IN advised that risk assessment has been done for RSL Connect as well. Will continue to work on this.  Still in progress  Rescheduled for action post NYAC and Masters Games  This item to be closed. Recommendations made via Discussion Paper at 1042.9.2. New action items from this paper. | CLOSED | 18 Aug 16  End Oct 16  Feb 17  23 Mar 17  May 17 | 27 Apr 17 |
| 1026.11.2 | Catering for Archers with a Disability | IN  IN  BJ/IN  BJ/IN  BJ/AH | 18/8/16  20/10/16  17/11/16  26/1/17  23/2/17  27/4/17 | Proposal to be developed in relation to additional coaching and resources for archers with a disability  Organise first interest group session  IN advised that date and time for first interest group meeting needs to be set.  Disability workshop for coaches to be organised for first half of 2017.  Some headway has been made into incorporating Para/VI into some of our most recent events. Due to workload, workshop will be organised in Jan 17 – to be undertaken approximately Feb 17. Hazel Hockley has agreed to participate in this activity as well as assist in developing a Para/VI coaching module. Requirement for Para/VI to be included in WA720 Grand Prix Series. Clubs hosting WA 720s in 2017 need to be advised that Para/VI should be catered for in these events in 2017 where that is possible. Disabled toilets and facilities and VI labelling needs to be considered. BJ to make contact with clubs hosting the WA720 Grand Prix Series to advise of requirements.  BJ still to contact WA720 hosts on requirements. BJ to research and consult with Hazel Hockley on this issue. IN advised that coach working group would happen in Feb (after the advanced coaching workshop). It was suggested that a Team Manager be considered for the Para/VI championships. Agreed. IN to issue EOI.  BJ has had discussions with Hazel on a common interest group on accessible archery. State Short Range is the same weekend as para/VI nationals. BJ asked for a para/VI short range event to be put in place during later part of 2017 – at a date to be confirmed. Separate date and venue to be considered. BJ to consider criteria for venue and dates etc and put a discussion paper to the next meeting.  IN advised that EOI for Para/VI Manager has been issued.  Establishment of a common interest group for accessible archery to be established. AH to look at options including Facebook.  Further discussions on this item in General Business. Para/VI Team Manager appointed – Brendan Jones. Recommendations made in this regard in Team Managers report. This item to be closed and recommendations from report to be opened as separate action items. | CLOSED | 30 Oct 16  1 Oct 16  Dec 16  31 Jan 17  28 Feb 17  Apr 17 | 27 April 17 |
| 1030.11.4 | Support for Para and VI classification | IN  BJ | 20/10/16  17/11/16  26/1/17  23/3/17  27/4/17 | AA para/VI committee to be advised of decision and support for classification sought  IN advised that request re classification still needs to be made to AA sub-committee. IN to liaise with Hazel Hockley on this.  Action still to be undertaken. Need to determine who requires classification before classifiers can be allocated. EOI to go out for who needs to be classified. AV to fund travel for classifiers as required.  BJ has information from Hazel Hockley and will advise on what is required once he has digested the information.  Classifications to be undertaken at Para/VI Nationals. NFA at this time  Classifications undertaken at Para/VI Nationals. Team Manager report highlighted some issues and made recommendations. Separate action items from report.  Item closed | CLOSED | Jan 17  Feb 17  Mar 17 | 27 Apr 17 |
| 1038.8.3.1 | Seed Funding Grants | All | 23/2/17  23/3/17  27/4/17 | All Board members to submit dot points to IN on items for clarification with EOIs  Nil received. For further discussion  Item closed. | CLOSED | End Feb 17  Apr 17 | 27 April 17 |
| 1040.8.5.1 | Revised Policies | AH | 23/3/17  27/4/17 | Revised policies 0102, 0103 and 0104 to be published to website.  Actions completed | CLOSED | Apr 17 | 27 April 17 |
| 1036.10.1 | Review of State Level Access to Archers Diary | IN  AH | 26/1/17  23/2/17  23/3/17  27/4/17 | Make contact with AA and determine current access levels to AD  AH advised that he had sought information from various officials and was in discussion with AA on the issue. Overall levels of access to be reviewed. AA can produce reports to assist with various State Officers to use as needed rather than provide wide reaching access to the system. AH to continue work on this.  Rescheduled for Apr 17 meeting.  AH has completed review of access requirements. | CLOSED | Feb 17  Mar 17  Apr 17 | 27 April 17 |
| 1040.8.5.2 | Draft Child Safe Policy | All | 23/3/17  25/4/17 | All Board members to review and provide input to new policy with view to finalising at Apr 17 Board meeting.  Policy approved at this meeting. Actions completed | CLOSED | Apr 17 | 27 April 17 |
| 1040.10.2 | Appealing a Membership Decision | AP | 23/3/17  27/4/17 | Information re Administrative Appeals to be passed on  AP advised that information has been passed on. | CLOSED | Apr 17 | 27 April 17 |
| 1040.10.4 | Sherbrooke Equipment Application | AP | 23/3/17  27/4/17 | AP to provide response to Sherbrooke  Response provided | CLOSED | Apr 17 | 27 April 17 |

**ANNEX B**

**To Board Minutes**

**Dated 27 Apr 17**

**FINANCIAL STATEMENTS**

Appended as a separate document.

**ANNEX C**

**To Board Minutes**

**Dated 27 Apr 17**

**OFFICIALS REPORTS**

**2017 Para & VI Nationals Team Manager Report 24 to 26 March 2017, Tuggeranong ACT**

**Archers, and their results:**

Kyle Lyons-Clarkson 1st Male Recurve W2ST

Daniel Neal - 5th Male Recurve W2ST

Jesse Balshaw - unclassifiable

Chris Doneman - 4th Male Compound W2ST

Charles Leitaou - 5th Male Compound W2ST

Paul Holmes - 1st Male VI 1

Hazel Hockley - withdrew prior due to medical advice, did not attend

**Classification interviews:**

Chris Doneman - classification updated to include changes to back rest and strap, on safety grounds.

Daniel Neal - presented for classification as wheelchair based, he was classified in W2 but is required to shoot from a stool, with feet on the ground. He accepted this and adapted well in his shooting.

Jesse Balshaw - presented an outdated AA form completed by his opthamologist and wished to be classified VI open. This category does not exist in WA or AA rules so classifiers, head of judges and tournament director ruled that he could not be classified and so while able to participate would not be eligible for any national medals. See notes later.

**VI Open issue**

It was unfortunate that the category that was presented for 2015 & 2016 of VI Open did not continue in 2017, in that Jesse claims he travelled to the event understanding that it would. There are inconsistencies in his claims about this as the classifiers allege he was advised of the issue in 2016 and at times he acknowledged this. I understand the head judge spoke with Hazel Hockley overnight and while Hazel alleges this was all resolved with AA by the Para and VI committee this contradicted the classifier who also sits on that committee and also advice from Jim Larven. It seems that when VI Open has been shot at WCA in 2015 and 2016 it was a construct of that club.

**Observations**

1. For this event the host club needs to apply full Nationals protocols per AA guidelines in the future.

2. Music would be good at volume between ends of the ranking, matchplay and dropped down very low during shooting.

3. Shirts while looking large when held up fitted the archers well. The archers were very pleased with the shirts and the design.

4. Format of all rounds offered and programmed need to be known prior (for the future this seems that the indoor will be the WA18m and WA18m VI as a tournament, not a national championship as that is concurrent with the annual indoor national champs)

5. Tuggeranong has the opportunity to consider offering WA Marked field in 2018 as they have 12 accessible field lanes.

6. Most, if not all archers shot one or more PB’s.

7. 50% of our archers had not considered their needs for agents and spotters and this took intervention by the team manager to resolve this. At national championship level it would be beneficial that the archer’s agents/spotters have a proven existing relationship with the archer.

8. With two exceptions the archers need considerable development in archery skill, tournament skill and management of themselves at tournaments plus inside out knowledge of their specific archery aids.

**Recommendations:**

1. Establish the AV Tournament & State records for the World Archery recognised rounds in Open division for Para & VI Archers

2. Continue with the Honorary Team for this event with team management

3. Establish an AV supported Para & VI interest group from our membership to increase quantity & quality of Para & VI archery in AV activities

4. Consider if a Para Unclassified Open Category and VI Unclassified Open Category be offered by AV Clubs at tournament level (not state champs).

5. Do not select ineligible for classification archers to AV honorary teams.

6. Actively market to Para and VI communities exclusively in the WA recognised classifications.

7. Organise a classification session in Melbourne approximately 6 months prior to 2018 Para & VI Nationals.

8. If AV State Championship events have correctly classified open archers at them this would be attractive to some classified interstate archers (at most a handful)

**National Youth Archery Championships 2017 - Team Manager Report**

Report April 8th

Unofficial practice was a successful day for people

**Clout**

The grounds was so hard that arrows continuously skipped, cart wheeled and many were broken. Despite the conditions each and every archer gave their best. Laura withdrew after the second scoring end. She had been suffering from a injured shoulder and having treatment 2 times a week, and as the conditions were causing issues and rather than aggravate her shoulder she withdrew.

Medal count :

Clout Medals 11 Gold 4 Silver 3 Bronze 4

Target Medal 14 Gold 6 Silver 3 Bronze 5

Field Medals 17 Gold 8 Silver 5 Bronze 4

Short Range Medals 17 Gold 6 Silver 7 Bronze 4

Total 59 Gold 24 Silver 18 Bronze 17

As part of my badge recorder duties I have used Archers Diary to gather all the eligible claims for badges to assist with any claims made.

On the first day *one team member’s* attire was well below par, with several people making comment on it. *This issue was addressed and the archer complied with requests from the Team Manager.*

**Volunteers** **who offered to assist**

*Not all volunteers who offered to assist at the NYAC were able to do. More thought needs to be given as to the roles of volunteers and how many need to be available.*

**Technical Advisor role** (Coach) and commercial interests don’t mix well. Alec moved between the two which left me with only one on the field of play at times. Whatever I asked of him he was more than willing to do, but the role needs further refining. His role as mentor/ coach with archers was very positive and greatly appreciate by them and their parents and I would encourage this role to continue.

Field days: Julian Howden and then Archie Vissariou located themselves near the Boola club so as our archers passed by they could check on them. This was of great assistance to me and all our archers. Thank you gentlemen.

**Uniforms**; with the change of design and supplier it certainly had its teething problems. Thanks to Sheryn who did most of the behind the scene work to make sure uniforms were correct, orders were in, and then help bag them for collection.

A number of independent archers were disappointed that they unaware or didn’t appear to get the opportunity to get a Vic Shirt. I did point out for some it was a tight time line, but for others they could have been approached.

This needs to be looked at for 2018, on how to let archers and parents know that about uniforms?

The shirts looked great and slimming on the archers.

**Team captains duties:**

I asked them to be up the front of our team at the opening ceremony Laura was flag bearer as Devilliers was asked by Pete B to read the athletes oath. The other main responsibility was to speak to the archers and ask how they were going and provide encouragement.(Laura the Recurve and DeVilliers the Compound). I observed Laura down the line talking to other archers and taking photographs.

I think the Team manager responsibilities should be for longer than just the immediate lead up for Nationals. AV needs to start soon to work with and encourage young archers to consider the 2018 Youth Nationals.

Recommendation that the following independent archers have their development watched and be encourage to try for state team in 2018.

**Tazmin Forrest Compound** **Wendouree**

Tazmin as a cub shot the matchplay and held her own and her competitors had to earn every point.

**Ethan Ingram Recurve Frankston**

A very good archer who came to nationals with only target skills and was encouraged by his coach Hans Wright to enter all 3 disciplines. Prior to Nationals he did attend the available training sessions for field and clout. Although disappointed within himself he did very well.

**Hugo Lobb Barebow Recurve A.I.M. Inc**

New to AV, has been shooting IFAA and ABA for a few years and is a very solid shooter.

**Riley Morrison Compound Sherbrooke**

Enjoyed his time at the Nationals and already expressed a desire to try for the State Team next year. Through no fault of his own Riley arrived late to the Short Range event, he then went out and shot a respectable score of 574 with 6 missed arrows. A good performance under pressure and no practice ends.

**Matchplay**

Individual match play; we had Aimee F, Caitlin H, Niamh J, Lauren V, Madeline McS, Elise F, Laura P, Hamish T, Harri Howden, Adrian A, Zac T and Ben H make the quarter finals.

In the-finals Ben competed in the bronze medal match, Laura won the gold recurve, Aimee F won Bronze, Niamh took out the silver and Madeline McSwain the gold for compound. Hamish Thompson won the bronze in his compound medal match.

Riley Morrison and Dylan Hor missed the early start to the Short Distance Comp. For Dylan this was his first and only comp and I had no way of getting in contact with him. Though, organisers should have had email and phone details. Communication by the organisers needs to be improved and I am sure this will be part of their review process.

Riley Morrison had been present throughout the previous days and I had assumed he and his father were present at the presentations when it was announced The Short Distance was being brought forward.

I announced via Facebook that the AV archers needed to be ready for practice at 8am. I did not mention the AA rounds. I apologise for my error.

Due to the sign in processes (venue and then actual tournament) and the time that it took, team meetings in the morning were almost impossible unless all archers got there another 20 minutes earlier. I did manage to see most archers before the day started checking on target allocations with them and passing on any messages. After presentations people left quickly. Most information I needed to impart I did so via Facebook which most archers and or families had access to.

Recommendation for future training sessions:

**Questionable scoring practices**

If it is felt that an archer is constantly trying to call higher arrow scores and they obviously are not, call a judge and say you don’t think the archer is capable of scoring properly. If it continues repeat the process and call the judge.

**Bounce outs:**

As a result of 2 judges not being able to locate a hole after a bounce out, Tian was unfortunately given a miss. Shooting was not stopped to look for the arrow hole. If this had happened she might have scored the 9 she rightly deserved. Luckily for Tian this miss did not affect the medal placings, but it might have with a closer competitive score.

Archers should have this action drawn to their attention in the lead up to the Nationals next year.

**Potential High Draws**

Karen O’Malley expressed her concern that DeVillier’s draw is very close to a high draw, I believe she spoke to Alec about a number of other archers. Her concern was more for the international level.

Most interstate archers I spoke to had a good time and are looking forward to coming back next year, hopefully to better weather.

Despite having plenty of water available, most archers didn’t want it. The weather for some days was very cool. I had been working on warm days.

The only thing that went quickly was the watermelon. Most archers had brought their own supplies.

Muesli Bars and lollies were offered and rarely taken up by the archers.

Rather than going to the extra expense (for many parents) for a team dinner at a restaurant I organised a Victorian BBQ at the venue using money from my budget which was well below what I had asked for as a budget. A big thankyou to: Tim and Robyn Mortimer, Arnold and Sue Paeglis, Erna Duvenage for all their assistance with the BBQ held at TCAG Indoor Range. Apologies if I have missed anyone.

There were a few invited guests and a quick head count at one stage put the number at between 60 and 70 people. Through TCAG the catering was organised and I was presented with an invoice. A big thank you to Katrina Mundy for doing that for us.

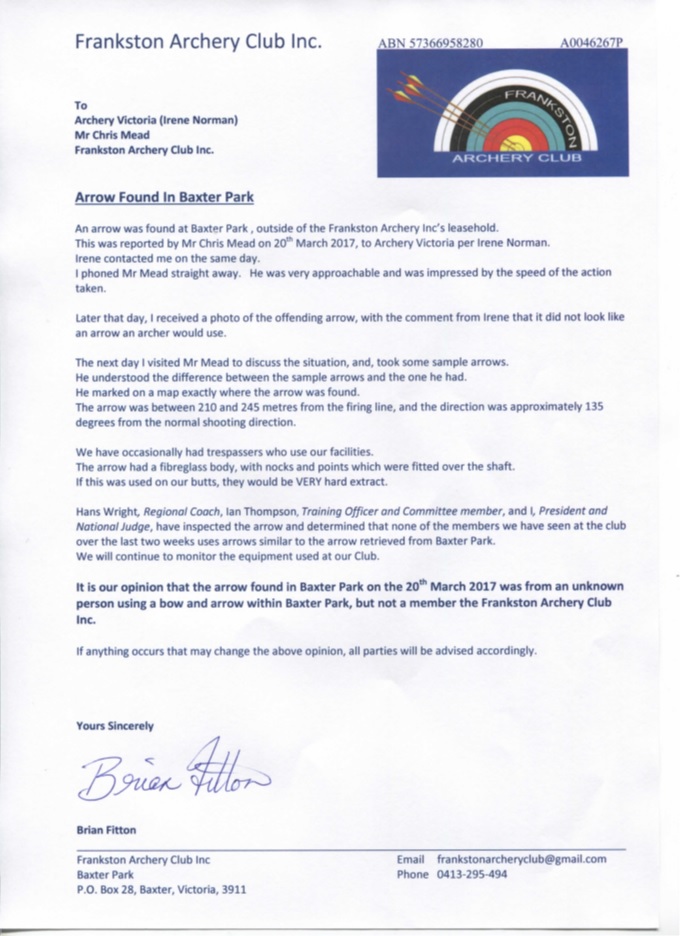
Thank you to Deb Jones who did a running spreadsheet on the team’s event. I had no idea who might have been included as team members for other states, due years of involvement she did.

Ros Greig

**ANNEX D**

**To Board Minutes**

**Dated 27 Apr 17**



**ANNEX E**

**To Board Minutes**

**Dated 27 Apr 17**

**INFORMATION and DISCUSSION PAPER**

**TRANSITION TO MANDATORY BOARD QUOTAS**

**Background**

In December 2015, the Minister for Sport released the final report of the independent inquiry into Women and Girls in Sport and Active Recreation – *A Five Year Game Plan for Victoria –* and committed to implement all nine of the Inquiry’s recommendations to enhance participation by women and girls and to increase their engagement in leadership and governance roles.

Recommendation 3 was to ‘Mandate gender balance and good governance principles’, with the Game Plan Inquiry making the following comments about implementation:

* A minimum quota of 40% should be set for female representation on governing bodies.
* A phase-in period of up to three years is reasonable for change.
* There should be annual monitoring and reporting against this quota.

This recommendation has been noted as a founding reform in *Safe and Strong – a Victorian gender equality strategy,* released by the Victorian Government in December 2016.

Board membership data for 90 organisations funded under the Supporting Victorian Sport and Recreation Program indicates an overall average of 38% female representation on boards for these organisations. The same data indicates that less than one-third of these organisations have female representation rates at 50% or more, while one-fifth of all organisations have 25% or less female representation, in some cases with no female board members at all.

A similar approach has already been taken at the national level. The Mandatory Governance Principles for National Sporting Organisations issued by the Australian Sports Commission in 2013 acknowledge research showing that increased gender diversity on boards leads to improved performance. Mandatory Principle 2.6 ‘Gender Balance on Boards’ sets out the requirement that all NSOs should seek to achieve a target of 40% representation of females on their boards, and report on the gender representation at executive management level. It is understood that this is one of the failings pointed out by ASC in relation to Archery Australia.

Sport and Recreation Victoria will apply the quota to organisations that receive funding through the Supporting Victorian Sport and Recreation program – State Sport Associations (SSAs – for Archery that is Archery Victoria), Regional Sport Assembles (RSAs) and State Sport and Recreation Bodies – following the conclusion of the current round of funding agreement son 30 June 2019. Archery Victoria is a current recipient of funding under the Supporting Victorian Sport and Recreation program

VicHealth will also apply the quota to SSAs, RSAs, national and elite sporting organisations by 1 July 2019, with any new funding agreements made before that time including a requirement for organisations commit to achieving the 40% quota by 2019. Although Archery Victoria is not currently in receipt of VicHealth funding, it is funding which we like to have and we should be actively pursuing this funding in the future.

**What has happened so far?**

Vicsport has been engaged by Sport and Recreation Victoria to assist affected organisations to transition through the process in order to meet the minimum quota by 2019. This support will consist of a range of initiatives including:

* An Industry Forum (conducted on 28 March 2017 – IN attended)
* Facilitated Workshops (IN booked into workshop for 17 May 17)
* Information Sheets
* Online Clips
* Training and Education Opportunities for current and prospective board members
* Face to face meetings and support.

**What does this mean for us?**

If Archery Victoria is to be considered for continued grant funding beyond our current agreement (ends 30 June 2019) we will have to comply with the requirement of a 40% board quota for female Board Members by this date. This quota can be achieved in different ways and we could choose to look at this as a requirement for a 40% minimum of any one gender (male and female) as opposed to just a requirement for a minimum 40% female quota.

Working on the assumption that we would like to continue to receive funding from SRV and that we like to receive funding from VicHealth in the future, we need to be starting work on this now. Our current ratio of male to female Board Members is 1:5. If we continue to have 6 Board Members as per our current constitution we will need 3 of them to be female by 30 June 2019 – which essentially means we will need to have reached that quota by our 2018 AGM – giving us about 14-15 months to reach the quota (2 AGMs).

The current Archery Victoria Board consists of all elected positions. All AV ordinary members are invited to nominate for the Board via an Expression of Interest process. Nominations are then put to member clubs for voting at the AGM. We have 2 AGMs (including the AGM this year) to reach the quotas required.

The composition of the Board is dictated by our Constitution. A number of other State Sporting Associations have moved or are moving away from wholly elected Boards to Boards which are skills based. That is they bring onto the Board people with specific skill sets (e.g. finance skills, risk management skills, strategic planning skills, sports administration skills, marketing skills, business management skills etc). Some have a mix of elected members (representing member interests) as well as skill based positions.

It may be time for us to consider changes to our Constitution and governance policies and procedures to bring the issue of who is on the Board of Archery Victoria into a position to meet the challenges of our future (both known and unknown). Some of the questions we may need to ask are:

* How many members should be on the Archery Victoria Board – is 6 enough or should we have 7 or 8 or 10?
* What skill sets do we need on our Board?
* Should we have a mix of positions which are appointed based on skill sets or qualities brought to the Board and elected Board members representing the members?
* Should the mix on our Board also include sport specific technical expertise – e.g. one of the board positions may require a strong knowledge of the rules and regulations of our sport?
* Should we mandate gender Board quotas in our Constitution?
* What is the current skill set of the Archery Victoria Board?
* What are the ramifications of the terms of current Board members? How might we need to change the terms of Board members to ensure that the quotas continue to be met in the future? (For example, at the 2018 AGM if our single female Board member does not seek re-election or is not re-elected and no other females nominate for the Board we could be at a ratio of 6:0 and even further away from meeting the requirements.)
* Should Board positions be designated by gender?

The current method of electing Board members to the Archery Victoria Board is unlikely to allow us to reach the required quotas. Archery is still a male dominated sport and the number of females who are willing and able to take on Board roles is less than males. Whilst our Board consists of all elected positions, it is probably true to say that there is a significantly greater possibility of an all-male Board than there is of achieving a Board which has a gender diverse mix.

We could make Constitutional changes which would help us achieve the quotas. That, in itself will not be enough though. We will need to be able to actually recruit female Board members – either elected or appointed/seconded – and we will need a strategy to do so. We may need to be actively identifying and grooming potential Board members. It may need a personal approach. We will need to ensure that Member Clubs are aware of the government requirements and assist us in this process. We may need to change our process of Expressions of Interest to some sort of active recruitment and selection process.

If one was to gaze into the crystal ball, it would seem that the next step from having SSAs (us) fulfil the mandatory quota requirements is for Clubs to be asked to do the same. It is possible that this will be the next step by SRV and VicHealth and clubs should be thinking about this now as well. Do we know the gender mix of our Member Club Committees? Will knowing that information assist us in identifying possible Board members and assist clubs to meet any future requirements?

**Recommendations**

1. That Archery Victoria Board have Mandatory Board Quotas as part of the standing agenda at all Board meetings between now and 30 Jun 19.
2. That the yet to be appointed Constitution and Governance Committee include constitutional changes relating to Mandatory Board Quotas as part of their remit in reviewing the current AV constitution and governance regime.
3. That the Archery Victoria Board have a strategy and action plan in relation to mandatory Board quotas in place before the next AGM (expected to be Sept/Oct/Nov 2017).
4. That a member of the Archery Victoria Board be given the task of working on this issue and taking primary carriage for achieving the quota outcomes.
5. That the next President’s Forum include a brief on this new requirement and the implications for AV and Member Clubs.
6. That a survey of all Member Clubs be undertaken to get a snapshot of gender mix on their committees.
7. That AV consider an increase in our current budget for legal services which are likely to be required to ensure that any Constitutional/governance changes which we make will be legal and comply with requirements. An increase in the requirement for consultancy services and possibly recruitment services may also be required.

**Presented to AV Board Meeting: 27 April 2017**

**ANNEX F**

**To Board Minutes**

**Dated 27 Apr 17**

**INFORMATION and DISCUSSION PAPER**

**RISK MANAGEMENT IN ARCHERY VICTORIA**

**Background**

Over the last 2 months there have been three instances reported to Archery Victoria involving elements of risk associated with our sport. Two of these incidents have involved suspension of archery activities by land-owners or Councils.

These are not the first to be noted or reported but with action being taken by external bodies which is shutting grounds used by our athletes it may be time for us to take more considered action in relation to risk management at our clubs.

The three current incidents are:

1. Geelong Archers – temporary closure of the Deakin University club grounds as a result of a complaint from a neighbour of arrows entering their property from the club grounds. As a result of the complaint, Deakin University suspended archery activities on the grounds pending an investigation and agreement to actions required. The club has now made necessary adjustments and the ground has reopened.
2. Frankston Archery Club – an arrow was found in parkland neighbouring Frankston Archery Club by a parkland user. The user reported the find to Archery Victoria who contacted the person involved. Contact was then made with Frankston Archery Club and the President was tasked with undertaking an investigation of the incident. An initial report is tabled at this meeting. Although it is unlikely that the arrow was that of a Club member, the incident is still considered significant.
3. Southern Cross Archery Club – verbal report received 23 Apr 17 that the grounds of Southern Cross Archery Club have been closed by Council following the discovery of an arrow in a nearby residential area. Board members may recall that Southern Cross Archery Club lost the fence at the back of their ground in one of the big storms in mid-late 2016. This fence was replaced (by the LGA) with a cyclone wire fence which does not stop arrows. The verbal report has indicated that the inadequacy of the fencing may be a contributor to the incident. A report has been requested from SCAC but has not yet been received. It is not yet known what action the Council will take in relation to this incident or how permanent the closure of the club will be.

In the case of Geelong and Frankston, Archery Victoria was able to assist in the process and became actively involved. With Geelong, the involvement of Archery Victoria lent some weight to the process and in the case of the Frankston incident, the actions of Archery Victoria contributed to Council, police and others not becoming involved. Both clubs acted quickly and strongly to the issues and are to be commended for their approach.

The discussions around the most recent incidents has highlighted that Risk Management is becoming a higher profile issue for Local Government Authorities and those Authorities that AV and our Member Clubs rely on to provide grounds and facilities for our sport.

The recent experience with the establishment of Orion Archers (and the active involvement of an Archery Victoria Board Member in that process) has shown that this is also an important factor in gaining the use of grounds as well as retaining the ones we have.

It is also becoming apparent that community, education and corporate organisations who enlist the assistance of Clubs and Archery Businesses in Victoria are asking for formal Risk Assessments before considering exposing their students, team members, executives etc to our Sport. This is also apparent in the case of athletes with a disability being exposed to the sport. Risk assessments are an expectation of LGAs with most Councils asking for confirmation of formal risk assessments in annual/biennial licence renewals of grounds and facilities.

AV expects all Clubs to have completed a formal and comprehensive Risk Assessment and have Risk Management Plans in place. The AA Insurance policy, which covers all our Member Clubs, requires an annual risk assessment (an annual review is the minimum requirement) be undertaken by all clubs for all grounds and activities covered under the policy.

At this stage AV does not know if all clubs have completed a Risk Assessment or have a Risk Management Plan in place. It is expected that most clubs will have them in place but there is no guarantee that all do and there is no guarantee of the effectiveness of the assessments or plans.

**What does this mean for us?**

The AV Board has been discussing Risk Management for some time. Recent discussions with AA in relation to the Geelong incident highlighted that AA does not have a Risk Management expert or consultant available to conduct archery specific risk assessments. AV certainly does not have anyone available to do so.

It is acknowledged that it would be difficult to find someone in the first instance who would have this expertise readily available (especially relating to risks specific to our sport). There are any number of organisations in the corporate arena however, who specialise in risk assessment and risk management.

It is time we stopped talking about this and put something in place to ensure that Risk Assessments and Risk Management Plans are in place at all Clubs and are a standard feature of all events and tournaments which are undertaken by AV or our Member Clubs.

It is the role of AV to support clubs when difficulties such as those above are encountered. We are responsible for ensuring our member clubs comply with LGA, landowner and AA requirements in relation to Risk and Compliance.

**Recommendations**

1. That Archery Victoria undertake a survey and review of all Member Club Risk Assessments and Risk Management Plans to ensure that they are in place and effective.
2. That Archery Victoria investigate the marketplace and look to engage a consultant/contractor to undertake this survey and to work through a process of documenting and researching the requirements for Risk Assessments in general and specific to the conduct of Archery activities.
3. That Archery Victoria work with Archery Australia to ensure that all clubs are compliant with the AA insurance policy requirements.
4. That Archery Victoria consider the ongoing processes involved and assist Archery Australia in building expertise in this area with the view to having preferred suppliers which can be used by AV and Member Clubs as required.
5. That Archery Victoria consider the implementation of a yearly Club Compliance Check and Re-registration Process which includes provision of evidence of effective Risk Assessments and Risk Management Plans.
6. That the next President’s Forum include a brief on Risk Assessments and Risk Management Plans to ensure that Clubs are aware of requirements and possible implications of non-compliance.

**ANNEX G**

**To Board Minutes**

**Dated 27 Apr 17**

**INFORMATION and DISCUSSION PAPER**

**AMENDMENTS TO THE WORKING WITH CHILDREN ACT 2005**

**Background**

With effect 1 August 2017, a number of important amendments to the *Working with Children Act 2005* (the Act) will come into effect.

In its report titled ‘Working with Children Checks’, the *Royal Commission into Institutional Responses to Child Sexual Abuse* made several recommendations aimed at strengthening the protection children receive through Working with Children Checks. Of particular note to Archery Victoria are the two following amendments.

1. Expand the definition of ‘direct contact’ in the Act. The definition of direct contact will now include oral, written or electronic communication as well as face-to-face and physical contact.
2. Remove references to ‘supervision’ from the Act. This will mean that even if a person’s contact with children as part of their child-related work (or volunteering) is supervised by another person (who has a Working with Children Check) they themselves will still need to apply for a Working with Children Check.

**What does this mean for us?**

Archery Victoria does not currently have a formal Working with Children Check policy. The following advice was recently provided to all clubs via the Child Safe Standards Update (issued 17 March 2017).

*“Archery Victoria has already mandated (some years ago now) that all accredited instructors and coaches in Archery Victoria should hold a current Working with Children Check (or in the case of Teachers a current Teacher Registration which includes the WWCC, and for current servicing Police Officers, a copy of a warrant card is acceptable). AV is currently considering whether officials (such as judges) should also be subject to this requirement. All Archery Victoria Board Members also hold Working with Children Checks.*

*Archery Victoria requires State Team Managers and those assisting them to have current Working with Children Checks.*

*Archery Victoria also recommends that all those assisting instructors and coaches within clubs with Come and Try activities, Beginners Courses, Youth Development Squads and other activities where children may be involved should also hold a Working with Children Check. AV further recommends that Club Committee members hold a WWCC. Ultimately though, it is up to Clubs to determine who within their club will be subject to WWCCs.”*

It should be noted that the administrative burden resulting from allowing Teacher Registration and Police Warrant cards to substitute for a WWCC is a considerable administrative burden. This is particularly true for Teacher Registrations as they are only valid for 12 months and sometimes less. This means that continual follow-ups are required and, unless the individuals involved are diligent and take personal responsibility for updating their information with AV, AV does not receive notification of renewal or cessation of these forms of accreditation. WWCCs are valid for up to 5 years and a standard single process has administrative advantages as well as reducing the risk factors for AV, Clubs and individuals.

Given the mandated changes from 1 August 2017 we need to consider changes to the guidance previously provided. Given amendment 1 above we may now need to mandate that all Club Committee members are required to have a WWCC as it is likely that they will have direct contact with children via oral, written or electronic communication (if not direct face-to-face contact). We also need to upgrade our guidance to ensure that anyone helping with come and try activity, coaching, judging, recording, memberships etc (basically all those holding club and state appointments) must hold a Working with Children check in their own right – and not depend on someone supervising them.

**Recommendations**

1. That Archery Victoria Board upgrade their advice to Member Clubs in relation to WWCCs as per the above.
2. That Archery Victoria no longer agree to accept Teacher Registration or Police Officer Warrant Cards in lieu of WWCCs. All those required to have WWCCs must have the standard WWCC.
3. That all ordinary members of AV who hold Working with Children Checks must list AV (as well as their club) as organisations in which they volunteer. Upgrades to this information can be made online.
4. That Archery Victoria develop a specific WWCC policy to ensure that requirements are met – including monitoring and reporting requirements.
5. That Archery Victoria consider the implementation of a yearly Club Compliance Check and Re-registration Process which includes provision of evidence of WWCCs for all those that need them.

**Presented to AV Board Meeting: 27 April 2017**

**ANNEX G**

**To Board Minutes**

**Dated 27 Apr 17**

**2016 AGM – Financial Queries**

**Archery Australia Administration**

**Archery Australia Tournament Expenses $92k:**

This relates to all non-high performance tournaments and includes all expenses in conduct of the national championships. It also includes the World Field, Trans-Tasman and World Indoor championships where it is required to pay the groups accommodation and expenses up front, with these expenses then recovered from the participating athletes. This is seen in the accounts under Sundry Income. The main areas of expenditure were due to the Trans-Tasman and World Indoors. In both cases the increase in expected costs were offset by income received from tournament.

**High Performance Program**

For the 2015-2016 financial year Archery Australia’s High Performance Program was funded entirely by the Australian Sports Commission, the Australian Olympic Committee and the Queensland Academy of Sport. No Archery Australia’s membership funding contributes to the high performance program. The High Performance Program expenditure funded by the Australians Sports Commissions investment, has to be agreed upon before any funding is transferred, and all expenditure is reported back and signed off during and at the end of the financial year, including submission of the Financial Statements.

**Equipment $40k:**

With the 2015-2016 leading up to the 2016 Olympics and Paralympics, there was an increase in preparation and tournament exposure for the elite athletes. This resulted in an increase on Archery Equipment expected for competitions and training such as butts, arrowheads, and also included specialised Para Equipment including a wheel chair, Video Analysis Equipment, Staging/tournament preparation Equipment hire.

**HP Admin Costs $55k:**

Due to a recommendation from Accountant/Auditor of good practice, this was a reapportioning of the overall Administration costs of the organisation.

**HP Legal Fees $17k:**

The main added expenses was due to team selection appeals and a review of the all High Performance policies to ensure they are legally sound.

**Traveling Non-Tournament Expenses – HP $23.7k:**

Travel expenses included HP/Olympic Preparation and AOC pre-tournament seminars and meetings.