



Returning to Archery

Phase 2 – Restricted
Shooting

**Guidance Notes for
Coaches**

Version 4.01

Issued: 2 December 2020



FOR THE **LOVE** OF ARCHERY

INTRODUCTION

UPDATED FOR 2 DECEMBER 2020

This guidance has been produced in line with the Government rulings and 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 links below.

Scotland - <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>
Scottish Archery are in dialogue with the Scottish Government and Sport Scotland and update their club/archer guidance regularly. For further information please visit their [website](#) for the most up to date guidance.

Wales - <https://gov.wales/coronavirus>
The Chair of WAA is keeping clubs up to date with the information received from the Welsh Assembly and/or Sport Wales.

Northern Ireland - <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations>
Following an increase in coronavirus cases, additional restrictions have been introduced for people living in Northern Ireland. The latest regulations can be found by clicking on the link above.

England - <https://www.gov.uk/coronavirus>
The guidance in this document is mainly based on England regulations. Indoor or outdoor sport guidance can be found here - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Each English county has been placed in a tier – check here:
<https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area>

All archers and volunteers should keep up-to-date with which tier they are in and how this will affect their ability to travel between tiers or socialise outside of their household or bubble.

Please be ready to take action accordingly if your locality is affected and be aware that lockdown enforcement may happen at short notice. It may be necessary to notify your club members quickly of decisions taken by the committee to ensure public health and safety. There may be legal ramifications should your club or committee not adhere to local or national guidance.

ARCHERY

Archery GB has developed this set of practical guidelines for clubs to follow so that shooting, albeit restricted in some cases, can take place where the local environment allows.

The choice to return to archery or remain open is one that needs to be made locally by clubs, after considering their own circumstances. We appreciate there will be those that have genuine concerns, or their local environment will make mitigating the risks imposed too difficult to address. 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 archers and clubs, and all elements of the guidelines should be considered to ensure activity can be delivered safely, whilst mitigating the risks.

A return to archery is taking place on a phased basis, the phases will change in line with the latest government guidelines once it has been published. Currently we are working on a three-phase approach and we remain in Phase 2. Please note, these phases are subject to change as the government exit strategy becomes clearer.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery.

Please do not feel pressured to open or keep your club open until you are confident you can do so whilst mitigating the risks imposed by the virus, by following both the Archery GB guidelines, the current national laws and government guidance.

PROTECT EACH OTHER

There are three simple actions we must all do to keep on protecting each other

- **Wash hands**
keep washing your hands regularly
- **Cover face**
wear a face covering in enclosed spaces
- **Make space**
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

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

If you have any questions then please email membership@archerygb.org and a member of staff will get back to you. Please note a number of the team are furloughed and a response may take longer than usual.

STAY ALERT

- Archers and Members **MUST NOT** come to the range/club if they show symptoms of any illness but in particular of Covid-19. [These are highlighted on NHS Direct.](#)

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

- What to do if you have any of the main symptoms of coronavirus:
 - Get a test to check if you have coronavirus as soon as possible.
 - Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
 - Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
 - Follow all current laws and government guidance.
- If you are symptomatic, living in a household with a possible COVID-19 infection you must follow all current guidance. If you are classified as extremely vulnerable on health grounds, you should be especially careful and be diligent about social distancing and hand hygiene.
- Archers and other Members should notify the club if they develop symptoms after attending the archery range.
- All clubs and coaches are asked to notify Archery GB using this simple survey, of any archer or volunteer that reports a positive test, where NHS Test and Trace have been in touch or other related incident – no personal information is required.

Click here to complete the survey - <https://www.surveymonkey.co.uk/r/agbcovid-reporting>

TRAVEL

In general, the advice is to try and reduce the number of journeys we all make. For sport, archers may travel to their club if they and the club are located in tier 1 and/or 2. People from different households must not travel in the same car to or from archery.

Archers are advised not travel into or from tier 3 areas to take part in sport. Each tier 3 area is separate and therefore you should avoid travelling from one tier 3 area to tier 3 area.

Exemptions are in place for:

- Volunteers and coaches (if they are integral to the activity taking place)
- Disability sport
- Sport for educational purposes
- Elite sport
- Supervised sport and physical activity for under-18s

For more information visit: <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#all-tiers>

COACHING

Coaching can take place so long as the restrictions described within this guide are adhered to. It is recommended that only licensed Archery GB instructors and coaches lead sessions. A summary of what coaching is permitted in each tier, indoors and outdoors, is provided in the two tables below. As described in Archery GB's accompanying guidance, every situation is subject to space requirements, hygiene protocols and social distancing measures.

Indoor Archery Coaching (England)

INDOOR COACHING	Tier 1 (Medium)	Tier 2 (High)	Tier 3* (Very High)
1:1 coaching	<ul style="list-style-type: none"> ● Permitted 	<ul style="list-style-type: none"> ● Permitted 	<ul style="list-style-type: none"> ● Not permitted**
Group coaching	<ul style="list-style-type: none"> ● Permitted ● Sub-groups of no more than 6. Coach can work across sub-groups 	<ul style="list-style-type: none"> ● Permitted ● Sub-groups of no more than 6. Coach can work across sub-groups 	<ul style="list-style-type: none"> ● Not permitted**
Instructor/Coach education courses	<ul style="list-style-type: none"> ● Permitted ● Max of 12 learners 	<ul style="list-style-type: none"> ● Permitted ● Max of 12 learners 	<ul style="list-style-type: none"> ● Permitted ● Max of 12 learners

Outdoor Archery Coaching (England)

OUTDOOR COACHING	Tier 1 (Medium)	Tier 2 (High)	Tier 3* (Very High)
1:1 coaching	<ul style="list-style-type: none"> ● Permitted 	<ul style="list-style-type: none"> ● Permitted 	<ul style="list-style-type: none"> ● Permitted
Group coaching	<ul style="list-style-type: none"> ● Permitted ● Recommended coach/archer ratio up to 1:12 	<ul style="list-style-type: none"> ● Permitted ● Recommended coach/archer ratio up to 1:12 	<ul style="list-style-type: none"> ● Permitted ● Recommended coach/archer ratio up to 1:12
Instructor/Coach education courses	<ul style="list-style-type: none"> ● Permitted ● Max of 12 learners 	<ul style="list-style-type: none"> ● Permitted ● Max of 12 learners 	<ul style="list-style-type: none"> ● Permitted ● Max of 12 learners

*For both indoor and outdoor archery, travel restrictions into or out of Tier 3 areas apply.

**There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s, which can take place with larger groups mixing.

Coaching archery in England:

- Coaching outdoors: Across all tiers, sessions can take place in groups of more than six. Archery GB's recommended ratio is 1 coach to up to 12 participants (1:12).
- Coaching indoors: Differences in the guidance apply across the tiers.
 - In Tiers 1 & 2, coaches can work across separate groups of up to 6 people, up to a total of 2 groups (e.g. two separate groups of six archers). There must be no mixing of participants that do not belong to the same household/bubble.
 - In Tier 3, coaching is not permitted.
- Coaching disabled people: The Government has confirmed that there is an exemption for indoor group activity for disabled people. It is safe and appropriate for activity for these groups to continue indoors in both Tier 2 and Tier 3 areas as long as it is done in line with Archery GB's COVID-19 Secure guidelines for clubs, archers, and coaches.
 - Sessions can take place for disabled people in groups of any number, indoors or outdoors (refer to ['Returning to Archery Supporting disabled archers'](#)).
- Coaching children: The Government has made it clear that larger group activity for children is permitted in groups of up to 15 children in accordance with the [Department for Education's guidance for providers of out-of-school settings](#).
 - Coached sessions for children should be limited to group sizes of no more than 15, plus coach(es).
 - Archery GB's recommended group ratio is 1 coach with up to 12 participants. There are many considerations when setting coach / participant ratios and ultimately the responsibility lies with coaches. The coach should carefully consider a ratio to use that will maintain safe practice while planning for the session. For further information about Archery GB's recommended ratio's please visit the coaching pages on our website.

Coaching archery in Scotland:

Sport Scotland provides the latest [guidance for coaching in Scotland](#).

Coaching archery in Northern Ireland:

Sport NI provide the latest [guidance for coaching in Northern Ireland](#).

Coaching archery in Wales:

Sport Wales provides the latest [guidance for coaching in Wales](#).

Coaching in schools:

Each school will have varying methods to managing group sizes and activity whilst COVID restrictions are in place.

- Coaches will need to work with schools on an individual basis to develop a safe approach to delivering archery. This includes selecting a safe participant to coach ratio, which meets the school's policy and enables archery to take place safely.

- Coaching small groups of children, at least initially, is sensible to help children to adjust to the new way of doing things in the school context.

Space and hygiene guidance while coaching:

The coaching you provide will naturally need to adapt, and you will need to get used to doing things a bit differently.

- Check the latest guidance on group sizes so that you are delivering to the permitted ratio.
- As much as permissible, stay at least 2m away from your archer(s) and other people as your normal practice, except in the case of an emergency.
- The government's '1 metre plus' guidance means that if you coach from a distance of 1 metre rather than 2 metres, you should implement additional safety measures, for example wearing a face covering. This means that when instructing / coaching beginners you may directly supervise from 1m away whilst wearing a face covering, until it is no longer necessary (i.e. the archer is familiar with the shot procedure and so you are able to move to 2m away).
- Do not use physical contact, for example to correct shooting technique. Instead, use non-tactile coaching cues and feedback.
- Do not touch equipment that other people touch, for example, avoid pulling out someone else's arrows, moving sights.
- Avoid sharing equipment where possible. Archers should use their own equipment if possible (or equipment that is loaned to them by the club and is kept by the archer for a period of time). Where this is not possible and is deemed a barrier to participation, clubs and coaches need to do everything practical to minimise the risk of transmission. These include:
 - The frequent cleaning of objects, equipment and surfaces that are regularly touched, ensuring there is adequate disposal arrangements for waste.
 - Sanitisation of all equipment after every use, before being used by someone from a different household.
 - Wash/sanitise your hands thoroughly before and after using, handling, or cleaning equipment.

General guidance for Coaches:

All activity requires careful planning and a risk assessment on behalf of the coach and club/organisation.

- By choosing to coach, you are taking the responsibility to ensure that the individual / groups you work with remain socially distant by remaining two metres apart or one metre plus mitigations (such as face coverings) where two metres is not possible.
- Coaching should only take place on a prearranged basis.
- Coaches can meet with different archers in a single day.

- Clear instructions should be provided to participants in advance so that they know which coach to report to (if there are two or more groups) and other helpful information to help support them.
- Ask participants to pack up and leave immediately after their session, to help minimise unnecessary contact with others.

Code of Conduct:

Please ensure that you are still working within our policies and codes of conduct. You can re-familiarise yourself with these [here](#).

Prepare your return to coaching:

Archery is a great way to improve our physical and mental health at this time. Remember that everyone is experiencing the impact of the COVID-19 situation differently, so it is important to prepare for coaching slightly differently to what you may be used to.

- Reflect on your own needs at this time as well as taking some time to understand how the needs of the people you instruct / coach. Be adaptable to help yourself and them take part in an enjoyable way.
- Plan your session to consider how you will meet the restrictions.
- Use the risk assessment that your club / organisation has made.
- Inform your archers about what measures are being taken to ensure theirs and your own safety. This will give them confidence to take part and help them understand how the session will take place.
- Think about the session afterwards and ask for feedback, so you can continue to adapt and improve.

COACHING BEGINNERS

We recognise that some clubs and organisations are ready to resume the delivery of archery experiences for beginners. All experiences should be registered within the Club's profile on the Membership Portal (Sport80).

Coaches need to consider if the individuals they are coaching are able to shoot safely without physical intervention. Coaching beginners who require close supervision may require you to wear additional protective covering (e.g. mask / visor). See the above section ('Space and hygiene guidance while coaching').

Temporary changes to current practice

Archery GB has provided this additional section within this guidance to support instructors and coaches to deliver archery experiences safely. This is temporary guidance while government restrictions are in place.

Consider if instructing and coaching is right for you at this time

Instructors and coaches are not under any pressure to provide sessions for beginners. We fully support instructors and coaches to only do what they feel comfortable with and able to do. This is the personal choice of the instructor or coach.

Plan your session

Be flexible in what you deliver to ensure that it is achievable within the restrictions. Keep to the basics of archery and do not try to advance your archers too quickly.

Allow plenty of time

Instructing and coaching beginners will take longer than usual while restrictions are in place. Be patient, and allow additional time for explanation, demonstration, and practice. Ensure that each participant is safe and comfortable at each stage before progressing them further.

Maintain social distancing and hygiene

In all your actions, think about how you are able to safely keep to the social distancing and hygiene guidance. There may be occasions when you cannot, but this should only be for overriding safety purposes.

This guidance includes a responsibility for clubs to provide clean equipment. We recommend planning this as a club to ensure that you have an effective system of cleaning in place. Washing your hands regularly will help you maintain hygiene standards. Participants should also be encouraged to wash their hands at the beginning and end of the session.

Instructing and coaching children

Children may need extra support to understand how to socially distance and maintain hygiene. Where possible, enlist help of parents/carers or other volunteers to help you manage this.

Guidance for revised practice

The below table sets out common aspects of coaching, associated risk, and recommended revised practice to reduce the risk and meet the government restrictions. This is not an exhaustive list and you are encouraged to identify additional scenarios in your own setting and plan accordingly.

Current standard practice	Risk	Temporary revised practice
Space available behind the waiting line. It is usual for participants to closely interact.	Requires close proximity	Use markings or zones to help the participants understand where to stand to maintain social distancing.
Equipment sharing during the session Bows, arrows, bracers, finger tabs, and quivers are shared between participants.	Requires touching shared surfaces	Assign each participant or household equipment for the session. Mark each bow and arrow so that participants can specifically identify their own. Wash/sterilise equipment in between sessions, including:

		<ul style="list-style-type: none"> • Bows handles/limbs/strings • Arrows • Arm bracers including fastening method • Tabs • Stretch bands <p>Replace or clean equipment in between sessions:</p> <ul style="list-style-type: none"> • Strings • Target faces
<p>Checking arrow length Holding an arrow in front of an archer to measure the arrow size they require.</p>	Requires close proximity	Plan a way to accurately measure arrow length without breaching social distancing or hygiene guidance. Alternatively use oversized arrows for each individual.
<p>Supporting the participant It is common to physically load the arrow, adjust body, bow, and string position.</p> <p>Each participant also reacts differently when trying archery for the first time. For example, it is common not to have confidence to draw the bow, hold the bow etc.</p>	Requires close proximity	<p>Warm up with stretch bands to explain technique. Use this as an opportunity to assess coordination and identify participants who may need extra support.</p> <p>Use clear verbal explanation, feedback, demonstration, and visual aids (e.g. a mirror) to teach correct shooting technique.</p> <p>Tip:</p> <ul style="list-style-type: none"> • Use the <i>'one two three alignment drill'</i> to help beginners understand and find their reference point at full draw. • Use the <i>'release motion drill'</i> and <i>'finger release drill'</i> to help the archer establish a correct anchor point and shot execution • Use the <i>'four step drill'</i> with a band to help develop and refine the draw.
<p>Intervening for safety reasons Close proximity is used to directly manage the outcome of the participant shooting their first arrows. Safety issues can arise from mishandling of the bow, and the arrow pointing incorrectly etc.</p>	Requires close proximity	<p>Physically intervene if this is needed for safety reasons. If you need to be 1m from the archer to maintain social distancing, wear a face mask.</p> <p>Risks are significantly reduced by the instructor / coaches by:</p> <ul style="list-style-type: none"> • Prioritising safety - Spend time explaining how to come down, including what the command means and how it is used when the instructor/coach sees something that is not safe. The participants should understand to stop what they are doing immediately and come down, then wait for further instruction.

		<ul style="list-style-type: none"> Assessing the situation - Make use of a pre-session questionnaire to ask the participants handedness, height and eye dominance if known as well as medical issues that might affect shooting. Ask if they feel they will need extra support/assistance. Monitor participants prior to shooting – Use drills in the lead up to shooting an arrow to reinforce safety guidance and assess coordination. Provide clear instruction – Explain what is needed, use visual aids, and where helpful engage parents/carers more in the session to assist you. <p>To prevent safety issues arising provide 1:1 supervision of a beginner. Maintain this approach until the beginner is able to shoot competently without intervention. This is usually, but not limited to, shooting the first few arrows.</p>
Anchor position on the corner of the mouth Standard technique for beginners.	Proximity to mouth on shared equipment	Ensure that hygiene standards are maintained by cleaning and replacing shared equipment.
Supporting participants with mixed abilities Some beginners require extra support, for example due to a disability	Requires close proximity	Adhere to 'Return to archery guidance for Supporting Disabled Archers' available at www.archerygb.org
Managing participants Participants share a target		Adhere to 'Return to archery guidance for clubs' available at www.archerygb.org

Thank you to the following instructors and coaches who have helped to provide this guidance: Andy Hood, Sue Matthews, Lloyd Brown, James Clifford-Jones, Keith Burton, Stephanie Gill, Tim Swane and Pete Hill.

ADDITIONAL GUIDANCE

As the guidance is expanding, the following areas are covered in a separate document, and you should read those guides as well, where relevant.

Guidance is available for:

- **Clubs; Competition; Archers; Supporting Disabled Archers; Implementing a Booking System**

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at www.archerygb.org/covid19