

# Archery

## Operating Policy

**Last Revised On:** 02.01.2019  
**Qualification:** In2action Archery award.

### Location and Site Specification

- A suitable area with no obstructions or hazards.
- Purpose built range with safety area and clearly defined waiting line and shooting line.
- Red warning flag or “archery in progress” signs must be clearly on show and all public access routes secured.

### Equipment

- All equipment must be uniquely coded and safety inspections need to be carried out and logged on a monthly basis.
- Bows must be of a size suitable for the participant.
- Arrows must be an appropriate length preventing overdrawing.
- Arm bracers must be used by all participants.
- Bows and arrows must be stored in different locations.

### Pre-Activity:

- The range must be safety checked and set up in accordance with training provided.
- A red flag or ‘Archery in Progress’ signs must be raised when the range is being used.
- The staff member must carry arrows in an appropriate container to the range.
- Participants or staff members must carry bows unstrung to the range.
- All equipment should be checked to ensure that it is suitable for use.
- The staff member must ensure there are no gaps in the range netting that an arrow could shoot through.

### During Activity:

- Participants checked to ensure they have removed jewellery and objects from pockets.
- Participants checked to ensure that long hair is tied back or tucked in, and any dangling items of clothing tucked in (e.g. strings on a hoody or fringing on a top).
- A safety area must be explained to all people present.
- The staff member must give a safety brief to all participants, to include:
  - Showing a safe waiting area.
  - Clearly showing where the shooting line is.
  - Explanation that no one must go over the shooting line unless directed by a staff member and deemed safe.
  - Explanation that all participants must wear an arm brace and demonstrate how to put it on.
  - Explanation and demonstration of the safety commands of “commence shooting”, “stop” and “come down”.
  - Waiting participants must not distract shooters.
  - Bows and arrows should never be pointed anywhere other than down the range.
- The staff member must give an explanation and demonstration for correct method of shooting and collection of arrows.
- All arrows should be checked for length before shooting commences, this length should be 3” longer than the outstretched arm length.
- Clear commands must be given for shooting to commence and for the collection of arrows.
- Only four participants can shoot at any one time.
- Arrows must be pointed down the range at all times.
- Each participant should demonstrate with a ‘practice shot’ that they have understood and can follow the instructions given.
- The staff member must watch all participants while they are shooting at all times.
- Shooting must be stopped immediately if there is any encroachment on to the range.

- The staff member must be situated at the target as the arrows are being retrieved and deeply embedded arrows must be removed by the staff member.
- Arrows must not be left at the shooting line without a staff member present (i.e. if the staff member goes to collect the arrows, they should take any remaining arrows with them).
- The staff member must remain vigilant and ensure waiting participants are complying with the safety rules.
- Competitions must be relative to the groups/individuals age and ability.

**Post Activity:**

- All arrows must be collected, counted and safely stored (in a different place to where the bows are stored).
- The range should be made safe and the red flag lowered or signs removed.
- The equipment must be safety checked and secured in a safe place.
- The range must be left tidy and ready for next session.