

OPERATING PROCEDURES **ARCHERY**

ACTIVITY AREA: ARCHERY Range, Kentish Barn, Open field

MINIMUM INSTRUCTOR QUALIFICATIONS:

GB Instructor Award
With a current First Aid certificate.

OR

Scout Archery Permit
With a current First Aid certificate

NORMAL STAFFING RATIOS AND AREAS OF RESPONSIBILITY:

1 Archery Leader: 12 students. Max in group on the session 18 with Max on the shooting line 6

It will be expected that 1 Visiting Group Leader to 12 Clients will be in attendance during the activity.

COVID 19 STAFFING RATIOS

1 Archery Leader: 5 – Following government guidelines (check for updates weekly)

OPERATING PROCEDURES:

All Archery sessions will follow the guidelines and code of practice as specified in the GNAS Leader's Manual and Scout POR. **New coaching manual released Sept 20 (check for updates).**

Clean all equipment prior to start and at the end of each session.

Check all equipment both prior to and after the session; remove any defective equipment immediately and log as Out Of Service and report to the Activities Manager.

Setting up

The archery range – up to 4 lanes with a min of 3m apart (ref: to coaching handbook)

The Kentish Barn – up to 4 lanes with a min 3m apart (ref: to coaching handbook)

The Activity Field – 5 lanes with a min 3m apart (ref: to coaching handbook)

The range must be made secure and equipment locked away before leaving the area.

For all sessions the warning notices **MUST** be displayed around the range.

A **waiting line** must be marked out, located at least 5m behind the shooting line.

A **shooting line** must be marked out. Ground quivers can be placed along the shooting line.

A **target line** should be located approximately 10m away. Target stands are to be positioned so that the front legs stand on the target line.

The distance may be increased according to the abilities of a group, but it is suggested that 20m is a reasonable maximum shooting range given the equipment used by LGF.

- There must be two people to lift each straw boss onto its stand.
- The paper target faces should be replaced when they are no longer usable. Target face pins may only be pushed into the rear of the target face.

Welcome, Introduction

Follow HOPE:

- Hello – Welcome the group to the center, introduce staff on the session.
- Objective – What is the aim for the activity
- Process – How will you achieve these objectives?
- Experience – ask if anyone else has ever participated in the activity before – if so, how much do they remember?

SAFETY BRIEFING

Instructor to make participants aware of the following:

- Participants **must** remove any jewelry, loose clothing or tuck it in prior to starting.
- Long hair **must** be tied back.
- Closed shoes **must** be worn.
- Dropped Arrows **must** not be picked up until shooting has ceased.
- Hung Arrows **must** be removed from target or made safe before shooting can proceed.
- Arrows **must** only be collected when range is made safe.
- Participants **must not** dry fire the bows
- The safety brief must include:

- STOP/ FAST – Everyone to stop shooting immediately.
 - A description of the areas of the range, including the waiting area, shooting line & danger area.
 - That arrows dropped must not be picked up until the instructor says it's safe to do so and the command – LEAVE may be used.
- Participants walking down to the targets must walk down the side of the targets.
 - If participants are taking arrows out of the target the instructor needs to be closely supervising at the target end of the range.
 - Instructors/ participants walking with arrows must do so as per the G.N.A.S./Scout permit Training
 - All lost arrows **must** be reported to the Activity Manager ASAP if a search has failed to find them.
 - Bows should be left unstrung and placed onto the appropriate locked racks.
 - All arrows **must** be accounted for and placed in the appropriate box.
 - The archery store must be locked and secure after use.

Main Session

1. Demonstrate the basic skills required for participation in the activity including:
 - How to hold the bow
 - How to load the bow
 - How to aim the bow how to fire the bow correctly
2. Once all the basics are covered bring up the first participants
3. Depending on age/ experience of the group the first-round for each participant may happen by taking the group through firing step by step.
4. Coach individuals depending on the skill level to ensure they progress
5. Games may be played if time allows.

Review

Get feed back on the session and find out if all aims were met.
What can be done better?

Post Session

De rig the activity
Check all equipment before putting it away
Report any concerns