

ARCHERY 'HAVE A GO' GUIDANCE

The delivery of 'Have a Go' events are really important to the promotion of archery and the recruitment of new participants into the sport. We also wanted to provide some additional support for the delivery of Big Week (5-9 July), Big Weekend in Northern Ireland (2-4 July) and the Big Weekend (9-11 July) events for clubs, schools and archery providers. We have therefore produced the guidance below, to provide some clarity on the delivery of 'Have a Go' events.

The guidance below should be read in conjunction with the [Code of Practice for Demonstrations, Have a Go's & Taster Sessions](#), and the [latest return to archery guidance](#).

THE VENUE

- **REGISTER YOUR HAVE A GO EVENT:** Please register all your 'Have a Go' events on the membership portal, under the Have a Go & Course Registrations tab. Please register Big Week and Big Weekend events [HERE](#).
- **REGISTRATION:** All participants need to register at the event. NHS Track and Trace registration maybe required, please check with the venue.
- **RISK ASSESSMENT:** 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.
- **SIGNAGE:** We recommend having signage displayed at the registration desk and for people to see whilst queuing 'If you are feeling unwell in anyway, please do not take part in this 'Have a Go' event'. You could also display the Archery GB Return to Archery infographic.

PARTICIPANT MANAGEMENT

- **BOOKING PROCESS:** Within a club environment and wherever possible, timeslots for the 'Have a Go' event should be allocated and a booking system operated to reduce the number of people waiting.
- **SOCIAL DISTANCE QUEUING:** Please ensure the management of spectators and queuing participants at all times, to ensure social distance is maintained.
- **ASK QUESTIONS:** Check if the participant is feeling well today and if they have had any symptoms of COVID 19 in the last 24 hours?
- **BIG WEEKEND QR CODE:** Part of running a have a go event is to introduce people to archery and hopefully some of those will later enrol to do a beginner's course within the club. Archery GB will be providing a Big Weekend QR code that contains a link to a form to enable you to register all participants and collect marketing consent (we will send you this information after the event via email). The web page will save the information below for 21 days:
 - Name of Big Week/Weekend event attended
 - How they heard about the event (options on a dropdown menu)
 - How many people are you completing registration for (enter number)
 - Ages of participants
 - Name
 - Email
 - Optional Section: Consent to be contacted again by the club and consent to be contacted again by Archery GB providing details on more archery-related opportunities

COACHING

- **PRE-EVENT:** To reduce the transfer of infection, the coaching workforce should consider doing a rapid lateral flow coronavirus (COVID-19) test up to 48 hours prior to delivering the 'Have a Go' event. Rapid lateral flow coronavirus tests are available free of charge from the government. More information about rapid lateral flow coronavirus tests is available on the government website [HERE](#). If people test positive and self-isolate, it helps stop the virus spreading.
- **POSITIVE RAPID LATERAL FLOW TEST AT HOME:** If you did a rapid lateral flow test at home and the result was positive:
 - you and anyone you live with should self-isolate immediately
 - [report your rapid lateral flow test result on GOV.UK](#) as soon as possible
 - get a PCR test (a test that is sent to a lab) to confirm your result – [get a PCR test to check if you have COVID-19 on GOV.UK](#)
 - Continue to self-isolate until you get the result of the PCR test. Follow the advice you're given when you get the result.
 - You will need to inform the club that you are no longer available to deliver the planned 'Have a Go' session. Hopefully the club has other coaches/volunteers available to continue delivery of the event.
- **SANITISE:** The coaching workforce must sanitize their hands before and after each participant engages in the 'Have a Go' event.
- **ONE METRE PLUS:** When on the line, the coach/volunteer, should wear a face covering, and should try and stay at least 1 metre plus away from the participant(s), except in the case of an emergency.
- **REDUCE TIME SPENT IN CLOSE PROXIMITY WITH PARTICIPANTS:** Try and reduce the amount of time you spend in close proximity to the participant. Once you feel your participant can safely shoot, step further away.
- **INCREASE THE NUMBER OF ARROWS SHOT:** If time permits, allow each participant to shoot six, nine or 12 arrows, rather than three to provide a more comprehensive session.

EQUIPMENT

- **ROTATE & CLEAN BOWS:** Double the number of bows provide, so that equipment can be rotated and cleaned after each participant/household. For example, if three bows are being used, you will need an additional three bows, so six in total. The equipment can then be rotated and cleaned after each use.
- **MINIMISE TOUCHING EQUIPMENT:** Ensure the setup of the range reduces the unnecessary touching of equipment. The coach should be responsible for loading arrows and the collection of arrows as standard procedure for 'Have a Go's'.
- **ROTATE & CLEAN ARROWS:** Following collection of arrows, please ensure they are cleaned appropriately.

PARTICIPANT

- **REGISTRATION:** All participants need to register at the event. NHS Track and Trace registration maybe required, please check with the venue.
- **SANITISE:** The participant must sanitize their hands before and after engaging in the 'Have a Go' event.
- **FACE COVERING:** The participant could wear a face covering if it makes them feel more confident.
- **TAKE THEIR TIME:** Encourage the participant to slow down and take their time.
- **SHOOT MORE ARROWS:** If time permits, allow each participant to shoot six, nine or 12 arrows, rather than three, to provide a more comprehensive session.

REFRESHMENTS

- Clubhouses and hospitality facilities can be used in line with [guidance on hospitality settings](#), and there's specific advice for [sport facility operators](#).