



Returning to Archery

Phase 2 - Competition

Guidance Notes for Tournament Organisers

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FOR THE **LOVE** OF ARCHERY

INTRODUCTION

This guidance has been produced using the UK Government's guidance, which can be read on the Gov.UK website - <https://www.gov.uk/coronavirus>

This guidance is produced while being mindful of the diverse strategies developed within the Home Nations of the United Kingdom. You can find general guidance on remaining safe within each of the Home Nations by visiting the Archery GB website.

Archery is a sport where close contact with others can be avoided. Archery GB has developed a set of practical guidelines for clubs to follow so that restricted shooting can take place, where the local environment allows.

The choice to return to competition at this time is one that needs to be made locally by clubs and tournament organisers after considering their own circumstances. There are many clubs and organisers who are keen to return to competition as soon as possible, but we appreciate there will be those that have genuine concerns, or their local environment will make shooting safely impossible at this stage. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

These guidelines should be read in conjunction with the guidelines for clubs and archers and all elements should be considered to ensure activity can be delivered safely.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery as safely as possible during this current phase.

Please do not feel pressured to hold a competition at your club until you are confident you can do so safely, by following both the Archery GB guidelines and the current government advice.

STAY ALERT

The clear Government message is that we can all help to control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly

Do not leave home if you or anyone in your household has symptoms.

At all times, clubs need to remain flexible and have the ability to communicate changes to entrants quickly. Tournament organisers must respond quickly if there is an increase in the virus locally, nationally or if any of club's members or visitors to the range test positive for coronavirus.

RECREATIONAL SPORT

The UK Government set out a return to recreational sport **on 29 March 2021**

As part of this, club officials and tournament organisers should ensure that the following Government guidance is included in their planning.

These include:

- Activity organisers should support track and trace efforts by collecting information on participants at both training and matches.
- All archers, officials, volunteers and spectators must undergo a self-assessment for any Covid-19 symptoms. If they or anyone they live with has symptoms, they should not attend club/competitions, and should instead self-isolate in line with public health guidance.
- Archers and spectators should minimise the use of public transport and car-sharing with anyone outside their household. They should instead walk or cycle to clubs/competitions where they can.
- Clubs should strictly limit the time spent congregating at a venue before a competition begins. Where possible, archers should arrive changed and ready to warm up, limiting time spent waiting around or in changing rooms.
- All sports must adhere to social distancing throughout warm-ups and breaks in play, and avoid equipment sharing where possible. Archers should also avoid unnecessary close contact such as handshakes or huddles.
- Club toilets will need to be opened for pre-practice/competition, during and for 30 minutes afterwards, but they must be cleaned regularly in line with public health guidance.
- Clubhouses and bars can be opened in line with government guidance on hospitality. (please always check the most up-to-date info for this at [Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support))

4 STEP RESTART FOR 2021 COMPETITIONS (NEW)

Dates are to stay in line with the government's step dates, which may be subject to change.

- **Step 1 - March 29 – April 11.** Members to shoot at own clubs, no competitions to run in this period in line with the government's request to keep travel local.
- **Step 2 - April 12 – May 16.** This period is still under government restrictions of "please keep travel to minimum" and hotels are still not officially open for general use. Under this guidance UKRS one-day competitions can run, but attendance should only be from regionally based competitors. For a national event to run it **MUST** be of high importance and deemed necessary (e.g. for GB team selection or pilot events for testing precautions and measures). Field competitions are free to run in a one-day format only, with priority to local entries or those seeking team selection scores.

- **Step 3 - May 17 – June 20.** Competitions are able to be run with WRS but all AGB guidelines must be observed and followed.
- **Step 4 - June 21** Competitions to run with reduced distancing restrictions, more information to follow once government guidelines are published.

STEPS TO RESTARTING COMPETITIONS (UPDATED)

In additional to the guidance above, the Tournament Organiser should complete the following steps

- Host clubs are required to complete the actions below when hosting competitions
 - Complete a full risk assessment
 - Complete the event delivery plan
 - Produce a venue plan showing:
 - Distance between the targets (we recommend 5m, will accept 4m in some cases)
 - Access points from car park, one way route if possible
 - Shooting line tent layout
 - Identification of any pinch points
- The above must be distributed to the following in advance of the competition
 - The head judge
 - All volunteers working at the event
 - A set must be kept on file as AGB could ask to see proof of completion
 1. Where applicable, seek confirmation from the land owner to allow competitions to take place and share with them the Archery GB Guidance and Risk Assessments
 2. Undertake a risk assessment on the range and ability to hold competitions and manage competitors and spectators
 3. Provide sufficient hand washing facilities or sanitiser, the latter should be a minimum of 70% alcohol based
 4. Mark out the range in line with the competition guidelines

If you can complete the steps above, then you may be able to hold a competition. We encourage you to use the guidance below. Please contact us if you require support.

BEFORE THE COMPETITION

We suggest that each competition has a 'Covid-19 Appointed Person' who is responsible for overseeing the risk assessment and ensuring that this all takes place. This could be the Tournament Organiser or another person, depending on the size of the competition.

Points for Consideration

- Consider the type of round that you can put on. For target archery, we currently recommend WA70m/50m and the associated AGB junior equivalents. This ensures that the targets do not need to be moved during the day and thus less contact points for Archers and Field Crew. This also allows the mixing of genders

on targets and potentially squeezing the maximum number of entrants out of what will be a smaller than normal field. Think of what gives the most options, safely.

- Consider not running double rounds across 2 days. Archers may well be put off of coming to a competition that requires them to shoot both days as it likely means an overnight stay. However, they may consider entering if they know that they can make it there and back in a day.
- Consider running two days but only allowing people to attend one day and then posting the awards to the winners.
- It is advisable to wear face coverings
- At a National level field crew and judges will be given masks, sanitiser and a pen, this is a choice of the TO if you wish to also do this.

Entry Process

The use of an electronic entry process is recommended. This avoids the need for any paper entries and, along with an electronic payment method, avoids having to handle cheques or cash.

Consider avoiding on the day entries for the same reasons unless you have a cashless payment method. The process could be simply a PDF form that can be populated by archers and emailed back to the TO with payment by a bank transfer. Organisers may want to investigate more complex systems with integrated payment methods.

The Entry Form

We suggest that you request left / right handedness for each entry to enable a split into L/H and R/H on the target list, so that LH & RH archers do not face each other on the shooting line. Left-handed archers could shoot to the left of the field and right-handed archers to the right.

Provide a set of notes to remind Archers:

- if they or anyone close to them have Covid-19 symptoms then they should stay away from the competition
- If they feel unwell on the day stay away from the competition

This should be repeated at each communication with archers.

Risk Assessment & Event Delivery Plan

Tournament organisers need to record how they are implementing the guidance, mitigating the risks and ensuring that they are meeting the Archery GB and Government requirements.

If the competition cannot adhere to the Government's safety and distancing guidance the organiser may have to consider if they can hold the competition safely.

Archery GB has provided a template Risk Assessment & Event Delivery Plan for TOs and clubs to use and adapt for local circumstances. This must be shared with all volunteers and judges before they attend the competition.

The Tournament Organiser or support team should manage this process and ensure that archers observe the social distancing and other Government guidelines. An example risk assessment can be downloaded from the Archery GB website.

Toilets

The government guidance on the return to sport is that the use of portable toilets is kept to a minimum, if they have hand washing facilities then these should use disposable paper towels or if not then hand sanitiser is to be provided.

Organisers may need to implement a one in, one out system for their use, or if the corridors do not allow people to pass each other safely, then set an occupancy limit of the facility of one. Lengths of breaks may need to be adjusted accordingly.

Put up posters about correct hand washing procedure.

Target Lists

When you send out the Target list you should restate any special Covid-19 notes from the Entry form & also:

- Include a 5-point set of questions that Archers should ask themselves before leaving for a competition:

1. Do you have a high temperature? Yes/No
2. Do you have a new, continuous cough? Yes/No
3. Do you have a loss of, or change to, your sense of smell or taste? Yes/No
4. Are you in a household or bubble with someone who has tested positive for Covid-19 in the past 14 days? Yes/No
5. Are you in a lockdown area? Yes/No

If the answer to any of these is yes, then they **should not attend the competition.**

- Ask archers, judges and field crew to bring their own sanitiser, face coverings or PPE, and any other item to enable them to feel safe and comfortable at the competition.
- Let archers know about any special precautions or arrangements you are making which they might not be familiar with, i.e. car parking, one-way walking routes, required tent layout, scoring at the targets, etc.
- State what arrangements are being made for catering, you may want to consider asking archers to bring their own food and drink for the day.

NB. We recommend that refunds should be made available, in full, if the reason for non-attendance is Covid-19. However, if there are admin fees to overcome, then please ensure that your terms and conditions are updated.

ON THE DAY

We suggest that a PA system is made available for communication with the archers, avoiding the need to bring a large group of people together. Make sure that only one person uses the microphone and that it is sanitised after use.

Include the following in your assembly announcements:

- If you feel ill at any time, inform the TO and go home immediately. Keep the TO updated if you subsequently test positive.
- Try not to touch faces or target pins, leave this to the field crew.
- Archers should pull their own arrows
- Agree who is doing scoring/spotting/checking jobs within the target, to avoid cross contamination archers must not change roles.
- Scoresheets still need to be signed, use your own pen & avoid touching the scoresheet.
- Plans for prizegiving (or not).
- Anyone who enters the field/venue must sanitise their hands before they enter, make archers/spectators and tournament staff are made aware and point them in the direction of the sanitiser.

Registration

Registration should ideally take place as each car arrives at the venue, with this method, organisers will know exactly who is on site and can avoid a potential gathering of people. In this situation the administrator should wear a face covering and stay at least 2m away from the cars.

If this method is not possible it is recommended that registration takes place as close to the entrance to the field of play as possible, this should enable archers to avoid walking back and forth, limiting contact with others. If a table must be used, it should be fitted with a Perspex screen and there should be a clearly signed do-not-cross-line 2m in front of the table on the floor. If a Perspex screen is not possible then a face covering would be satisfactory.

Archery GB membership does need checking, some archers will have e-cards on their phones some will have physical cards, DO NOT take either off the archer. If you need to confirm anything ask the archer to read it out to you.

Please note this is different for field competitions.

Archer Conduct

The vast majority of archers will abide by the rules and guidance set down. However, in the event that an archer repeatedly contravenes rules – sport or social distancing measures – then the Tournament Organiser has the authority, and backing of Archery GB, to evict the archer from the field of play and disqualify their scores.

TOs should be aware that Judges will support the TO's decision, but will not be responsible for actioning this element.

FIELD LAYOUT AND PROCEDURES

These procedures and measurements are designed to ensure 2m separation, measurements for Covid-19 specific arrangements are therefore given in metres.

Waiting/Tent Area (if appropriate)

The waiting area should extend at least 5m behind the waiting line and should be marked with 2x2m square boxes (or X's at the centre) on the outside of the lane in front of each target, these are for the 2 archers waiting to shoot their next detail and where all 4 archers' bows and scopes can be kept whilst not shooting.

Results

When scoresheets are to be collected the scorers on each target should be made responsible for bringing their score sheets to a central location where they will be placed in a large box. You may consider someone mans the box to note down each target as they are placed in the box, enabling chasing up of any missing score sheets. The score sheets should only be handled by the person compiling the results, or an assistant, thus ensuring that the minimum number of people have contact with them.

It is suggested that, at the end of competition, that no results/awards are given, and all archers are asked to leave as soon as possible to avoid unnecessary congregations of people. The results can be emailed out subsequently.

FIELD CREW

Try to use experienced field crew who know what to do, it makes it easier to cope with the special Covid-19 requirements if they already know what their jobs entail. The field crew area/shelter should allow for social distancing.

When working they should:

- Wash/sanitise hands often, crew should bring any face coverings or other PPE they feel comfortable with, or the TO should provide it.
- Tools such as Arojac/metal detectors/pullers etc., should be allocated to individuals and should not be shared where possible. They should be sanitized before and after use.
- Arrows found in the ground should be left for the archer to pick up.
- Removing an arrow embedded in a stand, should be done with archers at a safe distance.
- Arrows touched by the work party should be sanitised, before being returned to the archer.
- When working closely with others, moving targets for instance, face coverings should be worn.
- Wear a face covering at all times due to multiple contact points and people.

SUPPORTING DISABLED ARCHERS

Archery is an inclusive sport and Archery GB is proactively working on solutions to ensure people with disabilities or long-term health conditions can continue to participate safely in the sport.

The entry form should identify where archers may require additional support. During this time volunteers may be harder to find for clubs and tournament organisers.

If an archer requires additional support, where possible their carer or a member of their family or household is the preferred solution. If this is not possible, then the archer should arrange to talk to the Tournament Organiser.

SAFEGUARDING

To minimise the risk and to adhere to the Government/Archery GB requirements, we would suggest that Spectators/Parents/Supporters are kept to a minimum on the field, however, if requirements are unable to be met, they may be asked to leave the field. If this is the case, contact details of the Tournament Organiser/Member of the Field Crew will be provided to them as a contact if they have any safeguarding concerns during the competitions. Children/Young People will also be made aware what is going to happen and who they can talk to if they have any concerns.

SHOULD SOMEONE FALL ILL

If someone should fall ill at the competition, they should be advised to leave the event as soon as possible. If this is not possible, they should be isolated in their own car until arrangements can be made for their journey home. Advise them to call 111/119 once at home to follow the NHS clinical/testing pathway.

If a person falls seriously ill with suspected Covid-19 whilst at the competition (probably unlikely if they have followed all your other advice) then normal first aid procedures should be given wearing FFP3 mask, gloves and eye protection with the ambulance being made aware of 'suspected Covid-19'. There is also new guidance on resuscitation in cases where Covid-19 is suspected, so your club's First Aiders should be made aware of this, if they aren't already.

It is also advisable to run a track and trace system and then contact all of the attendees at the competition to ensure that they get tested following a positive test from another archer who may have gone home with symptoms.

Further advice on First Aid during the Covid-19 pandemic is available from [St John Ambulance](#).