

Clubs and Societies

CODE OF PRACTICE



All clubs and societies are affiliated to Lancaster University Student Union and therefore bound by the Union regulations and constitution.

Club/Society: Archery Club

The aims of the Club/Society:

- To provide basic training to allow members to learn the sport of Archery in a safe and controlled manner
- To promote the sport of Archery within the University and represent Lancaster University in BUCS and/or other recognised student and national competitions.

The following constitutes the Club/Societies procedures which must be followed by all members so that all activities are carried out safely:

Area of Activity: General Shooting

Procedures to follow:

Unless otherwise stated; all safety procedures will be enforced by the Field Captain and Executive Committee members present.

The 'Fast' rule: When someone shouts 'fast' everyone on the shooting line must unload their bow and step off the shooting line (other shouts, such as 'stop' should also be taken as implementing the 'fast' rule). When it is safe again to shoot, the Field Captain or a member of the Executive Committee will shout 'shoot'. In the event of a hearing-impaired archer joining the club, special arrangements should be made with the archer to provide a method to implement the 'fast' rule.

The Whistle System:

- One whistle = shoot
- Two whistles = retrieve arrows
- Three whistles = end of shoot
- An unusual series of whistles or a continuous whistle should be taken as implementation of the 'fast' rule.

All new members must complete the clubs basic training course in order to shoot safely; this will be done by the senior archers and a log will be kept. The training course will include; fast and whistle rules, setting up stands and bosses, getting out the backstop net, setting up a bow, holding arrows safely while not shooting, using a quiver, collecting arrows from the floor/behind bosses, and approaching the shooting line and boss, and pulling arrows from the boss.

Armguards and finger protection (tab, release aid, bow scales etc.) must always be used when drawing a bow; the club will provide armguards and finger tabs where needed.

Suitable clothing must be worn, long hair must be tied back, and loose clothing must be held out of the way whilst shooting.

Jewellery (e.g. necklaces, piercings) which may catch on the bow string must be removed or covered such that a smooth surface is presented to the string.

Ensure that no one is standing in the path of arrows when pulling arrows from the boss.

No-one is allowed to shoot when under the influence of drugs or alcohol, or is suffering from lack of sleep; Executive Committee will remove anyone they deem unfit to shoot and further disciplinary action may be taken.

LUAC ranges are all non-smoking areas.

Archers must inform all other archers if their arrows are on the floor.

Suitably closed, flat-soled footwear must be worn (i.e. NOT sandals).

Do not approach a boss in such manner as to risk colliding with the arrows that are in the boss (i.e. from the side and not in the line with the arrows).

Never draw a bow in such way that the arrow is at an angle of greater than 45 degrees.

Fiberglass, Carbon or Carbon/Aluminium arrows must only be removed from bosses with the use of an arrow puller.

Personal audio equipment (mp3 players and etc.) may not be used while on the shooting line; the volume of such items must be kept to a minimum when on the range and not shooting.

Mobile phones must be on silent mode while on the shooting line.

The Safety and Equipment Officer will show all new members the correct lifting techniques for the lifting and carrying equipment.

Areas of risk assessment covered: General Shooting.

Area of Activity: Indoor Target Archery

Procedures to follow:

Indoor Line Rules

- o A shooting line – must always stand on this line when shooting.
- o A waiting line – remain behind this line until you are about to shoot or involved in an activity which requires you to be in front of this line (e.g. coaching).

At least two senior archers must be present in order for an indoor shoot to take place.

All obstacles in the store cupboard must be moved out of the way before taking out equipment.

The backstop net must be in place before shooting can begin.

The backstop net must be fully out of the bag before pulling it across.

Everyone must be aware of the whistle system and indoor rules before shooting indoors.

Everyone must be aware of the location of fire exits in the sports hall which are shown to new members by the Executive Committee when they join LUAC.

If members of the public enter while shooting is taking place they must stay behind the waiting line or shooting will cease.

The fire doors in the sports hall must be shut securely before shooting can commence.

Any electrical wires present must be taped to the floor.

The Field Captain will ensure that the range is free of obstructions such as benches or other sports equipment and that the floor is dry and safe before shooting begins.

Areas of risk assessment covered: Indoor Shooting

Area of Activity: Outdoor Target Archery

Procedures to follow:

Outdoor Line Rules

- o A shooting line – must always stand on this line when shooting.
- o A waiting line – remain behind this line until you are about to shoot or involved in an activity which requires you to be in front of this line (e.g. coaching).

Only first aiders or Executive Committee members may collect the keys from the designated key holder.

At least two senior archers and one first aider must be present in order for an outdoor shoot to take place. (The first aider may be one of the seniors)

There must be at least one senior archer and one first aider present to supervise the setting up/putting away of equipment (The first aider may be the senior archer) The first aider must have a full and up to date first aid kit.

Everyone must be aware of the whistle system and outdoor shooting line whilst shooting outdoors. Any club equipment required from the sports centre must be arranged to be collected before the outdoor shoot by an Executive Committee member, or by a member of the club with a permission of an Executive Committee member.

Where possible the shoot will take place towards a hill and a senior archer will observe and advise on sight marks. The Field Captain will tell all archers the wind direction and speed, or provide windage flags.

The shooting range should be cordoned off with warning rope and signs all around the range. Should anyone cross the shooting line or the safety rope shooting must cease immediately.

Everyone must tell nearby archers if they have possible misses.

Everyone must stick arrows they come by vertically in the ground and warn other members they are there.

A least one club member present must have a working mobile phone before shooting can commence. If on campus, the phone will contain security's number as they will be called first in an emergency, this number will be provided in the outdoor storage.

Shooting will not commence if there are animals on the range; no-one is to approach the animals. If on Campus, University security will be called.

Equipment must be transported correctly and only in a manner approved by the Executive Committee. Where possible equipment will be moved using a trolley; otherwise only those who are wearing walking boots or wellies and are able to will carry equipment. The load will be shared between as many people as possible.

A trolley must be used to transport the bosses up and down the hills; members must shout a warning if a boss falls off the trolley.

Bosses must be secured in a way approved by the Executive Committee and the Field Captain must be notified once they are secure. Shooting will not commence until the bosses are secure.

Shooting must cease if anyone is seen to walk down the range.

Shooting must cease immediately if it becomes too windy or dark, if the ground is too soft to secure the bosses or in case of a lightning.

There will always be a torch in the outdoor storage facility in case it is needed.

Areas of risk assessment covered: Outdoor Shooting

Area of Activity: Field Archery

Procedures to follow:

Field Archery will only take place on purpose designed field courses which are affiliated to a governing body (NFAS).

Suitable, closed, high-grip footwear must be worn.

Members must take extra care due to the variable terrain.

Members must be aware of other archers and the location of the route with respect to shooting pegs and targets.

Members should wear highly visible clothing so they can be seen by other archers.

Areas of risk assessment covered: Field Archery

Area of Activity: Flight/Clout Archery

Procedures to follow:

When performing Flight/Clout practise on a standard outdoor range only use bows with a maximum range of 90m.

Only use other bows for Flight/Clout on a specified Flight/Clout field.

Be aware that all arrows shot will be in the ground.

Everyone must stick arrows they come across vertically in the ground and warn others that they are there.

Take extra care of the wind speed and direction as the arrows will be more affected in these forms of archery.

Areas of risk assessment covered: Flight/Clout Archery

Area of Activity: Equipment

Procedures as follow:

Novices must be supervised by seniors when setting up equipment until they are deemed competent by the Executive Committee.

A bowstringer should always be used when setting up or taking down recurve bows. If a situation arises where a stringer cannot be used the process must be supervised by the Safety and Equipment Officer or another Executive Committee member if the Safety and Equipment Officer is not present. The club will provide bowstringers when necessary.

The Field Captain will look out for incorrectly set up bows and stop an archer from shooting if their bow is not set up correctly.

Senior Archers must ensure that stands are correctly set up before bosses may be lifted onto the stands.

Bosses must only be lifted onto stands using the method demonstrated by the Executive Committee.

Club owned equipment must be checked twice a term for safety.

Individual archers are responsible for their own equipment.

Care must be taken when using glue (fletching, hot-melt, super, etc.), knives and other tools.

Super glue remover will be provided by the club in case it is needed.

When using knives, cutting must be away from the body and the blade must be retracted when it is not in use.

If repairs take place in the sports hall then precautions must be taken to ensure the sports hall floor is not damaged.

All club equipment with a fault or suspected fault must be taken directly to the Safety and Equipment Officer or another Executive Committee member if the Safety and Equipment Officer is not present.

All damaged equipment will be taken out of use until it is repaired.

All broken arrows must be reported to the Field Captain; the Safety and Equipment Officer will deal with broken club arrows; these must be stored in a suitable container with the contents clearly marked.

All broken arrows must have the sharp edges taped up and all piles and nocks removed before disposing of the shaft.

Any fragments of broken arrow must be swept up and disposed of suitably.

Arrows can only be removed from stands under supervision from seniors.

Arrows must be kept in quivers where they are available, if they are not available, arrows must be held in the way shown to you by the Executive Committee and placed on the floor with the point facing toward the target when shooting.

Modifications to club equipment may only be made with the Safety and Equipment Officer's permission, and must be checked by the Safety and Equipment Officer before use.

Only use club equipment which has been checked for safety by the Safety and Equipment Officer.

Areas of risk assessment covered: Equipment

Area of Activity: Competition and Travel

Procedures to follow:

If using a minibus to travel, all equipment must be stored under the seats or on the back seats and must never be stacked higher than the seats.

If using cars to travel, equipment must be packed safely and it is the responsibility of the driver.

If using cars; all the cars and drivers must be registered with the LUSU.

All regulations in the minibus driver's handbook must be followed.

Drivers must not consume alcohol before travelling or during the trip until after the return journey is completed.

A club member nominated by the exec must plan a route to the destination before travelling.

If travelling in separate groups the club member who prepared the directions must ensure that each group has a copy of the directions.

When walking with equipment all members present shall distribute the equipment equally between them.

Where possible equipment must not be transported in a shootable condition.

Extra caution must be used if equipment is being moved between rooms at competition in a shootable state.

Only competitions which are affiliated to a recognised national governing body will be entered.

The LUSU General Code of Practice will also be followed.

Areas of risk assessment covered: Competition and Travel

Area of Activity: Socials
Procedures to follow: No-one drinking alcohol is allowed to cook. At least one sober person must be present for every twenty others on a social. The LUSU Code of Practice must be followed.
Areas of risk assessment covered: Socials

Governing Body Regulations

It is also expected that all safety regulations set in the documentation of the governing bodies of archery (World Archery, Archery GB, NFAS, etc.) be followed when participating in activities which fall under the remit of those bodies. Where those regulations disagree with those set out in the above LUAC regulations, take precedence when in a LUAC practice environment, otherwise the most effective regulations are in effect (this can be the governing body's regulations).

Duty of Care

Please note that on top of the above procedures, all individual members of the club owe a Duty of Care to fellow members of the club and other clubs, and where appropriate, the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard of the clubs' Code of Practice, will be disciplined by the clubs Executive Committee and may face expulsion from the club.