



Archery Victoria			
Title:	Forms		
Subject:	Club Monthly Return Schedule		
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Date:	28-Sep-12	Replaces:	1-Jan-00
Number:	0616	Pages:	1

0616. Club Monthly Return Schedule

In order to ensure that Archery Victoria can meet the requirements of Government as well as support you and your Club activities it is vital that you provide us with some information. If you need help in putting this information together then please contact your Board mentor or the CEO.

Task	Timeframe	Comments/Notes	Form
Participation Reports	By the 10 th of each month for the previous month	Email to CEO	0619
AA/AV Database summary sheets and payments	By the 10 th of each month for the previous month	Email or post to CEO Payment to CEO	State Database Summary National Database Summary
Results of Ratings Competition Table	By the 10 th of each month for the previous month	Email to CEO	0621
Results of Tournaments and QREs	Within 2 days of completion of the tournament or QRE	Tournament results emailed to President, Claims Recorder and CEO QRE results emailed to Claims Recorder, RGB RLS and CEO	0669
Results of Indoor Grand Prix	Within 10 days of season end	Email to CEO	0668
Confirmation of Committee appointments	Within 10 days of the club AGM	Email to CEO	0623
Changes to any committee appointments or contact details	On occurrence	Email to CEO	0623
Input to the annual State calendar	By 10 th October in each year (for tournament nominations) and 30 th October each year to confirm draft calendar	Email to CEO	0617