



Archery Victoria			
Title:	Duty Statement		
Subject:	Archery Victoria Officials Administrator		
Approved:	18-Feb-16	Replaces:	19-Oct-12
Number:	0214	Pages:	2

0214. Duty Statement – Archery Victoria Officials Administrator

Relevant Archery Australia Information	As issued from time to time by AA Officials Committee
The Archery Australia Official’s Committee periodically publish information and directions to RGB Officials Administrators, National Judges, National Judge Candidates and others. This document should be read in conjunction with AA requirements. AA requirements are published on the AA website.	

The Archery Victoria Officials Administrator is responsible for the implementation of the National Officials Program within Archery Victoria.

The Archery Victoria Officials Administrator is appointed by the Board of Archery Victoria. This position would generally be held by the National Judge but the Board, at its discretion and in consultation with the National Officials Administrator, may appoint any other person to this role. The Board would normally appoint the Archery Victoria Officials Administrator for a two year period but may vary this at their discretion.

1. Duties

- 1.1. Facilitate seminars for the accreditation of new National Judge Candidates and submit marked examination papers to the Archery Australia Officials Committee for approval in accordance with Archery Australia requirements in force at the time.
- 1.2. Ongoing monitoring and mentoring of National Judge Candidates, to ensure they are on track to reach the minimum requirement in accordance with Archery Australia requirements in force at the time.
- 1.3. Submit National Judge Candidate assessment sheets and National Judge re-accreditation forms to the Archery Australia Officials Committee for further action.
- 1.4. Hold Judges meetings/workshops to update knowledge of World Archery and Archery Australia rules as required from time to time.
- 1.5. Forward correspondence from the Officials Committee to relevant stakeholders in a timely manner.
- 1.6. Facilitate the inclusion of articles or information relevant to officiating in Archery Victoria publications.
- 1.7. Facilitate submissions relating to officiating in the Archery Victoria Strategic Plan and other relevant documents as required from time to time.
- 1.8. Present a written Annual Report including a current list of National Judge Candidates and National Judges to the AA Officials Committee
- 1.9. Present a written Quarterly Report on status of judges and relevant issues to the Archery Victoria Board.
- 1.10. Represent Victoria at AA Officials Committee meetings as required.
- 1.11. Prepare the Judges calendar and submit appointments to the Board for inclusion in the Archery Victoria Calendar on a quarterly basis.