



MEMBERS'
**HAND
BOOK**

www.harrogate-archery.co.uk

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**ABOUT
THE
CLUB**

We are a club providing clout and target shooting for archers of all ages and abilities using a variety of bow types: longbow, flatbow, recurve and compound. We are for all archers from beginners to experts and encourage people to enjoy their shooting in a relaxed and friendly environment, whether their interest is social, fun, competition and occasional Field Shooting, or all of these.

Brief History

The club was founded in 1968 in response to a request from the members of the Sports and Social Club of the St. George's Home for the Physically Handicapped, operating under the title PHAB (Physically Handicapped and Able-Bodied).

The original membership of the club was primarily disabled with some able-bodied helpers. None of the founder members were involved in, or knew a great deal about, archery. To their credit they worked hard at educating themselves and their new members and within a short period of time from a scratch start the club had qualified coaches and instructors.

Shooting originally took place at the St. George's Home until its closure in the early 1970s when the club moved to St. John Fisher School, Harrogate. It was resident at the school for over 40 years. In 2016 the school began work on the installation of an all-weather pitch. This severely truncated the playing field, rendering it less than ideal for target archery and untenable for clout shooting.

After an extensive search for a suitable new home in the local area, the club secured a lease on 5.5 acres of land at Home Farm, Allerton Park, Knaresborough. The club relocated to Allerton Park and shot its first arrows at the new field on 23rd July 2017.

During the club's existence its members have represented both county and country, and has several current UK, regional and county champions and record holders amongst its members.

Our Mission

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We strive to be an inclusive club providing clout and target shooting for archers of all ages and abilities shooting longbow, flatbow, recurve and compound. We aim to be for all archers from beginners to experts and to encourage people to enjoy their shooting in a safe, relaxed and friendly environment, whether their interest is social, fun or competitive. This will be achieved by:

- providing opportunities for participation for club members;
- taking every opportunity to present our sport to the wider community and to potential new members;
- optimising the provision of coaching and member development;
- managing the club for the benefit of all its members; and
- ensuring that the club is on a sound financial footing and that accountability is maintained.

Club Policy and Constitution

The club recognises that it has a duty of care to its members and to those who might be affected by its activities. All our shooting activity is run in accordance with the policies, codes of conduct and guidelines of Archery GB - the governing body for archery in the UK - and in compliance with relevant guidelines and regulations as dictated by any other bodies.

Archery GB operates a Children and Vulnerable Adults Protection Policy to which all its affiliated clubs adhere. All our activities are conducted within the framework of this policy. In the interests of equal opportunity all our activities will, within reason, be accessible to all and appropriate to an individual's abilities.

The current club constitution can be found in the members' area on the club website (www.harrogate-archery.co.uk) and in the clubhouse.

We try hard to ensure that new members feel welcome and that all members new or old are treated fairly, are able to benefit equally from the club and, equally, can contribute to its running.

A club is only as strong as its membership and a healthy club is one in which its members all play their part. Please offer to help during the year by participating in club activities and by contributing to the club's running in ways beyond simply paying an annual membership fee. Members who have joined since 2015 have signed an undertaking to help in this way as part of their membership application.

You can lend a hand by:

- helping to set up the shooting range;
- clearing away equipment at the end of a session;
- taking responsibility for putting up extra bosses if need be and putting them away afterwards;
- helping to keep the equipment stores in order;
- keeping the clubhouse clean and tidy;
- helping out with beginners' courses and have-a-go events; and • helping with the running of our open shoots.

We have no paid staff so voluntary effort from members is what keeps the club going. Sharing the load makes the work of running the club easier to bear, is a fairer distribution of work, and allows everyone the time to enjoy some shooting time. It enhances that feeling of actively belonging to a vibrant archery community.

You may also wish to help by joining the committee. You don't have to be an expert archer or long-standing member to do so and the club always welcomes fresh energy and ideas. Elections to the committee take place in September at the club's annual general meeting.

Your child is very welcome as a member of the club. It is a condition of membership that juniors must be supervised at all times by a responsible adult - usually a parent or legal guardian. Juniors aged between 16 and 18 may shoot without parental/legal guardian supervision *but this is solely at the discretion of the club committee and must be agreed beforehand*. When junior archers (ie archers under 18) are shooting individually or in groups, they must be accompanied throughout the session by a parent or guardian, or a named adult nominated in loco parentis. An adult member of Archery GB must also be present. If the accompanying parent or guardian is a member of Archery GB, a second adult is not required to be present.

Your attention is drawn to our Safeguarding Policy in this handbook.

Coaching

Archery is a sport like every other, where practise makes perfect. The more your young archer practises, the better they will get. Coaches are available for advice and coaching but they are not there to constantly work with every junior at every shooting session. Generally they work by helping to identify an aspect of shooting that needs improvement, explaining to the archer what he/she needs to do and, once the point has been grasped, leaving the archer to practise the new technique. If your child would like to work with a particular coach regularly please just ask the coach in question who will be pleased to help.

Safety

If a coach or experienced archer spots something which could potentially be harmful or dangerous to your child and/or other archers on the range they will say something to you or your child. This is meant in a friendly and supportive way. Your input is expected to reiterate range safety and good shooting practices to your child. You need to establish yourself safely behind the waiting line, be able to see your junior archer at all times and be observant of what is going on. An archery accident only takes a few seconds.

Collecting arrows

Your junior archer will very probably require help when collecting their arrows from the target and in looking for lost arrows too. We regard the collection of arrows as one of the more dangerous aspects of archery and this is where you come in. Remind them to pick up any arrows that have dropped in front of the target. Don't let your child pull arrows that have gone into the target high and which they can't reach – this could result in them damaging the arrow and hurting themselves from over-reaching. Equally, lend them a hand if an arrow has buried itself into the target and is difficult for them to pull

out. We cover the collection of arrows on our beginners' courses but if you need a reminder please ask.

Scoring

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The scoring of your junior's arrows may also prove a little tricky until they become accustomed to it. There are many different 'rounds' to shoot in archery but they basically work on the same scoring system. Metric rounds score from 10 to 1 and Imperial rounds 9,7,5,3,1. The round being shot decrees the total number of arrows that need to be shot at particular distances. Don't let this be a daunting experience - we're here to help and we have plenty of experienced archers who are willing to pass on their knowledge on such matters. There is also information on rounds on the notice board in the clubhouse and in the Beginner's Guide we sent you when your child joined us.

Etiquette

Etiquette plays a big part in our sport so here are a few things to remember:

- No talking on the line unless being coached.
- Always walk, never run, especially when carrying arrows.
- Ask to join the target. If there are already 4 archers using a target, get another one out.
- Help to set up/put away the equipment – you may not be using it but your child did.
- Respect the space of other archers. They will respect yours.
- Stand on the same spot on the shooting line for every shot.
- Never touch another archer's equipment. Please ask if it's okay to pull another archer's arrows as they may be scoring a round.

Above all, we want your child to enjoy their archery experience. St. George's is an inclusive club so please do your bit and ensure that the experience can be enjoyed by all.

Membership Fees

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Membership fees are due by 1st September annually. Fees are shared between the club and the following bodies:

- Archery GB (AGB) the governing body of the sport in the UK.
- The Northern Counties Archery Society (NCAS) which covers Yorkshire, Durham and Northumberland, Cumbria, Lancashire, Isle of Man and Cheshire, and represents our region on AGB committees.
- The Yorkshire Archery Association (YAA), which governs the sport in this county and has its committee made up of members from different clubs within the region.

These are reduced pro rata for people joining part way through the year. A table detailing the reduced rates is on the noticeboard in the clubhouse.

Please note: Membership fees or portions thereof are strictly non-refundable. Should you choose to stop shooting after payment of your membership fee you will remain a member of the club and of Archery GB until the end of the membership year.

Using your personal information

1. Personal information which you supply to the club - usually through your membership application - may be used in a number of ways, for example to:

- compile and maintain an accurate record of club membership; and
- to maintain email distribution lists for club communications.

2. We are required to share your information with our governing body, Archery GB, to enable them to process your membership with them. We will not disclose your personal information to any other third party without your express permission.

3. For further information on how your information is used, how we maintain the security of your information, and your rights to access information about you that we hold please contact the Club Treasurer.

The Committee

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The committee consists of a minimum of eight members: four officers - chair, vice-chair, secretary and treasurer who are elected annually, and at least four elected members who each serve for two years.

- The **chair's** duties are to lead the club's forward and business planning, to ensure the club runs smoothly and to chair club committee meetings.
- The **vice-chair** assists the chair and carries out his/her functions when that person is absent.
- The **treasurer** deals with all financial aspects of the club such as the administration of membership fees and payments to Archery GB and other archery associations. The treasurer produces an annual audited statement of club accounts for the Annual General Meeting in September.
- The **secretary** is the contact point for the club, receiving membership queries, competition details, rule changes and correspondence, and is responsible for notifying members of information and changes. This is done by email, the updating of notice boards and through the notes of meetings

Other key roles fulfilled by committee and non-committee members are:

- The **field captain** who ensures that ranges are properly laid out, that safety rules are observed, and who controls the safe conduct of shooting. If the club's nominated field captain is not on the field then the most senior member shooting must adopt the role.
- The **handicap officer** who will work out and publish handicaps, classifications and club records from information supplied to him/her by members submitting scores for any rounds they have shot.
- The **events coordinator** who manages beginners' course dates and bookings and coordinates the club's calendar of events.
- The **beginners' course manager** who handles bookings for our courses.
- The **equipment officers** ensures that we have sufficient equipment to meet our requirements and that it is kept in good, safe condition.

Other posts include: Safeguarding officer, juniors' officer, webmaster and publications editor. Details of current committee members and officers are displayed on the picture board in the clubhouse.

Meetings

The committee meets every month, usually in the first week. The actual date of the next meeting can be found at the bottom of the last committee meeting minutes the day it is actually held can vary and meetings start at 7 p.m. If there is anything you would like to be considered by the committee please let any committee member know.

St. George's Archery Club aims to create an enjoyable environment for all juniors and vulnerable adults who wish to take part in archery and the social activities within the club.

The club believes that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where young people can learn and participate free from harassment or abuse. All club members and those people working with children have a moral responsibility to safeguard the wellbeing of children and young people and protect them from physical, sexual or emotional harm and from neglect, radicalisation and/or bullying. The club therefore adopts the Archery GB Safeguarding of Children and Vulnerable Adults Policy to help ensure peace of mind for both adults and children. Failure to comply with the policy will be addressed without delay and may ultimately result in exclusion from the club.

As part of our commitment to adhering to this policy, all our coaches have up to date DBS clearance and have received Safeguarding training. All coaching is carried out in an open environment and if any form of manual and/or physical support is required, it is done so following informed consent from both parent and child. Parents are also encouraged to actively support and supervise their children during their time at the club. Please see page 6 for further details. We have a robust escalation pathway and recording procedure in the event of a concern being raised. This club has Safeguarding Officer in place, with whom any concerns may be discussed.

For further information about the safeguarding of children and vulnerable adults please see the websites and telephone numbers below. A copy of the Archery GB Safeguarding Children and Vulnerable Adults Policy is available in the clubhouse and on the Archery GB website.

Please report any incident or concern about a child or vulnerable adult, either within or outside the club, to the club's Safeguarding Officer, any adult member of the committee, or any of the contacts listed overleaf. It is not your responsibility to decide if abuse has taken place. However, it is your responsibility to act on your concerns. If you feel a child or vulnerable adult is in immediate danger contact the police on 999.

Seen it? Heard it? Report it.

Safeguarding: Telephone Numbers

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NSPCC

www.nspcc.org.uk – click on publications for the helpful guide ‘In the Know: Keeping Safe and Strong’ information for the under-twelves.

Child Protection in Sport Unit

www.thecpsu.org.uk

Archery GB

www.archerygb.org/about-us-structure-safeguard/safeguard/policy-guidance/

Childline

www.childline.org.uk

North Yorkshire County Council

www.northyorks.gov.uk

Safeguarding: Telephone Numbers

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111

Archery GB

National Lead Safeguarding Officer: 01952 602794

Safeguarding Officer: 01952 602792

Yorkshire Archery Association

Child Protection Officer Martin Holtby

North Yorkshire County Council

Office hours: 0845 034 9410

Out of hours Emergency Duty Team:

0845 034 9417, 01609 780780 or 01609 534527

Police

999 in an emergency

101 – ask for the Safeguarding Unit.

We run regular beginners' courses throughout the year. These are a vital part of the club as they are our main means of attracting new members. They also provide:

- a key source of income for the club; and
- The opportunity for club members to develop their knowledge and experience by helping to instruct beginners in basic technique and skills.

Being new to the sport and club is not a barrier to you helping out. It will boost your archery self-confidence, your knowledge and build your experience. Having members involved in beginners' courses also ensures that beginners who go on to join the club will see some familiar faces.

Club Calendar & Events

The annual calendar of events can be found on the club website and in the clubhouse. It will be updated regularly and lists the dates of beginners' courses, open shoots hosted by the club, members-only fun shoots and have-a-go events.

Most of these events bring money into the club which, amongst other things, helps to keep everybody's subscriptions low. We cannot run them successfully without your support so please play your part and volunteer to help with at least one event. Volunteer by adding your name against the event in the calendar folder on the table in the clubhouse.

The regular members-only fun shoots are:

- Brass Monkey Clout Shoot (January)
- Barbara Williams Memorial Clout (April)
- Tri-Club Shoot (July)
- Peter Cooper Handicap Shoot (September)
- Spook Shoot (October)
- Christmas Pudding Shoot (December)

Coaching

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Help and support from the club's coaching team is freely available to all club members: juniors and seniors; novices and experienced; competition archers and just-for-fun shooters. The etiquette is that after their first year as a novice the archer must ask a coach for help. This avoids coaches offering advice to people who may not want it or welcome it.

The coaches wear red kit when they are "available". If a coach is wearing anything else it means that they want to do some shooting themselves and we ask that you respect that please.

Given the limited number of coaches in the club and the availability of 7 days-a-week shooting at Allerton, it is difficult to provide coaching cover for every club session. If you would like some help from a coach you are quite free to turn up and take a chance on there being a coach present who can help you. Far better, both from your standpoint and the coaches, is for you to contact one of the coaching team and arrange to meet them on a particular evening and time. In that way you know you will get the help you need and the coach isn't left hanging around on the off-chance that someone needs their advice. The coaches' contact details are below to help you.

Although the team offers "sticking-plaster" help with specific shooting problems, our preference is to work with an archer regularly on a planned basis to improve overall shooting technique. This approach caters for all bow types and offers help tailored to the areas you feel you would like to improve via a shared review of your technique, a personalised coaching programme, and advice on equipment set-up and tuning. To get started just choose a coach and speak to him or her about your needs.

Of course, coaching will only take you so far and you do need to turn up and shoot regularly if you want to improve. Remember the old archery adage: the more you shoot the luckier you get!

Club Coaches

Details of club coaches are displayed on the picture board in the clubhouse.

We have a selection of training bows and arrows suitable for beginners and novices. These are available for members to use free of charge.

Given regular practice using this equipment it will only be a short time before improvement becomes more difficult due to the limitations of training bows. That is the signal for you to seriously consider either hiring a bow kit or buying your own equipment. If you're not yet sure about buying, hiring a kit is a sound next step.

Hire Kits

The club has a limited number of recurve archery kits for hire. New members joining the club after each beginners' course may rent a kit subject to availability. We cannot guarantee that we'll have a kit for you straight away but we'll do our best.

The scheme allows for a three-month maximum rental period giving you time to develop your technique and to be able to buy your own equipment with appropriate advice from the club's coaches. The cost of hire for three months is £45, and hire is subject to the club's policy and rules on equipment hire.

A kit comprises an intermediate-level recurve bow, arrows, long rod, sight, pressure button, bow stand, stringer, quiver, bracer and finger tab all contained in a carrying case.

If you are interested in hiring a bow kit you'll find hire kit request forms in the clubhouse. We'll contact you when we have a suitable kit available for you and arrange an appointment for you to collect it at the club. At that point you'll pay the hire fee.

Buying & Selling Equipment

Archery retailers have new and, occasionally, second hand equipment at prices to suit all budgets. There is also a thriving online retail trade which can supply any item you might need. Find details of retailers in the "Useful Information" section of this handbook.

If you're a novice please don't buy anything without seeking the advice of a coach. This will help you to be sure that you are buying equipment that is suitable for your needs.

If you have equipment to sell you can advertise it free via The Flyer, our frequent news sheet for members.

Keeping in Touch

The club's chosen methods of keeping in touch with members are emailed Flyers, the club website and the club's Facebook page. All provide a means of keeping our members informed of the latest club news, events, competitions, committee meetings, county matters and items of general interest.

For any of these things to work effectively it is up to you to use them and to notify us promptly of any change of email address or other contact details.

The club website can be found at: **www.harrogate-archery.co.uk** and has a dedicated members' area where you'll find the club constitution, committee papers, handicap officer reports, results and more.

The St. George's Archery Club Facebook page helps to keep members in touch with news, events, announcements, photos and idle gossip. Why not join us on Facebook?

Club Clothing

A range of competitively-priced clothing in the club's colours of black red and white is available from Motifs. All can be embroidered with the club's badge and your name. There's a folder giving full details of the range and how to order in the clubhouse.

Clubhouse Keys & Security

Members may gain access to the clubhouse via the digital key box next to the door. The access code is XXXX.

The container keys are kept in the key safe in the clubhouse. The key safe combination is 252. Please ensure that all keys are returned to the key safe.

PLEASE NOTE: The last person to leave the club is responsible for ensuring that:

- Both the storage containers and the toilets are locked;
- all lights, heaters and electrical equipment in the clubhouse (except the fridge) are turned off; and
- all keys are returned to the key safe which should then be locked.

The clubhouse door must also then be locked and the key box outside the door closed and locked.

No Smoking Policy

The club abides by the Archery GB Code of Conduct on Smoking. There is to be no smoking at the club except in the designated smoking area at the side of the storage containers behind the car park.

Accident Reporting

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It is very important that details of any injury sustained during shooting or whilst otherwise on club premises is recorded in the club's Accident Book. It is your personal responsibility to ensure that this is done promptly.

What should be reported?

Any injury, even if it appears trivial - cuts, grazes, bowstring burns/bruising, splinters etc - must be recorded.

If you have to ask yourself whether an injury - either to yourself, another club member or a visitor - needs to be recorded in the Accident Book then it certainly should be.

Accident Book location

The main Accident Book is kept in the clubhouse filing cabinet. There are also accident books at our indoor venues. Single pages are in use at have a go events.

A book is also kept in the first aid boxes to record any first aid given. If you use a first aid box you must make an entry in both the First Aid Book and the Accident Book.

Defibrillator

The Defibrillator can be found attached to the side of the container next to the toilets.

What 3 words locator is SNUG SYMPATHY DRAMA

The Cpad call sign is NC 1226

SHOOTING

Shooting Times & Venues

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The archery year is divided into two seasons:

- Outdoor – April to September.
- Indoor - October to March.

Outdoors

During the outdoor season the club shoots on the field at Allerton Park. Members can shoot here at any time weather and daylight permitting although only experienced senior members may shoot unaccompanied (see below). Our regular summer club shooting sessions are Tuesday and Thursday evenings from 6.00pm until dusk, and on Sunday mornings from 10.00am until 1.00pm. If you want to meet other members and coaches these regular sessions are your best bet.

Indoors

Shooting during the indoor season is dictated by the venues we can secure and will be a minimum of one night per week. Due to the cost of hiring indoor venues the club levies a range fee of £2 to off set the cost of the venue.

Indoor venues for are: Friday evenings: Main Sports Hall, St. John Fisher School. Sessions run from 7pm to 9pm.mm

Grass Cutting

The grass at Allerton is cut by contractors, usually on a Wednesday afternoon. Any variation to this will be advised via the club's Facebook page.

Cutting is once weekly during late-spring and summer and at longer intervals in early spring and the autumn.

Signing-in and Unaccompanied Shooting

Every archer who wishes to shoot in a club session **MUST** sign-in before they start shooting. A signing-in book is provided at indoor venues and in the clubhouse.

At all venues other than Allerton Park there must be a minimum of two adults present before any shooting can take place. At Allerton only, experienced senior archers* may shoot unaccompanied but do so **ENTIRELY AT THEIR OWN RISK**. The committee strongly recommends that all archers are accompanied by a shooting buddy or another adult. Junior members and novices must always be accompanied.

* An experienced senior archer is someone aged 18 or over who has been shooting for more than 12 months.

Shooting Fees

There are no shooting fees for outdoor shooting.

For midweek indoor sessions a fee of £2 is due from each archer. Please leave your fee on the book when you sign-in and indicate that you have paid by writing a tick against your name.

We operate shooting fees as an honour system. We trust you to pay your dues without being chased or having the system policed by the field captain or the committee. We simply ask that you repay that trust by paying what you should straight away. We don't accept IOUs so please bring cash with you.

Lost Arrows

Please ensure that you always count how many arrows you take onto the field and that you count the same number back in when you have finished shooting. Make every effort to find any lost arrows before the shooting session finishes and be prepared to help others look for their lost arrows. A metal detector and range rakes are available.

For safety reasons full-carbon arrows are not permitted to be used on school grounds.

Can be used on straw bosses always draw carbon arrows with a puller not your bare hands.

Details of arrows that are not found after an extensive search should be noted on the blackboard in the clubhouse. Describe the arrow, whereabouts on the field you were shooting, the date and your name.

Personal Information Cards

It is a requirement of the club that, for reasons of safety, every archer must carry a Personal Information Card (PIC) in their quiver. If you haven't got a PIC please use the blank form provided in the "Useful Information" section of this handbook.

There are three ways of getting score sheets to the handicap officer:

1. Fill in a paper score sheet (available in the clubhouse filing cabinet or as a download from the website) and leave it in the box for completed score sheets in the clubhouse.
2. Fill in a paper score sheet, take a photo of it with your smartphone and email it to scores@stgeorges-archery.co.uk . If you use this method please keep the paper score sheet at home for three months in case of any query.
3. Keep your score on your smartphone using an app such as iArcher (iOS) Archery Companion or Archery Score sheets (Android) and then email the result to scores@stgeorges-archery.co.uk . For this method you MUST state the name of the archer countersigning/verifying your score in the email. The handicap officer will conduct a dip sampling of countersigners/verifiers to help ensure scoring probity.

Visiting Archers

Visiting archers are welcome and may shoot indoors or outdoors provided they are a member of Archery GB or another Archery GB-affiliated club or association. A membership card must be shown as proof of this. Visiting archers must sign-in quoting their AGB membership number and pay a £2 range fee.

Insurance

The club's shooting activities are covered by insurance provided by Archery GB. As with any insurance there are certain conditions we need to adhere to:

- Only club members, visiting members of other Archery GB-affiliated clubs or associations, or people attending beginners' course or have-agos are covered.
- Beginners' course and have-a-go attendees cannot use the same shooting line as club members.
- If a non-member who isn't a member of another AGB-affiliated club or association joins the shooting line, the insurance cover for ALL archers shooting will be voided and shooting must therefore cease.
- The shooting range and the control of shooting must comply with AGB Rules

Control of Shooting

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All shooting takes place under the control of a field captain. The field captain will generally control shooting by blowing a whistle.

A Single blast indicates shooting can commence.

Three blasts on the whistle indicates that all archers on the line have completed shooting and that it is safe to walk down the range and collect arrows.

A series of rapid blasts is to be taken to mean the same as the shouted command “FAST” explained in the next section on verbal commands.

To avoid any dangerous confusion, a whistle must only be used for range control in areas where no other whistles are in use.

Verbal Commands

The whistle signals to start shooting and to collect arrows can be replaced by the verbal commands “Shoot” and “Collect”. There are two other verbal commands:

- **“FAST”** - This is normally shouted by someone observing an unsafe situation on or around the range. When “FAST” is shouted it is of vital importance that you STOP IMMEDIATELY regardless of where you are with your current shot.
Relax any tension in your bow, remove the arrow and place in your quiver.
No further shooting must take place until a command to start shooting is given.
- **“Come Down”** - On hearing this you should relax the tension on your bowstring without letting go of it. Then lower your bow so that the arrow is pointing at the ground. Usually used by coaches who wish to discuss a point with you.

General Safety Rules

- Remove any jewellery that may be caught by the bowstring. Tie long hair back before shooting.
- Never point a bow, with or without an arrow loaded, anywhere other than towards the target or at the ground in front of the shooting line.
- Only nock an arrow onto the string when you are on the shooting line.
- Never draw and loose a bow without an arrow loaded in it. Dry firing can cause severe damage to the limbs of the bow.
- Never shoot with a damaged bow or arrow.
- Never shoot vertically upwards – what goes up must come down. it is very difficult if not impossible to see an arrow when it is travelling at speed towards you.

- Open toed footwear is not permitted – arrows are sharp.
- Always look out for arrows on the ground – you can damage them and they can damage you!
- Always check behind you when pulling arrows from the boss to make sure nobody could be injured.
- Always stand well back from the target boss when arrows are being pulled.
- Never cross the shooting line unless you have heard three blasts on the whistle. Even then always check that all shooting has ceased.
- Always walk down the gaps between the targets, never directly towards the targets.
- Always WALK when on the shooting range.
- Always make sure that the arrows you are using are the correct length for you and the bow you are using. If in doubt, ask a coach.
- Arrows are sharp. It is therefore sensible not to wear open topped shoes or sandals when shooting.
- Always remember that the bow and arrow can be a lethal weapon. No acts of foolishness or misuse by club members, at club venues or in any other place, will be tolerated. Any occurrence will be the subject of disciplinary action decided by the committee.

Archery Etiquette

As well as Archery GB's official Rules of Shooting there are unwritten rules relating to the polite behaviour expected of archers. They make shooting pleasant and safe for everyone.

An archer:

- asks permission before touching or picking up another archer's equipment;
- only walks behind the target boss to retrieve arrows when the scores have been recorded;
- does not talk in a loud voice or make noise while others are shooting;
- only offers advice when it is asked for or it is needed for reasons of safety;
- does not impose him/herself on fellow archers who prefer to remain silent;
- refrains from commenting unfavourably to another archer on their shooting or their scores;
- does not move around the shooting line talking about their own scores or comparing them with other archers;
- refrains from expressing his/her feelings on the shooting line either physically or verbally;
- does not join or leave the shooting line when the archers next to him/her are at full draw;

- does not leave an archer to shoot alone on the line. If you are next to last on the line, wait on the line for the remaining archer to finish before going back behind the waiting line;
- avoids causing annoyance to others through the use of mobile phones, MP3 players etc;
- picks up litter;
- always asks if they may join others who are already shooting on a target;
- always offers to pay for damage they have caused to another archer's arrows through carelessness;
- always assists in looking for any lost arrows due to archers missing the target;
- always thanks the target captain and scorer at the end of each round/competition for the work done on their behalf and also thanks all those on the target for their company; and
- always assists in the putting up and/or taking down of target bosses. When finishing shooting always check to see if the boss you are shooting on is required by anyone else and, if not, remove it to storage. Also check if any other bosses are ready for removal.

**USEFUL
INFO**

252 AWARD SCHEME



The 252 Award is the basic test of your archery skill. It will help you to practice at different distances and it rewards your shooting achievements.

The Rules

- Six sighters to be followed immediately by three dozen scored arrows.
- Imperial five-zone scoring (Gold=9, Red=7, Blue=5, Black=3, White=1) using a 122cm target face.
- The three dozen arrows may be shot alone or as the first three dozen of a longer Imperial round.
- Badges must be claimed in sequence starting with White (20 yards).

The Awards

Distance (Yards)	Award	Recurve Score	Compound Score	Longbow Score	Barebow Score
20	White	252	280	164	189
30	Black	252	280	164	189
40	Blue	252	280	164	189
50	Red	252	280	164	189
60	Bronze	252	280	164	189
80	Silver	252	280	126	164
100	Gold	252	280	101	139

Claiming Your Award

Submit your score sheet, clearly marked "252 @ [distance]" and signed by another archer, to the Handicap Officer. There is a £1 fee for the 252 Award badge.



BEGINNER'S GUIDE TO FIELD CAPTAINCY

The field captain is responsible for ensuring that the field has been properly laid out, that safety rules are observed, and that shooting is conducted safely.

If the club's nominated field captain isn't on the field then the most senior member shooting should adopt the role. One day it is inevitable that that person might just be you. It's best to be prepared.

The safety of the club's members and the general public is paramount and it is the field captain's responsibility to manage the set-up of the shooting range and to control shooting to maximise safety. This involves:

- ensuring that the archery range and field are safe and free of obstacles and members of the public, and that targets are set up correctly at the appropriate distances;
- using whistle commands to control shooting;
- when shooting is in progress making sure all shooting archers are standing astride the shooting line;
- ensuring that archers' behaviour adheres to safe shooting practices and the normal rules of etiquette, and checking that archers are standing in line with the target they are shooting at (i.e. aren't shooting diagonally across the range);
- watching as the archers walk forward to the targets to collect, take their scores, pull arrows and return to the shooting line;
- at the end of the session making sure no arrows have been left on the field and that all targets, stands, shooting lines and other equipment have been removed and put away; and
- being the arbiter of safety and Archery GB Rules of Shooting and ensuring that all archers are complying with those rules.

You'll have gathered from this that there's rather more to the field captain's role than simply blowing a whistle. What's the best way of ensuring that you can tackle the job confidently? Check out the top tips for aspiring field captains overleaf:

1. Buy a whistle and keep it in your quiver so it'll be there when you need it. Just saying "Whistle, whistle, whistle" isn't on. If you have to use verbal commands because you have no whistle you should stick to "Shoot" and "Collect" and call them out loudly and clearly.
2. Read the club's Field Captain's Guide which will tell you everything you need to know about the job. There's a copy on the clubhouse notice board.
3. Familiarise yourself with the Archery GB Rules of Shooting, especially the sections relating to range set-up and the safe conduct of shooting. You don't need an encyclopaedic knowledge but it does help to be broadly aware of what the rules cover. There's a copy in the clubhouse or you can get them from the Archery GB website:
www.archerygb.org/support/operations/rules/index.php
4. Enjoy the job and take satisfaction from knowing that you're performing a very useful and important service for your club and your club mates.

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CUSTOM BUILT ARCHERY

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01623 871560
www.cbarchery.co.uk

THE LONGBOW SHOP

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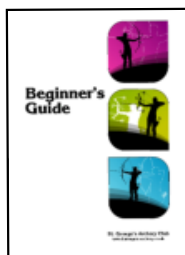
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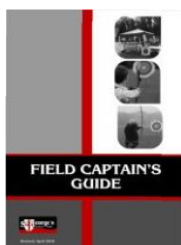
BEGINNER'S GUIDE



An invaluable compendium of useful tips, advice and explanations for the novice archer.

Etiquette, basic shooting technique, types of bow, rounds, scoring, badges, classifications, warming-up, eating cake, surviving bad jokes whilst clout shooting etc.

FIELD CAPTAIN'S GUIDE



Covers everything that an archer taking on the role of Field Captain needs to know. Together with a good and trusty whistle, it's a must-read for every aspiring Field Captain and serious archer

ARCHERY AT HOME

A short guide to the safety aspects of practising archery at home. Covers what you need to know about safety when you're thinking of shooting a bow at home and in your garden.

A GUIDE TO BUYING YOUR FIRST BOW


When you've decided that the time has come for you to invest in your own equipment, this brief guide aims to set you off on the right track. It assumes that you'll be buying a recurve bow, but if you're going for another type of bow you'll still find it useful.

ARCHERY EVENTS GUIDE



A handy guide to everything you need to know about running or helping to run safe and successful have-a-go events.

Safety, range layout, equipment lists, handling participants. It's all in here.

	<h2 style="text-align: center; margin: 0;">PERSONAL INFORMATION CARD</h2> <p style="text-align: center; margin: 5px 0;"><i>Keep this card in your quiver.</i></p> <p>Name: _____</p> <p>Archery GB Membership N°: _____</p> <p>Emergency Contact Name: _____</p> <p>Telephone N°: _____</p> <p>Permission to administer first aid: YES / NO <div style="text-align: center; margin-top: 5px;">Circle your choice</div> </p> <p>SIGNATURE: _____ <div style="text-align: center; margin-top: 5px;">Signature of parent or legal guardian if under 18.</div> </p>	
FOLD HERE	<h3 style="text-align: center; margin: 0;">MEDICAL INFORMATION</h3> <p>Medical Conditions (If none please write "NONE"):</p> <p>_____</p> <p>_____</p> <p>Medication(s) Used: _____</p> <p>_____</p> <p>_____</p> <p>GP's Name: _____</p> <p>Tel N°: _____</p> <p style="text-align: center; margin-top: 20px;"><i>It is very important that you update this card if your medical information changes.</i></p>	FOLD HERE