



## **Code of Practice for Archery Events (Demonstrations, Have a Go's & Taster Sessions)**

<b>Responsible for review of procedures</b>
Clubs & Facilities Manager

<b>Change History</b>			
<b>Version</b>	<b>Approved by</b>	<b>Date of approval</b>	<b>Next review date</b>
Proc-06-01	Director of Sport	07/12/2018	01/12/2020

## Code of Practice for Archery Events

1. Provided this Code of Practice is adhered to, the Archery GB Public Liability Insurance provides indemnity to those delivering Demonstrations, Have A Go's and Taster Sessions.
2. At all times, when delivering an event, safety must be paramount. There is therefore a need to be extra vigilant to maintain safety standards in crowded public areas.
3. This Code of Practice provides for three types of archery events:
  - a. Demonstrations
  - b. Have a Go events
  - c. Taster Sessions (**NEW** for 2019)
4. Demonstrations and Have a Go's may be held at any venue that been risk assessed. This could include club venues, fetes, gymkhanas, schools or charity events as examples.
5. Taster Sessions can **only** be held at a club venue, where the range has been registered with Archery GB.
6. If you are unsure about the suitability of the event at which archery is planned, please contact Archery GB for clarification on 01952 677888 or email [support@archerygb.org](mailto:support@archerygb.org).
7. From 1 April 2019 **all** archery events as described above should be recorded with Archery GB. This should be done prior to the start date through the prescribed method.
8. The club members delivering the archery event should include a qualified first aider, unless sufficient first aid cover is provided by the event management (e.g. at a summer fete or venue with trained first aiders).
9. A risk assessment **must** be undertaken on the site location and event. If the archery event is taking place at a new venue, a site visit should be undertaken prior to the date.
10. If you have agreed in advance a safe site to use but Event Organisers then move you to another area you deem unsafe – **DO NOT SHOOT**.
11. A telephone or mobile phone with sufficient charge for duration of the event should be available for use in an emergency.
12. An accident book must be available at the event. **All incidents, no matter how slight, must be recorded in the accident book** and should include the following:
  - a. **Details of accident/incident**
  - b. **Names of those involved**
  - c. **Addresses/contact details of those involved**
  - d. **Names of any witnesses**
  - e. **Addresses/contact details of any witnesses**
13. If an incident occurs, which may be seen as a potential claim against the Club, this must be reported to the Archery GB Insurance Officer immediately. Anne Rook: Tel 01952 677888 email [anne.rook@archerygb.org](mailto:anne.rook@archerygb.org)
14. When delivering a Have A Go or Taster Session, only lightweight poundage beginner bows and arrows supplied by the club must be used. Participants must not use their own equipment nor use club members' equipment.
15. There must be a safe over-shoot area – in most cases this will be a minimum of 50 yards (in line with the Rules of Shooting). There should be no public access along the side or behind the range.

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16. Coaching/shooting must be on a one-to-one basis and a qualified coach(es) should be in attendance. If a qualified coach is not available, only experienced members should supervise the event. and an experienced senior member must be nominated to take overall control.
17. A Field Captain should be appointed and be in overall control.
18. Arrow collection for **all** events must be done by club members and not the participants.
19. The Field Captain is responsible for safety and must ensure that:
  - i. Target bosses and stands are securely anchored to prevent them from blowing over.
  - ii. It is not possible for the public walk across the shooting area or to pass behind the targets into the overshoot area.
  - iii. Both sides of the ranges are adequately roped off and responsible adults are appointed to watch each side of the range.
  - iv. The area is continually monitored and is clear before and during shooting.
  - v. Immediately prior to arrows being shot, a clear signal is given to indicate it is safe to shoot.
  - vi. A second clear signal is given to indicate that shooting should be brought to a halt either for the collection of arrows or for safety reasons.
20. Clubs can run as many events as they would like to. There is no time limit on the length of an archery session, nor any restriction on the number of times a participant may take part.
21. Club are welcome to charge a reasonable amount to the participants. Any financial gain (excluding reasonable expenses) from such an event should be made to the club and not to an individual person.
22. Any event that does not comply with the procedures above, nor fit the description of a Demonstration, Have a Go or Taster Session, may not be recognised nor covered for insurance purposes. Please contact the Archery GB office if unsure.

**In addition to the requirements above, please see below for specifics for each type of event below.**

### **23. Demonstrations**

- a. Those archers shooting in the demonstration must be experienced archers and fully paid up members of Archery GB.
- b. The maximum shooting distance permitted for archery demonstrations is 60 yards/50 metres.
- c. There must be a minimum overshoot of 50 yards.
- d. The person in overall control should not shoot in the archery demonstration.

### **24. Have a Go Events**

- a. Targets must be at a minimum of 10 yards and a **maximum** of 15 yards from the shooting line. This may depend on the targets used.
- b. Targets should rest on the ground at an angle of as recommended in the Rules of Shooting.
- c. A minimum of 50 yards overshoot is required. However, if backstop netting (2.5-3m high) is used, the overshoot can be reduced to 20 yards.

### **25. Taster Sessions**

- a. In order to provide additional opportunities for the general public to take part in archery, **Taster Sessions** are now recognised by Archery GB as a possible opportunity for clubs to undertake.

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- b. A Taster Session may involve a longer period of time than a Have a Go event but must follow all of the above stipulations – specifically the usage of low poundage bows, coaching on a one-to-one basis, minimum overshoot of 50 yards and arrow collection by club personnel.
- c. Taster sessions can only be organised at a club venue with an active range registration in place.
- d. Targets must be at no more than 20 yards from the shooting line and can be at normal height.

### Example layout – Have a Go

The picture below shows the targets on the floor. In this set up backstop netting is not needed at this existing club venue, as sufficient overshoot is present.



*Picture1: Have a Go arrangement*

### Example layout – Taster Session

In the picture below the targets on the left are at normal height, with sufficient overshoot. The targets are at a maximum distance of 20 yards.



*Picture2: Taster Session arrangement*

In this example a club shoot is also going on next to the Taster Session. Unless adequate space is present, as deemed by the Rules of Shooting, the Field Captain would maintain one shooting line. Archery collection is conducted by club members only.

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