



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Safety Policy		
Author:	Chief Executive Officer - Trevor Filmer		
Date:	1-Jul-11	Replaces:	1-Jul-11
Number:	0524	Pages:	7

## 0524. Safety Policy

### 1. Purpose

- 1.1. The aim of this document is to provide a set of basis safety rules that allows the sport of Archery to be practised in a safe manner by the Clubs and individual members of Archery Victoria.
- 1.2. Most archery safety is a matter of exercising common sense, good judgement and courtesy. All members are responsible for their own safety and the safety of others. All members must read, understand and abide by this Safety Policy.

### 2. General Safety

- 2.1. Clubs are strongly encouraged to undertake a regular Risk Analysis of their facilities and activities to identify any potential risks and hazards.
- 2.2. The risk analysis should be conducted in line with the Archery Victoria Risk Management Policy and follow the Archery Victoria Risk Management Procedure.
- 2.3. If there is an identified risk the club should develop an action plan to manage the identified risk. If there is the possibility of uninvited public access onto the venue then warning signs must be erected to warn and protect members of the public.
- 2.4. Clubs should either develop a Safety Policy (in line with this policy) or utilise the Archery Victoria Safety Policy. The safety policy should be distributed to all members and be displayed at the club.
- 2.5. Only members of the club registered to Archery Australia and Archery Victoria are permitted to shoot or undertake archery activities on any club ground or identified facility used by the club. Any visitor to the club who undertakes any shooting activity must be a Temporary member of Archery Australia.
- 2.6. Clubs must have an Attendance Book, which must be signed by all members, temporary members and visitors attending the Club in order to validate attendance and the Archery Australia insurance policy.
- 2.7. Members who invite guests to the Club must ensure their guests comply with all safety rules. If the visitor intends to shoot they must become a Temporary member.
- 2.8. Covered footwear should be worn at all times while engaging in the practice of archery.
- 2.9. 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.
- 2.10. Armguards and tight-fitting clothes are recommended for personal safety.

- 2.11. 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.
- 2.12. The practice of drawing a bow or adopting a shooting technique that allows the bow to be drawn back and raised higher than the top of a target butt is considered to be unsafe.
- 2.13. Never aim a bow, loaded or otherwise, at another person.
- 2.14. Archers must regularly check and maintain their equipment. Inspect 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.
- 2.15. Always use matched arrows.
- 2.16. Never dry fire a bow (ie: firing a bow without an arrow attached to the sting).
- 2.17. All shooting should be under the control of a Director of Shooting, Field Captain or suitably qualified club official.
- 2.18. All organised shooting should be controlled by sound signals (whistle or hooter blasts)
  - 2.18.1. Two Blasts: Come to the Shooting line.
  - 2.18.2. One Blasts: Shooting may commence.
  - 2.18.3. Three Blasts: Retrieve & score arrows.
  - 2.18.4. Multiple Blasts: (5 blasts or more) Danger, stop shooting immediately.
- 2.19. When approaching a target, look for arrows that may be lodged in the ground.
- 2.20. Approach target from the sides to avoid arrows in the target.
- 2.21. 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.
- 2.22. Always retrieve arrows from the target but by the method prescribed in the Archery Australia Coaching Manual.
- 2.23. When shooting on a field course and you are looking for a missed arrow, archers must prop their bow up against the front of the target. This will warn following archers that the field target is still in use. This applies in both practice and competition.
- 2.24. At no time shall a person cause any interference to an archer or their equipment whilst they are shooting.

### **3. First Aid**

- 3.1. All clubs must have a well-stocked and maintained First Aid Kit available.

### **4. Club Check List**

- 4.1. First Aid Kit
- 4.2. List of qualified First Aid Personnel
- 4.3. Attendance Book
- 4.4. Sun Screen
- 4.5. Water or Drink Supply
- 4.6. Emergency Contact List
- 4.7. Safety Policy

### **5. Arrows**

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

### **6. Recurve Bow**

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

### **7. Compound Bow**

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

## **8. Release Aid**

- 8.1. Release aids must be of sound design, inspected regularly and in good working order.
- 8.2. 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.

## **9. Crossbow**

- 9.1. Only crossbows, which confirm with Archery Australia and WCSA rules, can be used within Archery Australia clubs.
- 9.2. Any person shooting a crossbow must be able to provide any permits requires under law appropriate within that State.
- 9.3. Any unattended crossbow must be left in a secure state.
- 9.4. A loaded crossbow must never be placed on the floor or ground.

## **10. Target And Indoor Practice**

- 10.1. Ideally all target ranges should be set-up with a permanent shooting line and staged targets with archers shooting and moving forward to score together.
- 10.2. Where this is not possible and permanent targets butts are used with a staggered shooting line a distance of 10m should be left between targets butts up to 50m and 15m from 50m to 90m.
- 10.3. If the number of archers present require adjacent butts to be used, there shall be no greater distance that 10m between two adjacent shooting lanes. Archers on adjacent butts must approach the butts together to collect their arrows.

## **11. Field Practice**

- 11.1. A field course is to be travelled in only one direction (with target butts ascending in numerical order).
- 11.2. Archers may only enter and exit the field course via an approved entry/exit point and must keep to the marked tracks.
- 11.3. It is recommended that a notice board or book be used where archers entering the field course for practice write their name and time of entry and again at the completion of their shooting.

## **12. Target Field of Play**

- 12.1. Ideally the field of play should have a backstop such as mound or fence or both behind the target to stop arrows that may miss the target.
- 12.2. If a fence is to be used it should be constructed of such material to stop an arrow but also prevent undue damage to the arrow.
- 12.3. If a backstop and/or fence are not available there must be a cleared area of not less than 50m behind the longest target. This area should be fenced or sign posted to prevent vehicle or pedestrian access.
- 12.4. There should be a clear zone of not less than 20m either side of the Field of play. This area should be suitably fenced and/or sign posted.
- 12.5. Ideally to prevent archers having the sun in their eyes causing a hazard all shooting should be toward the south.
- 12.6. If the field of play is set-up using permanent target butts with a movable shooting line the club must develop shooting rules to ensure safety zones are enforced between targets.
- 12.7. This safety zone must be established with a minimum of an overshoot zone funnel of 15 degrees.
- 12.8. Archers from joining targets must not shoot or enter the overshoot zone of another target.

## **13. Field Course Field of Play**

- 13.1. For safety the field course should be laid out to ensure there is no possibility of arrows overshooting into another target shooting/overshot zone.
- 13.2. The course should be set up so competitors can easily follow paths and tracks without straying into a target shooting/overshot zone.
- 13.3. To prevent overshoot hazards each target should be set up using an overshoot zone funnel of 15 degrees.
- 13.4. This 15 degree overshoot zone is on each side of the centreline of the target and should be long enough to cover the potential flight distance of a missed arrow.
- 13.5. Extra distance must be added to the overshoot zone when shooting up hill, the steeper the angle the longer the overshoot zone.
- 13.6. Extra care must be taken if rocks and landscape may cause a missed arrow to skip or ricochet.
- 13.7. The use of backstops and blinds should be considered for steep uphill shoots or shots where rocks and landscape may cause skips and ricochets.
- 13.8. A field course should be set up to ensure there is no possibility of a competitor straying from one target into an overshoot zone of another target.

- 13.9. A field course should also be designed to avoid placing targets in the overshoot zone of another target.
- 13.10. If a club is unable to comply with safety zones they should undertake a risk analysis, establishing an action plan to overcome any deficiency.

#### **14. Target, Indoor and Clout Tournaments.**

- 14.1. Target tournaments must be held under the direction and supervision of the Director of Shooting (DOS).
- 14.2. All tournaments must be shoot to the sound signal.
- 14.3. Archers must only remove an arrow from their quiver and load the arrow on the bow when on the shooting line.
- 14.4. If an arrow falls forward of the shooting line, the archer must wait until all shooting has finished to retrieve an arrow.
- 14.5. 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.
- 14.6. 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.
- 14.7. In Clout if a staggered shooting line is necessary, ensure a safe distance is allowed between the multiple clout shooting lines.

#### **15. Field Tournaments**

- 15.1. The field course is to be travelled in only one direction (with target butts ascending in numerical order).
- 15.2. Archers may only enter and exit the field course via an approved entry/exit point and must keep to the marked tracks.
- 15.3. There should be no skipping of targets. If archers are held up they should ask permission to shoot through. There must be no doubling back.
- 15.4. Archers must never walk back along tracks.
- 15.5. No archer is to move forward of the shooting position until all archers have shot all their arrows.

## **16. Club Shoots**

- 16.1. All organised shooting at a club must be carried out at the direction of a Field Captain or suitably trained and experienced Club Official.
- 16.2. Archers must pay attention to and cooperate with Officials at all times.
- 16.3. If a staggered shooting line is to be used then adequate separation between arrows must be provided.

## **17. Working Bees and Club Maintenance**

- 17.1. All shooting should be stopped during working bees and club maintenance. A “Range Closed” sign should be displayed prominently.
- 17.2. When general maintenance is being undertaken, shooting will take place at the discretion of the Field Captain or suitably trained and experienced Club Official.
- 17.3. When using lawn mowers and other suitable equipment only experienced and authorised person should use this equipment.
- 17.4. While using electrical or other equipment during working bees and general maintenance, those using the equipment are responsible for their personal safety and the safety of those in proximity to the work being undertaken.
- 17.5. When undertaking works more than 1.8m off the ground, or work, which involves overhead powerlines, extra care must be taken and the use of safety harnesses should be considered. Always carry out this with the assistance of other members and with the approval of the Club Executive.
- 17.6. Power tools and electrical equipment must be checked regularly to ensure they are in safe working order.