

ILLAWARRA ARCHERS INC



Club Regulations and Safety Policy

V1.3

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1. Terms and Definitions

ANSW: Archery New South Wales; the State archery association of NSW.

Arbalist: A person who is engaged in the activity of shooting bolts from a crossbow.

Archer: A person who is engaged in the activity of shooting arrows.

Archery Alliance: an Australian alliance of archery governing and insuring bodies.

Archery Australia (AA): The National archery association of Australia.

Arrow: a shaft (constructed primarily of wood, carbon, or aluminium), consisting of a nock on one end to attach the shaft to the string and a metal point on the other end. This covers both bare shafts and fletched shafts.

Bolt: a short arrow shot from a crossbow. Bolts will be referred to as arrows in this document.

Bow: any type of archery bow unless specified as Olympic, Compound, Longbow, Bare bow or Crossbow.

Clout: the style of shooting where arrows are shot over long distances at a marker on the ground that is known as the Clout. Due to the fact that the distances shot exceed 100 metres, this style of shoot is conducted at a venue other than the Club grounds.

Club: Illawarra Archery Club Incorporated, referred to in this document as the Club.

Club Officer: any Club member who is currently an elected Officer of the Club. (see the Secretary's Noticeboard for a list of current Club Officers).

Executive Committee: the body called the "Board" in our Constitution; comprising President, 2 Vice-Presidents, Secretary, Treasurer, Target Captain, & Field Captain. (see the Secretary's Noticeboard for a list of current members).

Field Course: series of targets located throughout the field that are numbered in order from 1 to 24.

Guest: any non-member who is brought onto the Club grounds at the invitation of a Club member.

Member: any financial member of the Club, as defined in the Club Constitution.

Quiver: a container used to hold arrows or bolts and is usually worn by the archer.

Release Aid: Any device used (other than the fingers on the hand of the archer) to hold the string and draw the bow and which can then release the string.

Target Butt: the surface to which a target is attached which is designed to stop and hold the arrows that are shot into it. Butts can be located on the ranges or in the field course.

Target Ranges: The grassed areas adjoining the car park and clubhouse where the fixed target butts are located, referred to in this document as The Ranges; or The Range (targets 1-12) and Range B (targets B1 –B4)

Visitor: any member of the public who is at the Club grounds but is not under the care of a member. This also refers to people who are current members of an Archery Alliance archery club.

World Archery: the governing body for international archery events, with which **Archery Australia**, **Archery NSW**, and **Illawarra Archers** club are affiliated.

2. Safety Officers

EVERY MEMBER IS A SAFETY OFFICER. Members seeing anything unsafe **MUST IMMEDIATELY** take action to rectify the situation. This could involve putting a sign on a hazard, asking people to stop doing something unsafe, and/or reporting a concern to a member of the Executive.

3. Constitutions

Members must abide by the Constitutions of Illawarra Archers Inc, Archery NSW (ANSW) and Archery Australia (AA).

4. Membership

- 4.1. Categories of Membership and Applications for Membership shall be in accordance with the Club Constitution.
- 4.2. Membership Fees (including affiliation with Archery Australia and with Archery NSW) will be recommended by the Executive Committee; approved by a Club Meeting; advised on the Club notice board and website.
- 4.3. Intending new members must: Complete a Beginners Course before joining -or- The Beginners Coordinator or the Coaching Coordinator may decide on an assessment by an Instructor or Coach, for those who have other appropriate archery club experience (usually previous membership of an Archery Alliance affiliated club).
- 4.4. Upon entering Club grounds, whether intending to shoot or not, **all members, visitors and guests must sign the Attendance Book**. This is necessary to validate the Club's insurance. The only exception is a non-shooting member of the public, who is briefly visiting the club to watch the shooting from behind the Range/s, or to make an inquiry.
- 4.5. To shoot at Club Grounds, archers must either: be current shooting members of our Club and display their membership card while shooting -or- have completed the Temporary Membership requirements of Archery Australia and the Club.
- 4.6. Temporary Membership - Undertaking Instruction: permits up to 12 visits.
- 4.7. Temporary Membership - Visiting the Club: permits up to 4 visits in 12 months:
 - 4.7.1 Members of an Archery Alliance affiliated club can shoot as visitors.
 - 4.7.2 They must provide evidence of membership of an Archery Alliance Club and they may, at the discretion of any member of the Club, be required to demonstrate safe shooting or evidence of skill level to meet the appropriate rating for the distance to be shot e.g. looking up on Archer's Diary.
- 4.8. Guests of members (maximum group of 4, shooting on 1 butt) must be signed in and supervised by a Club Instructor or Coach. An Archery Australia Temporary Membership form must be completed and authorized as per Club Rules.
- 4.9. Range Fees and Equipment Hire Fees, as appropriate, will be paid.
- 4.10. Any archery activity requiring the use of the Archery Australia Temporary Membership form, excluding visitors (as defined in our Club Regulations and Safety Policy) requires the authorization of the Club Coaching Coordinator or the Club President prior to the archery activity occurring. The Club Executive has the power to veto any such activity.

5. General Club Meetings

Club Meetings are held every two months as listed on the Club Calendar, and should be attended by all members wherever possible, or apologies should be forthcoming. No shooting is permitted during Club Meetings.

6. Working Bees

Listed on Club Calendar. Working Bees should be attended by all club members, whenever possible.

7. General

- 7.1. Smoking: there is No Smoking in the entire property of Illawarra Archers.
- 7.2. All pets or companion animals brought onto Club grounds must be under the effective control of a competent person by means of an adequate chain, cord or leash that is attached to the pet or companion animal and is being held (or secured to) the person. No pets or companion animals are allowed in the club house or on the field course.
- 7.3. Vehicles driven on club grounds must not exceed 10km/hr.
- 7.4. Camping on club grounds in caravans, campervans or tents, is limited to 2 days before significant club events, and 1 day after; and only with Executive's approval.
- 7.5. Our Range is located in a nature reserve. All flora and fauna is protected.

- 7.6. Members are required to make visitors, prospective members and new members welcome.
- 7.7. Members using the Clubhouse or Ranges are responsible for leaving the property clean & tidy. (Washing up, chairs put away, target butts covered, changed target faces put into the target shed, etc.)

8. Leaving the Club Grounds

If a member is last to leave the grounds he or she must:

- Ensure all the range butts are covered.
- Ensure the lights and urn are turned off.
- Lock the Club House and set the security alarm.
- Lock the toilet block
- Lock the gates to the grounds.

9. NSW Meetings

Members are encouraged to attend the bimonthly meetings of the NSW as a delegate or as a visitor.

10. Coaching

The Club, by its affiliation, subscribes to and upholds the Coaching and Instruction policies of Archery Australia.

11. Club Competitions

- 11.1. All Club competitions and tournaments are to be conducted under the control of the Target, Field, or Clout Captains, a person appointed by them, or a member of the Executive.
- 11.2. The Club programmed shoots are held on Saturday afternoons. The Club Calendar outlines which shoot each division shoots weekly.
- 11.3. The Club programmed shoots shall proceed as scheduled. A scheduled shoot may be abandoned, deferred, or exchanged with another shoot in the programme, following a vote by the club members present. A majority decision prevails.
- 11.4. Independent practice will cease 15 minutes before a Club competition.
- 11.5. All members should assist in setting up the range and covering butts at the completion of a shoot.

12. Archers Competing in Club Competitions shall:

- 12.1. Register via Archers Diary, or put their name on the Competition white-board at least 30 minutes before the starting time.
- 12.2. Record their name, bow type, division the name of the round being shot and the date on their score card, and sign the score card at the completion of a shoot and return it to the Recorder. Participants are responsible for ensuring their round scores are entered into the Club's scoring system.
- 12.3. Notify the Range Captain and those archers shooting on the same target when they are retiring from a Club competition or experiencing equipment failure.

13. Qualifying to Shoot in Club Competitions

- 13.1. Archers are qualified to participate in regular club competitions in Division 2/3 immediately upon membership but may shoot from a distance no greater than 10 metres more than they have qualified at, under the Distance Qualifying System in place at the Club (seventy to ninety metres excepted).

- 13.2. Archers must obtain a rating of 50 (recurve and longbow) or 60 (compound and crossbow) three times in Club target competitions before applying to the Club Recorder to compete in Division 1.

14. Tournaments

- 14.1. Each archer is responsible for his or her own registration, and this is done online for most tournaments. Flyers and information shall be displayed on the notice board.
- 14.2. A member representing the Club in a tournament is expected to act responsibly and in the best interests of Illawarra Archers Inc.

15. General Safety

- 15.1. Members who invite guests to the Club are responsible for the behaviour of their guests, and must ensure they comply with this policy.
- 15.2. No arrows are to be taken into the clubhouse while they are in a quiver worn by an archer.
- 15.3. No alcohol is to be consumed by an archer immediately before or during shooting. No person may shoot when under the influence of alcohol or drugs. At other times alcohol may be consumed with discretion.
- 15.4. Children at the Club under the age of 14 must be under close adult supervision at all times.
- 15.5. Covered footwear is to be worn at all times.
- 15.6. Camouflage clothing is not to be worn on the Field course.
- 15.7. A bow is to be strung only in an approved, safe manner.
- 15.8. No type of bow may be drawn back, with or without an arrow fitted, unless the bow is pointed in the direction of a target butt.
- 15.9. Never aim a bow, loaded or otherwise, at another person.
- 15.10. Bows must not be drawn back while pointing higher than the top of a target butt.
- 15.11. Before shooting, ensure the target is firmly attached to the butt and that the cover is secure at the back of the butt (especially on windy days).
- 15.12. Regularly check and maintain equipment.
- 15.13. Do not deliberately dry fire a bow (ie: firing a bow without an arrow attached to the string).
- 15.14. Always obey signals (audible and/or visual):
- Two Whistles = Go to the shooting line;
 - One Whistle = Shooting may commence;
 - Three Whistles = Cease Shooting, retrieve & score arrows;
 - **Multiple Whistles = Danger, stop shooting immediately.**
 - Green = start or continue shooting;
 - Yellow = last 30 seconds of shooting;
 - Red = No shooting, or Cease shooting.
- 15.15. When approaching a target, look for arrows that may be lodged in the ground.
- 15.16. Approach target butts from the sides. When pulling arrows out, always do so from the side, and take care that nobody is in the way.
- 15.17. When covering butts, make sure everyone is clear.
- 15.18. At no time shall a person cause any interference to an archer or their equipment while they are shooting.
- 15.19. When a person needs to pass between an archer and his/her target, they must either wait until the archer has finished shooting and has given them approval to pass in front, or they must walk around the back of the archer.

15.20. A First Aid Kit is readily available in the Club House.

15.21. While looking for and retrieving an arrow behind a target, archers must stand their bow against the front of the butt.

16. Distance Qualification for shooting

16.1. All members must qualify, with the bow type they are using, at 20 metres before advancing to 30 metres. They must qualify at each distance (10 metre increments) before advancing to longer distances (seventy to ninety metres excepted).

16.2. New members must qualify in accordance with the following Distance Qualifying scores. These scores need to be shot with 90 consecutive arrows in one day, on a 122cm Target face:

Distance in metres	Score for 90 arrows
20	650
30	650
40	625
50	575
60	600
70	600
90	500

16.3. To maintain safety for archers shooting in the Field Course, practice on Target 12 of Target Range A is limited to 10m for archers who have not qualified at 20m under the standards set by paragraphs 16.1-2 above.

16.4. When a member submits a completed Distance Qualifying Scoresheet, the member is regarded as having qualified at that distance.

16.5. A new member transferring from another Club or rejoining after a period of twelve (12) months' absence, needs to verify a rating to a Club officer before shooting. Re-qualifying may be required at the officer's discretion.

17. Shooting on the Target Range

17.1. The shooting line on the Range during practice shall be such that the furthest distances are to be shot on the left-hand side, with the distances shot reducing to the shortest on the right-hand side. Do not hesitate to ask another archer to move across to another target to ensure safety.

17.2. Maximum distances have been set for target butts 9-12 to ensure safety around containers and clubhouse. The maximum distance for practice on butts 11 and 12 is thirty (30) metres. The maximum distance for practice on butts 9 and 10 is fifty (50) metres.

17.3. At least one (1) closed butt must exist between two groups of archers shooting on separate butts. This increases to two (2) closed butts on Range B.

17.4. If the number of archers present require adjacent butts to be used, there shall be no greater than 10 metres' distance between two adjacent shooting lanes. Archers on adjacent butts must approach the butts together to collect their arrows. Otherwise there should be at least one closed butt between two groups of archers shooting at different butts.

17.5. If there is agreement by all members present, and safety is NOT compromised, these rules may be varied to suit the circumstances.

17.6. If an archer changes a face on a butt, the target face that has been replaced must be returned to the storage shed.

17.7. An archer, upon completing practice, and not aware that any other archer requires the target, shall cover the target butt.

- 17.8. Archers shall remove all of their equipment from the shooting lane when not shooting.

18. Target Competitions

- 18.1. Archers must shoot to the signals and straddle the shooting line before loading arrows.
- 18.2. If an arrow falls forward of the shooting line, wait until the archers on either side have finished shooting. Only retrieve an arrow if it does not interfere with others. The arrow must be within reach without leaving the shooting line. (In club shoots, preferably shoot another arrow and retrieve the fallen one later.)
- 18.3. Archers shooting in a Club Target shoot have right of way over any archers leaving or entering the Field course for practice. During Club Target shoots, archers shooting the Field must take responsibility for their own safety.
- 18.4. When archers have completed shooting their end, they must step back from the shooting line so that the Target Captain's view is not obstructed.

19. Shooting in the Field Course

- 19.1. No person may shoot the field course until they have completed a Field Induction with a Club Instructor or Coach. [They must have qualified at thirty (30) metres (Yellow pegs); forty (40) metres (Blue pegs); and fifty (50) metres (Red pegs)]. The qualification distance must coincide with the equipment/discipline being used.
- 19.2. **The field course is to be travelled only in the one direction** (with target butts ascending in numerical order), **and keeping to the marked tracks.**
- 19.3. Care should be taken when entering the Target range from the Field Course. Archers may only enter and exit the Field Course via approved entry/exit points. Exits are located only at targets 6 and 24.
- 19.4. There should be no skipping of targets. If archers are held up, they should ask permission to shoot through.
- 19.5. It is recommended that archers entering the field course for practice write their name and time of entry on the whiteboard prior to entry and erase it at the completion of their shooting.
- 19.6. If any safety problems are encountered in the field course (with field butts, obstructions etc.) notify the Field Captain or a member of the Executive so that the problem can be rectified.
- 19.7. No field faces are to be left lying around the course. Ensure all faces are left firmly attached to the butt when shooting is completed.

20. Field Competitions

- 20.1. During official Field shoots, Range target butts 4 to 9 may be available for target practice.. Target practice, if authorised, must not exceed 50 metres.
- 20.2. The exit between targets 7 and 8, and targets 14 and 15 are only to be used during a field competition.

21. Clout Shooting & Competitions

- 21.1. Clout Shooting is not conducted on our Club Grounds, but at locations arranged by the Club, and under the direction and supervision of the Clout Captain, or appointed replacement.
- 21.2. Competition and practice is to be shot to the Clout Captain's whistle.
- 21.3. Archers should sign the Clout attendance record before shooting.
- 21.4. Warning signs are to be erected to protect members of the public where needed.
- 21.5. No archer is to move forward of the shooting line until participating archers have shot all their arrows and the whistle has been blown.
- 21.6. Approach the Clout from the sides. 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.

- 21.7. If a staggered shooting line is necessary, ensure a safe distance is allowed between the multiple clout shooting lines.

22. Club Hosted Tournaments

- 22.1. All shooting during Competition is carried out at the direction of the DOS (Director of Shooting) or the Chairman of Judges.
- 22.2. All inter-club Tournaments hosted by the Club will be run according to the guidelines as set out in the World Archery rules or Archery Australia rules as adopted for the Tournament. As such there may be National Judges presiding over the tournament, and interpreting these rules.
- 22.3. Archers must pay attention to and cooperate with Officials at all times.

Equipment

23. Arrows

- 23.1. All arrows are to be of sound construction and are to be designed for target and field archery.
- 23.2. Arrows should be used in matched sets.
- 23.3. Arrows fitted with Broad heads are NOT to be used on the Club grounds. Only Archery Australia Target or Field permissible points are to be used on Club target and field ranges.
- 23.4. Wooden arrows may only be used with bows as defined by Traditional Archery Australia guidelines.

24. Bows

- 24.1. Any bow used at the Club is to be of sound construction.
- 24.2. Bows used in competitions must comply with World Archery or Archery Australia rules for bow types.

25. Release Aids

- 25.1. Any release aid used at the club shall be of sound design and must be good working order.

26. Crossbows

- 26.1. Must comply with the AA rules as shown in the current rule book.
- 26.2. Any member wishing to shoot a crossbow must be of at least twelve (12) months standing at the Club, and have successfully completed course of instruction with a current crossbow instructor.
- 26.3. Any member shooting this style of bow at the Club grounds must be a current holder of a NSW Police prohibited weapons permit and shall display this permit to any member of the club who requests to see it; or alternatively they must be under the direct supervision of the holder of a Prohibited Weapons Instructors permit.
- 26.4. Visiting Arbalists must have specific permission to shoot at the range from a Club Director.
- 26.5. Any Arbalist wishing to transfer to Illawarra Archers must demonstrate to a current crossbow instructor that he/she can shoot in a safe manner and is knowledgeable of the AA crossbow rules. If he/she fails to do so, then he/she would have to successfully complete a course of instruction with a current crossbow instructor before joining the Club.
- 26.6. A loaded crossbow must never be placed on the floor or ground.
- 26.7. Any unattended crossbow must be left in a secure state.

27. Working Bees, Mowing and Maintenance

- 27.1. There will be no shooting during a working bee.
- 27.2. When other general maintenance is being undertaken, shooting will take place at the discretion of the Target or Field Captain in the first instance, or at the discretion of an Executive Member in their absence.
- 27.3. When mowing is in progress, the person mowing has right of way. Shooting may only take place with the permission of the person mowing.
- 27.4. 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.
- 27.5. Any Club member intending to undertake a task which requires the workers' feet to be more than 2 metres off the ground, or involves overhead powerlines, must first seek approval by the Executive.
- 27.6. The Club recommends an accreditation to use Club power tools to be undertaken, however, upon authorisation by the Executive, a member competent in the use of the tool must adhere to all operational and safety instructions applicable by the manufacturer, and be responsible for their personal safety and the safety of those within proximity. Once a member has been authorised to use a tool, then it should be deemed that further authorisation for that person is not required, as long as the conditions of authorisation are to be followed.

28. Disciplinary Action

Disciplinary action may occur when a member has wilfully breached any part of this Policy after it has been explained to that member that he/she is in violation.

28.1. The First Incident

In the first instance that a member wilfully breaches this Policy, he/she shall receive a written warning from the Club Executive. This warning shall include date, location, and reference to the regulation breached.

28.2. Further Incidents

In the case of any further instances where a member wilfully breaches this Policy, disciplinary actions against that member will be dealt with according to the Club's Constitution. This may include expulsion from the Club.

29. Amendment of these Regulations and Safety Policy

- 29.1 These Regulations and Safety Policy may be amended by an Ordinary Resolution at a General Meeting. One week's notice must be given of any such motion.

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