

# Archers of Greenwood

## Safety Management Plan



### Purpose

The aim of this document is to provide a set of minimum safety standards that allows the sport of Archery to be practised in a safe and professional manner by Archers of Greenwood (The Club).

Most archery safety is a matter of exercising common sense, good judgement and courtesy.

All Archers of Greenwood members are responsible for their own safety and for the safety of other Club Members, their Visitors and the general public present at a Club archery venue.

All Members must read, understand and abide by this Safety Management Plan and any Safety Policies where compliance is required by Archery Australia and/or Archery WA or their Insurers.

Next Review: 2021. Review dates and changes to the document to be recorded in Review and Changes History at the end of this document.

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# Section 1

## Terms and Definitions

**Archers of Greenwood Archery Club Inc.** and shall also be known as, Archers of Greenwood or AoG.

**Archery Australia** means the governing body of archery in Australia.

**AWA** means the Archery WA Inc or its successor name.

**Archery Trap** means the LaPorte PHOENIX 8T33 which mechanically flings targets into the air from a fixed station from a variety of pre-selected angles.

**Archery Trap Target** means the LaPorte archery trap aerial target.

**Arrow** refers to a shaft (constructed primarily of wood, fibreglass, carbon, or aluminium), consisting of a nock on one end to attach the arrow shaft to the bow string and a metal point on the other end. This covers both bare shafts and fletched shafts.

**Beginner** means the person attending the AoG, 2-day Beginner Course and the consecutive 10 weeks, under coaching of a Club coach.

**Beginner Course** means the AoG, 2-day beginner course and the consecutive 10 weeks, under tuition of a Club coach.

**Bow** means and generic term which refers to any type of archery bow allowed to shoot arrows at the Archer of Greenwood grounds.

**Club Coach** means the Club members who are currently registered nationally accredited club coaches.

**Committee** means the Management Committee of the Archers of Greenwood Archery Club Inc. referred to in rule.

**Committee Member** means a member of the Club Committee.

**Clout** this is the style of shooting where arrows are shot over long distances at a triangular marker and target on the ground that is known as the Clout. Depending upon equipment, age and gender the shooting distance shall be from 100 metres to 180 metres.

**Club** means the Archers of Greenwood Archery Club Inc (AoG).

**Director of Shooting (DOS)** means the person designated as director of shooting on the field of play. All people appointed as DOS will be senior Club members.

**Electronic Whistle** is the whistle device used by the DOS. The electronic whistle will have the capacity to have a number of settings to allow for different sounds to be generated.

**Field of Play** means the area designated as the venue where Club archery is practiced.

**Member** means any financial member (affiliate) of Archery Australia, Full Member, Associate Member, Conditional Members, Life Member or a Temporary Member.

**Release Aid** any device used (other than the archer's fingers to hold the string and draw the bow and which can then release the string after some type of triggering system is activated).

**Target** name of the piece of equipment comprising of a target butt, stand and target face/s.

**Target Butt** the part of a target designed to stop and hold the arrows.

**Target Faces** the coloured paper attached to the front of a target butt.

**Target Stand** means the structure which holds the target butt in position in the field of play.

**Visiting archers** are financial members of Archery Australia.

**Recognised Governing Body (RGB)** means the Archery WA Inc or its successor name.

## **Section 2**

### **General Safety**

1. Approved warning signs must be erected by the Club around the Field of Play prior to shooting commencing to warn and protect members of the public who may be approaching the vicinity of the field of play.
2. Shooting must cease immediately if a member of the public or a Club member enters the shooting field of play. Shooting may not recommence when such members of the public have been safely moved from the field of play. All Club members are to be courteous to members of the public at all times in such circumstances.
3. The evacuation procedure to be followed in the case of an emergency should be displayed prominently on the Club notice board and a copy distributed to all new members.
4. Only members of the Club registered with Archery Australia through their RGB are permitted to shoot or undertake archery activities on Club grounds or archery facility used by the Club. Any visitor to the Club who undertakes any shooting activity must be registered as a Temporary member of Archery Australia.
5. An Attendance sheet must be signed by all members, temporary members, and visitors attending the Club to shoot in order to confirm their attendance and the Club's compliance with the provisions of the Archery Australia insurance policy.
6. When participating in a scheduled Club Beginner Course, beginner archers will use Club bows and arrows and protective equipment.
7. Beginners on Day 1 of the Club's Beginner Course, will shoot targets set at 10 metres. If a beginner requests to shoot a longer distance, the decision can be made by the Club coaches and permitted under supervision on Day 2 of the course and/or during the consecutive 10 weeks while under tuition.
8. Shooting archery equipment, in areas that are not designated Club facilities, including your own residential property, is discouraged and not recommended by the Club or Archery WA. Such unauthorised shooting is not covered by Archery Australia member's insurance and, in some situations and locations, may be an illegal activity.
9. Covered footwear should be worn at all times while engaging in the practice of archery. Sandals or open toe shoes are not permitted to be worn while shooting on the field of play.
10. Alcohol and drugs must not be consumed by anyone prior to or while shooting. No person may shoot when under the influence of alcohol or drugs.
11. Headphones or ear coverings must not be worn while shooting or on the field of play.
12. Armguards, chest protectors and tight-fitting clothes are recommended for personal safety.
13. Bows must never be drawn back with an arrow fitted unless the bow is pointed toward the targets and the field of play is clear of archers and officials.
14. A bow must never be aimed, loaded or otherwise, at another person under any circumstance.
15. Walking pace only on the field of play - particularly while carrying arrows. No running is permitted on the field of play

16. Always walk behind all archers on the shooting line when crossing the field of play. Do not ask a fellow archer to cease shooting so you may cross in front.
17. Be careful not to disturb neighbouring archers when shooting or leaving the shooting line. Avoid poking other archers with bow limbs or stabilisers. At no time shall a person cause any interference to an archer or their equipment whilst they are shooting.
18. Archers must always use sets of matched arrows.
19. Bows used on Club facilities shall not have a draw weight of more than 60lbs.
20. Bows are not to be "dry fired" ie: firing a bow without an arrow attached to the sting.
21. All shooting on the field of play shall be under the control of a Director of Shooting or a suitably qualified and experienced club official. Only one person shall be appointed as the DOS at a time on the Club's field of play. All Club members shall be behind the waiting line at all times - unless directed by the DOS.

22. All Target and Clout shooting will be controlled by sound signals (whistle blasts) from the Director of Shooting:

- Two Blasts: Come to the Shooting line
- One Blast: Shooting may commence
- Three Blasts: Retrieve and score arrows
- Multiple Blasts: (5 blasts or more) Danger - stop shooting immediately.

Archery trap shooting will be controlled by sound signals (whistle blasts) and verbal commands from the Director of Shooting:

- Two blasts: Come to the Shooting line and knock an arrow. Once all archers have knocked an arrow the DOS will give the "draw" command.
- Verbal command: "Draw" will indicate to archers to draw their bow and the target will be released.
- Verbal command: "Stand down" will indicate that all the targets have been released for that round and archers are to return to the waiting line if they have not already done so.
- Three blasts: Retrieve and score arrows.
- Multiple blasts: - (5 blasts or more) Danger - stop shooting immediately.

23. If two fields of play are in play at the same time each field of play will have their own DOS. The electronic whistles used by the DOSs will be set at different sounds to allow archers to distinguish between field of play shooting signals.
24. Never move forward to collect your arrows before directed to by the Director of Shooting. When approaching a target, look for arrows that may be lodged in the ground. Approach target from the sides to avoid arrows in the target.
25. When pulling arrows from the target, ensure there is no one standing in front of the arrows and always pull arrows standing the side of the butt. A maximum of two archers are to remove the arrows at a time, one from each side (one person removes from the left side, one from the right). Never pull an arrow toward your face. Always use two hands when drawing arrows from the target but by the method prescribed in the Archery Australia Coaching Manual.
26. If shooting Barebow, it is strongly recommended that an arrow are not be drawn above the cheekbone, this is potential eye hazard particularly with a mis-shot arrow.

27. When shooting on a Field course, archers must prop their bow up against the front of the target when looking for a missed arrow. This will warn following archers that the field target is still in use. This applies in both practice and competition.

28. Individuals shall:

- a. Not knowingly use any equipment that is unsound, shoot upwards into the air except in an authorised activity of that nature, draw a bow with an arrow or release it otherwise than at the target provided, or shoot at any time if any person is visibly within the field of play or shooting range.
- b. When drawing back the string of their bow, use any technique which, in the opinion of the Director of Shooting/Committee member, could allow the arrow, if accidentally released, to fly beyond a safety zone or safety arrangements (overshoot area, net, wall, etc.). The archer shall be warned they are breaching the rules and be requested to alter their technique.
- c. Not persist in using an unapproved technique. The archer shall, in the interests of safety, be requested by Director of Shooting/Committee member to stop shooting immediately and leave the field of play if the archer persists in using the unapproved technique.

29. Provisions related to the use of the School as a Club archery venue –

- a. Club members and visitors are able to access designated toilets. They are not to wander throughout the school grounds.
- b. Club members and visitors are not to play in the bushes inside the school grounds or in the bushes surrounding the oval.
- c. Only vehicles to access the oval are the AoG Club Truck, 1 or 2 cars carrying extra equipment and if required, a car to transport an archer with a mobility disability. All vehicles must be on the oval before shooting commences. If a vehicle is required to enter or leave the oval shooting must stop while the vehicle is mobile.

30. The Club must have a well-stocked and maintained First Aid Kit available.

Club First Aid Check List:

- First Aid Kit
- Attendance Book
- Sun Screen
- Water or Drink Supply
- Emergency Contact List
- Safety Policy

## Section 3

### Personal Equipment Safety

Archers are responsible for their own equipment. Archers must regularly check and maintain their equipment and inspect their equipment for cracked limbs and risers, damaged arrows, frayed strings and damaged nocks. It is the archer's responsibility to ensure their equipment is safe to be used.

#### Arrows

- Arrows should be inspected regularly after each end, particularly carbon arrows.
- Arrows should be matched being the same type, size, and length, fitted with the same points, nocks and fletches (vanes).
- Only arrows designed for target or field shooting must be used. Hunting arrows must never be used at an Archery Australia affiliated Club.

#### Recurve Bow

- The bow must be inspected prior to shooting for damage; such as cracks or faults.
- The bow should be strung only in an approved and safe manner.
- The bowstring should be checked for damage, wear, or faults prior to shooting.
- Arrow rests should be checked for damage prior to shooting.

#### Compound Bow

- The bow must be inspected prior to shooting for damage, cracks or faults.
- The bowstring and cables should be checked for damage, wear or faults prior to shooting.
- Arrow rests and accessories should be checked for damage or faults prior to shooting.
- An experienced and trained person should only carry out maintenance on a compound bow using appropriate equipment.

#### Release Aid

- Release aids must be of sound design, inspected regularly and in good working order.
- If the release aid uses a rope to hold the string then this rope is to be inspected by the archer prior to commencing and on a regular basis and changed when any signs of excessive wear are found.

## Section 4

### Fields of Play Layout

#### Target Field of Play

The field of play has more than a 50m behind the longest target. This area is to be sign posted to prevent pedestrian access.

There should be a clear zone of not less than 20m either side of the field of play.

To prevent archers having the sun in their eyes causing a hazard all shooting should be toward the south.

Archers will have at least a 1m space allocation per archer on the shooting line.

If archers shooting at different distances; targets will be set up in graduating distances, diagram 1.

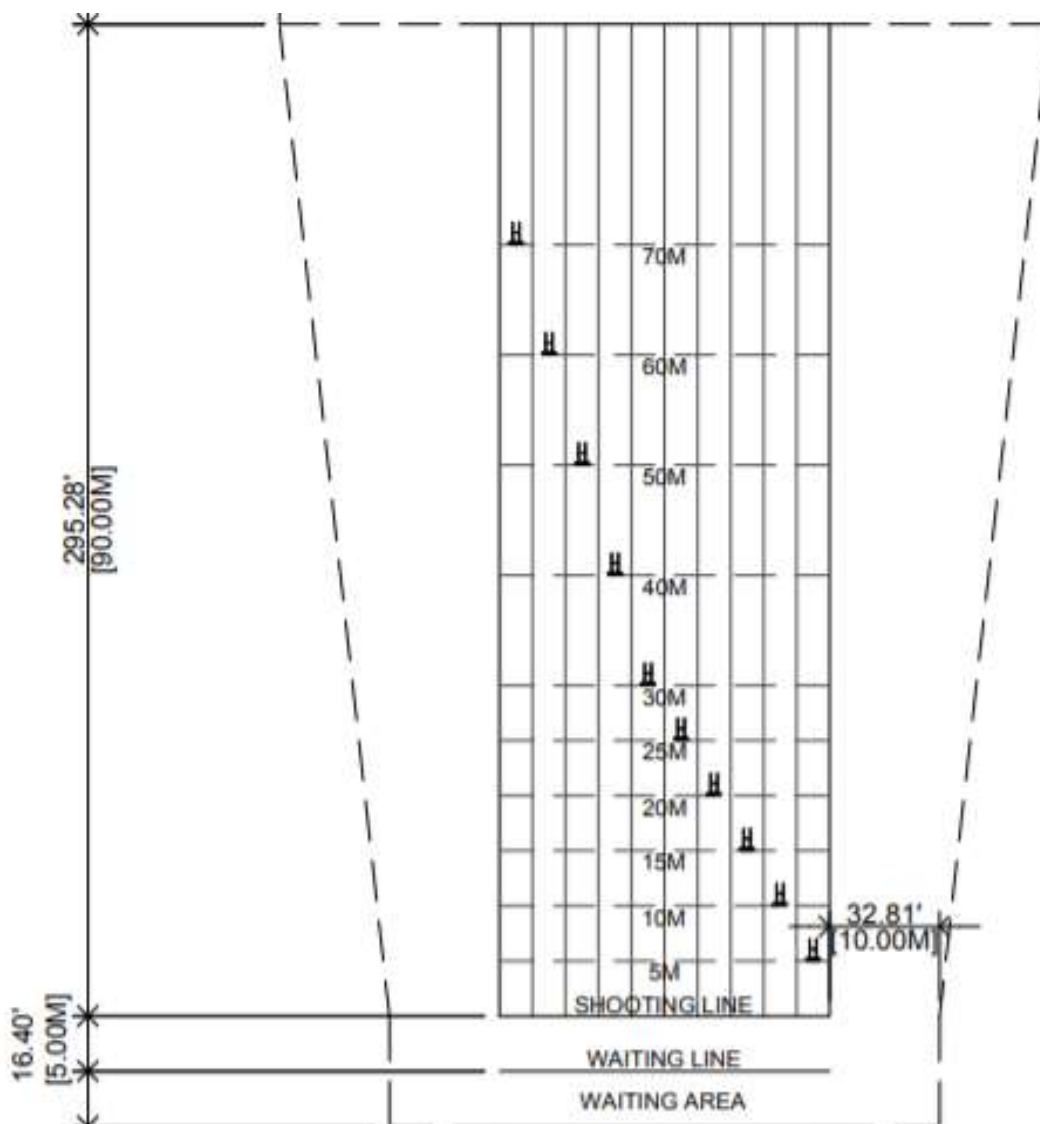


Diagram 1, Club target field of play, staggered targets. From:

<http://www.esdf.org/FacilityGuide/pdf/ArcheryFacilityPlanningGuide.pdf>



## Archery Trap Field of Play

The field of play has more than a 50m behind the longest target. This area is to be sign posted to prevent pedestrian access.

There should be a clear zone of not less than 20m either side of the field of play.

To prevent archers having the sun in their eyes causing a hazard all shooting should be toward the south / West.

The south / west direction will also ensure arrows do not cross into the other shooting zone.

Archers will have at least a 1m space allocation per archer on the shooting line.

Flags will indicate the safety zone of 20 metres outside of the archery trap field of play.

The archery trap will be approx. 8 meters to the side of the field of play. Archery trap is represented by the triangle. ▲

The archery trap may be set up either to the right or the left of the Club Members Field of Play and/or Beginner Course Field. It must be on an angle so arrows do not land within 20 metres of the Club Members Field of Play.

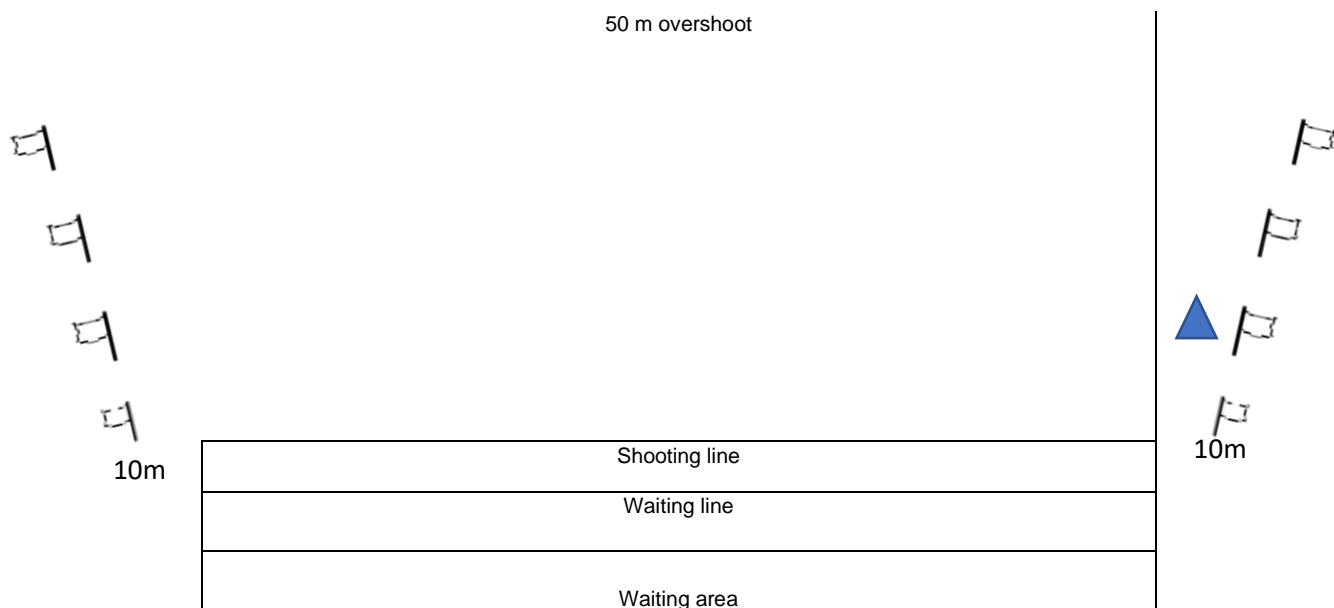


Diagram 2, archery trap field of play, showing set up on the right side of the Club Members Field of Play.

## Shooting in the Undercover Area

Prior to shooting in the undercover area, the school liaison person will contact the school during the week to seek permission to shoot on Saturday in the undercover area.

When shooting in the undercover area there shall be:

Warning signs will be set out on approaching pathways and on the grass area behind the targets.

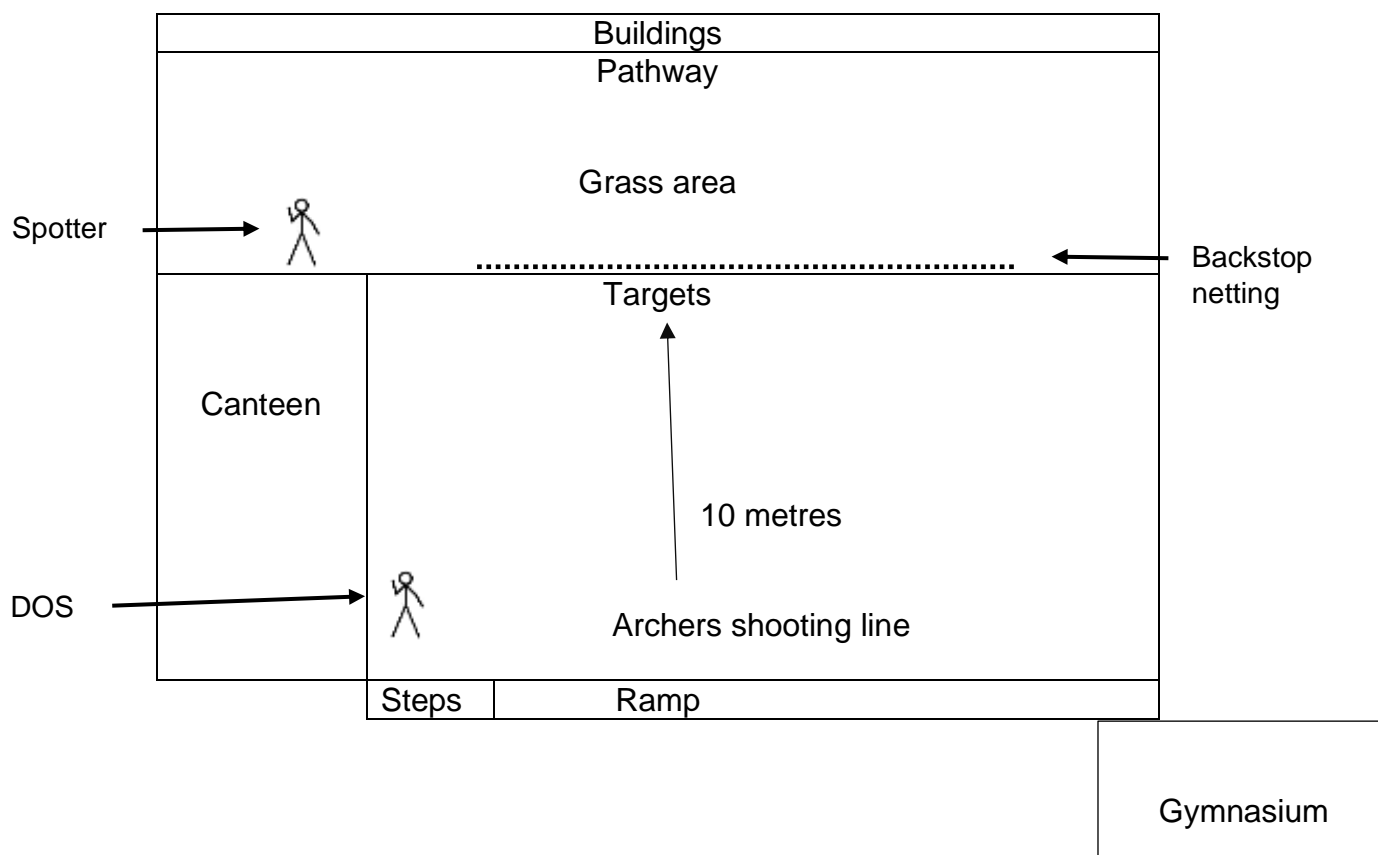
Hanging backstop netting behind all targets. The bottom of the backdrop is to be left loose and not tied down.

The line in the concrete will be used as the shooting line.

The DOS will not shoot in the undercover area. The DOS will act as a 'spotter'. The DOSS will stand at the canteen end of the shooting line.

An adult will be posted as a 'spotter'. If a person is to cross behind the target area, they will whistle with 5 blasts or more, to indicate danger. Archers will stop shooting immediately and 'let down' their bow.

If a shooter is unable to safely 'let down' their bow, they will shoot the arrow into the target rather than risk a ricochet.



## Dividing Oval Space into Fields of Play

The field of play for those attending the Club's Beginner Course will be on a slightly West orientation than those shooting on the Club members field of play. The distance between the two shooting lines should be at least 30 metres.

The archery trap may be set up either to the right or the left of the Club Members Field of Play and/or Beginner Course Field. It must be on an angle so arrows do not land within 20 metres of the Club Members Field of Play.

Club target layout examples, diagrams 1 & 3.



Diagram 3 - Club target line orientation.

Beginner course layout examples, diagrams 1 & 4



Diagram 4 - Beginner course line orientation

Archery trap layout examples, diagrams 2 & 5.



Diagram 5 - Archery trap line orientation

## **Section 5**

### **Club Shoots**

#### **Target, Clout and Archery Trap Shoots**

Club shooting must be held under the direction and supervision of the Director of Shooting (DOS).

All Club shooting must be controlled using a sound signal.

Archers must only remove an arrow from their quiver and load the arrow on the bow when on the shooting line.

If an arrow falls forward of the shooting line, the archer must wait until all shooting has finished to retrieve an arrow.

When archers have completed shooting their end, they must step back from the shooting line (behind the waiting line is provide) so that the Director of Shooting has an unobstructed view.

If two field of plays are in use at the same time; each field of play will have their own DOS. The electronic whistles used by the DOSs will be set at different sounds to allow archers to distinguish between shooting field of play signals.

If two field of plays are in use, the distance between the two shooting lines should not be less than 30 metres.

#### **Clout**

When shooting Clout, care should be taken when approaching the Clout. Look for arrows that have fallen short. Non-scoring arrows should be stood up and stuck in the ground by the first person encountering them.

If a staggered shooting line is being used in Clout, ensure a safe distance is allowed between the multiple clout shooting lines.

#### **Archery trap**

A maximin of 10 archers on the shooting line at one time.

Archers can shoot up to 8 arrows per round.

The Director of Shooting (DOS) will be responsible for releasing the archery trap targets. Targets are to be released by remote control.

Flu flu arrows are the only type of arrow to be used in this event. Flu flu arrows refers to a shaft (constructed primarily of wood, fibreglass, carbon or aluminium), consisting of a nock on one end to attach the shaft to the string and a metal point on the other end. The fletching will be in a flu flu style to allow for a straight and fast flight for about 20 – 30 metres, then rapidly slow down and drop to the ground.

Club flu-flu arrows will be checked prior to the event.

The club will provide flu-flu arrows on the day for archers who do not have their own. Any flu-flu arrows owned by the club will be returned once the archers have finished shooting the event.

Arrows other than flu-flu arrows will not be allowed to be used for this event.

The LaPorte will be checked prior to the shoot to ensure it is in correct running order.

## **Section 6**

### **General Club Maintenance**

General Club maintenance of Club equipment will happen in the middle of the year and at the end of the year prior to the Club's Christmas Fun Shoot.

Dates of the general club maintenance and any equipment fixed will be recorded.

The club's equipment officer/s will be responsible for maintaining a record of maintenance.

All shooting should be stopped during general club maintenance.

All club members are expected to assist with the general maintenance of club equipment.

Club arrows and bows will be checked prior to being used.

## Section 7

### Archers of Greenwood Truck and Trailer

Registration of the truck and trailer owned by Archers of Greenwood will be the responsibility of the Club Committee.

Servicing and general maintenance of the truck and trailer owned by Archers of Greenwood will be the responsibility of the Club Committee.

The Club Committee will designate who holds the keys to the truck during the week when the truck is not in use.

The hydraulic lift on the back of the truck will be left in a fully down position when the back of the truck is open and the lift is not in use.

The truck's hydraulic lift is only to be operated by an adult.

The operator of the hydraulic lift is to announce that the lift is in operation to ensure people close to the lift are aware that the lift is moving. Lift operator must announce before operating the hydraulic lift:

- "Are fingers and feet clear?"
- "Lift going down" or "Lift going up"

No-one is to play in the back of the truck or trailer.

Only an Archers of Greenwood club member is to drive the truck.

The driver of the truck must have a C class or heavy vehicle licence.

The driver of the truck is responsible for the keys to the truck. The keys are not to be left where an unauthorised person can start or drive the truck.

When returning the bow rack into the truck ensure the wheels are correctly aligned (pointing outwards to the side edges of the lift) to ensure rack stability.

Two people should stack target butts into the truck.

Target stands should be stacked to the left side of the truck using the target stand rack, to ensure stability of the stands.

