



Canberra Archery Club

Safety & Security Guidelines

Last updated August 2023



Canberra Archery Club Inc

SAFETY AT THE CLUB.....	3
ACCESSING THE CLUB GROUNDS.....	4
ACCESS TO THE CLUB PAVILION	5
SIGNING IN AND OUT	5
EQUIPMENT SECURITY	5
TARGET FACES	5
SUNDAY SHOOTING LINE	6
TIME FOR SHOOTING AN “END”	6
<i>Basic Timing</i>	<i>6</i>
<i>Finding lost arrows.....</i>	<i>6</i>
COACHING.....	7
<i>Coaching and Advice from other Archers.....</i>	<i>7</i>
<i>Formal Coaching.....</i>	<i>7</i>
TOURNAMENT DAYS	7
LOCKING UP.....	8
<i>When you finish shooting.....</i>	<i>8</i>
<i>If you are the last to leave.....</i>	<i>8</i>
<i>If you are the 2nd last to leave.....</i>	<i>8</i>



Canberra Archery Club Inc

Safety at the Club

You are responsible for your safety and the safety of others when shooting. If you become aware of a safety problem address the issue promptly and with courtesy.

Bows

- check bow limbs and risers regularly. If they are worn or damaged, repair or replace damaged parts before reusing
- as compound bows are more complex, take the time to inspect cams, cables 'D' Loops etc.
- check the bowstring for wear and replace a worn string before reusing
- replace the arrow rest if broken or worn
- if using a sight, check for loose screws and tighten as required

Arrows

- check arrows for cracks or dents, damaged arrows should never be shot
- check arrow nock for cracks, replace if damaged
- only use straight and undented arrows
- make sure the arrow fletches are not loose or missing
- never use arrows that are too short for your draw length, as they could slip from the arrow rest and cause an injury to your bow hand

Accessories

- for your protection always use a finger tab, shooting glove, release aid and an arm guard. A chest guard may also be required.
- wear close fitting clothing on your upper body
- wear comfortable shoes – **no bare feet, thongs or sandals are to be worn on the shooting field.**
- As archery is an outdoor sport, it is recommended that sunscreen and a suitable hat be worn.

Shooting venue

- shooting is to take place only from the designated shooting line
- only shoot at a target that has been aligned to your lane
- always know what is behind and to the sides of the target, check for other archers, the public or animals on the shooting field
- never point a loaded bow at another person
- bows are to be drawn only when pointing towards a target
- only place an arrow in the bow when ready to shoot.
- high draws are not permitted at Canberra Archery Club, that is aiming the bow above the target whilst drawing
- if the shooting is not controlled by a Director of Shooting, a minimum distance of two shooting lanes must be maintained between targets
- on Sundays, members are to use the right-hand side of the range. The left side is for beginners and non-members.



Canberra Archery Club Inc

Retrieving arrows

- when pulling arrows from the target make sure no one is standing behind the arrow – this reduces the risk of a person being hit by the end of an arrow when it is removed
- do not stand in front of a target when arrows are being pulled
- watch for arrows that may have missed the target when walking to and around the target
- do not run to or from the target.
- do not move a target until all arrows have been removed.

Targets

When moving Club target butts:

- do not stand within the frame
- do not raise the handle of the frame above your waist
- remember that the ground is not flat and the wheels may hit bumps and dips - so take it slowly

Accessing the Club grounds

Vehicle access is via a road off Thurbon Road– behind the Hockey Club.

If you are the last car out of the venue it is your responsibility to shut the gate and close the padlock – join padlock to padlock.

Supervision of under 18 year olds

Members under the age of 18 must be supervised by a parent or guardian while at the range. Club access tokens will be provided to parents or guardians unless agreed by the Club committee. Exceptions may be granted on a case-by-case basis to experienced archers training for international tournaments.

Access to the Club house

Each member will be issued with a red key tag. That tag allows you to open the door to the pavilion. If you are the first person to open the door, you will also need to enter the security code on the keypad located above the light switches.

When you leave, ensure that the remaining people are club members and are able to lock the club up.

Signing in

Please remember to enter your name into the attendance book whenever you come down to the club. Visitors are also required to sign in. This is an important administrative procedure for all who shoot.

Signing-in ensures that your shooting is covered by the club's insurance.

It is also important for the committee and the club to have a record showing that our ground is in use. This helps us to justify any future funding requests or assistance from the ACT government.



Canberra Archery Club Inc

Equipment Security

If you are shooting alone make sure that you and your equipment are under the coverage of the cameras. Make sure that your personal items are not out in the open.

Target faces

Target faces will always be available for archers to use within the club. Here are some pointers on the use of target faces:

- Both 122cm and 80 cm target faces are stored on the wall next to the targets
- Target pins are available near the roller door
- Please don't feel you have to shoot whatever target face is currently on the target butt. You may shoot whatever sized target you wish to practice on
- Do NOT place a target face over the top of another and then shoot holes in both of them! If you put a different target on, take the one that is on the target butt off and hang it up first.
- If target faces are too "shot out" to use any more, please don't just leave them on the floor. Please fold them up and put them in the bin.

Do not remove any target faces from the venue unless they are rubbish status.

The club will issue new target faces when older ones become very tattered or they are required for a tournament.

Sunday shooting line

For safety reasons we shoot and retrieve arrows together in groups when there is not at least two (2) **empty** lanes separation between targets.

To help group people shooting the same sort of timings, please shoot in the lanes closest to the centreline (nearest the Central covered area) if you are shooting the longest distances. For distances of 50 to 60 metres, you may use the middle lanes, whilst shorter distances should be shot over to the right-hand side of the shooting line.

Time for shooting an "end"

Please be aware of other archers shooting on targets around you. There are some basic "things" to remember when shooting with others. They are outlined below.

Basic Timing

- You will have to wait for archers who are still shooting before you may collect your arrows
- It is considered "bad" etiquette to start shooting an end well after everybody else and then make them wait for you to finish or catch up
- Outside of tournaments and IF you have to, simply shoot 3 or 4 arrows only for that end if you are out of the timing sequence with other archers, and
- If you want to shoot more than 6 arrows in an end, make sure you're not making everyone else wait for you to finish.



Canberra Archery Club Inc

Finding lost arrows

- Be aware of whether you are holding up other archers while you look for a lost arrow
- If you may be holding up the other archers, stop searching for an end, and keep looking for it between the next ends while someone else pulls your arrows for you
- If someone else loses an arrow you can speed things up for everyone by helping them find it
- If you find arrows that haven't been lost by the people you are shooting with, put them in the container next to the whiteboard on the wall of the clubhouse; and
- If you do lose an arrow, look around from time to time to see if someone else may have found it and placed it the clubhouse.

Coaching

Coaching and Advice from other Archers

Archery is fun and it's fun to share our experiences with newer members. But archery is also a quiet, meditative sport and it's not great to have the person next to you fussing around you with a lot of unwanted advice.

Unless it's a matter of immediate safety, for example saying something like: *"Hey! there is someone behind the target!"*, please make sure the other archer wants your advice before you attempt to "reconstruct" their entire shooting style for them.

The club has coaches and programs available and open to archers of all experience levels. As a member you are within your rights to inform someone wishing to offer advice or coaching, that you do not wish to receive their help or advice.

Formal Coaching

If you are a new member who wants to get practice coaching others, please see our coaching coordinator. They will be more than happy to help map out a path for you to become involved in coaching.

We want as many members as possible to get experience coaching by helping him with the *Come and Try* sessions on Sunday mornings. You don't have to give up your whole morning.

There are a few sessions each Sunday and the coaching coordinator can arrange for you to do only one if you want to do some shooting of your own as well. Later in the year we will be arranging for Archery Australia (AA) courses for club members to get AA coaching qualifications - we would like as many qualified coaches as possible to support the club's programs.

Tournament days

We hold tournaments on the first Sunday of a month – President's Shoots. We would like to meet as many members as possible on these days.

If you want to shoot but don't feel you want to shoot the longer distances, we can arrange targets at shorter distances. Just shooting to the timer under formal tournament conditions can be useful in refining your shooting and timing.



Canberra Archery Club Inc

If you want to just practice there are usually spare lanes to the right of the field and you can shoot in your own time.

And if you really want to shoot on your own, most tournaments usually finish by about 2.30 -3.00 so there is still access to the field on tournament days in the afternoon.

If you are shooting after a tournament, please consider taking a moment to help out the people packing up the field and putting targets away. Our committee members and volunteers have often been out there setting up before 8 o'clock that morning!

Locking up

When you finish shooting

Please put your targets away so that the last person to leave doesn't have to pack up for everyone else.

If you are the last to leave

- Please shut & lock the toilets if they have been left open
- Please turn off the lights
- Ensure the jug and the urn are turned OFF
- The office door has been closed
- Set the alarm and lock up; and
- Lock the road gates.

If you are the 2nd last to leave

If you are the second last to leave and you don't know the person/people still shooting, please make sure that they are members who have a key and can lock up.

And remember please have fun shooting – that's what our sport is all about!

The Canberra Archery Club Committee