



Reimbursement Guidelines & Schedule of Payments

Adopted 16.07.24

Ref – 6.2

Claims:

All claims must first be sanctioned by the relevant ANSW official and if not available then by the President of ArcheryNSW.

All claims must be submitted on the relevant ArcheryNSW Claim Form.

CoM Expense claims are to be approved by the ArcheryNSW Treasurer.

Eligibility:

Claims will only be recognised if the claimant has been allocated and participated in an event as directed by the relevant controlling ArcheryNSW Officer and/or Committee of Management.

Archery NSW members who attend a World Championships Team selected by Archery Australia will be eligible for ASNSW scholarships.

Note: World Cups/University Games/Masters/Olympic Games & Regional events are not included in the above.

Honorarium:

Will be reimbursed to Archery Australia accredited Officials & Coaches; as well as voluntary personnel undertaking activities on behalf of ArcheryNSW. This also includes officers acting in other roles within the Society due to Casual Vacancies.

Travel costs, accommodation, and meals:

Will be reimbursed according to schedule of payments.

One-off Uniform & Equipment Grants

National Judges or NJCs can claim up to \$200. Event Judges can claim up to \$50.

Other:

- When ANSW Officials officiate at National events, it is understood that Archery Australia will cover transport, accommodation, and meal costs; but does not reimburse any daily Judges' honorarium. When ANSW Officials officiate at National events, ANSW will reimburse an honorarium of \$50 per day.
- National Judge Candidates, not needed, but appointed to assist at NSW events to gain experience, will be reimbursed 50% of ANSW usual honorarium and travel reimbursement.
- Other claims may be considered by ArcheryNSW provided they are supported by the relevant controlling officer and approved by the President & Treasurer

Schedule of Payments:

Honorariums

- \$100.00 per day
- \$50.00 per half day (deemed to be a minimum of 4 hours)

Accommodation & Meals:

- Reasonable “out of pocket” accommodation cost approved by President & Treasurer.
- Meal’s reimbursements, up to \$50 per day for more than a 1 day competition (must be accompanied by receipts).

Australian Team Representatives:

- \$200 scholarships have been approved annually for 7 participants. Should numbers exceed 7, then the Committee of Management has the authority to amend.
This applies to a single event (ie World Field / World Target / World Youth / World Para)
- Note: \$1400 has been budgeted for the above events, dependant on which financial year event falls in and is managed by the Coaching Administrator.

State Team Representatives:

- NSW members selected to represent NSW at National Championships events where a team is selected, will be reimbursed their entry fees to those events only where team scores are used to determine the National Team Championships.
- National Indoor: Due to the varied entry fees due to the location of venues – ArcheryNSW Committee of Management will determine reimbursement fee for this event due to it being deemed a postal event.
- Number of members selected into each team will be as close to National Championship guidelines and determined by the Committee of Management.

Travel Reimbursements:

- All Road Tolls
- For the first 200km. \$0.80 /km.
- Travel over 200km to 400km. \$0.60 /km
- After 400km. \$0.40 /km.

(The above reimbursements /km. cover all vehicle operating costs-fuel, tyres, cleaning, maintenance etc.)

- For remote area and interstate travel, the allowance will be whatever would be practical and most economical (car, economy airfare + hire car if needed, rail, bus, etc.)