



## NOTICE OF COMMENCEMENT – EFFECTIVE 1<sup>ST</sup> JUNE 2020

Fellow Archers and Members,

It is with enormous relief and a great deal of pleasure that I can confirm the Committee are able to reopen the Club for shooting at 6 Gold End as from 1<sup>st</sup> June 2020.

Archery GB have stipulated that to reopen the Club must satisfy 8 tests, which in themselves required the Committee to review and in many cases amend 'normal' operating procedures.

A considerable effort has been put into properly review and update documentation as well as relay the range to accord with AGB revised rules.

Should anyone wish to see the Recovery Strategy, Action Plan and/or Risk Assessment used in this exercise, please ask the secretary at [secretary@droitwicharchery.co.uk](mailto:secretary@droitwicharchery.co.uk)

Working together the range was finally confirmed as 'good to go' on Friday this week and special thanks must go to Chris Morris, Richard Sagar and son, Andy Bishop, Chris Price and Richard and Ben Wood who provided physical and moral support on site in extremely hot conditions, as well as to Simon Axon who has put in many hours preparing the bespoke booking system that we all hope works as well in real use as it did in testing!

Returning to shooting under Covid-19 restrictions is not without its price and all members will be deemed to have read, understood and will comply with all revised rules. If you have any questions then please refer them to the committee. It is vital we protect ourselves and others from potential infection so if in doubt, do not go to the range and/or do not shoot.

The following highlights the main issues for us all, but please also make sure you have read the background information attached.

1. Only members who have registered with the Club AND paid their subscription fees are allowed to shoot. No visitor shooting is allowed until further notice.
2. The range layout is set to metric distances. This allows archers to achieve their classifications shooting at single distances. This is possibly the most controversial decision by the Committee, but for now target stands **MUST NOT BE MOVED** or handled under any circumstances. Over coming weeks as archers' requirements and abilities improve, stands will be moved further out to respond to demand.
3. Shooting is divided into sessions as follows
  - a. *Weekday Session hours:*
    - i. Session 1: Sunrise - 12pm Anytime, Vulnerable, Special
    - ii. Session 2: 1pm – 3pm
    - iii. Session 3: 4pm – 6pm
    - iv. Session 4: 7pm – 9pm
  - b. *Weekend Session hours*
    - i. Session 1: 10am – 12pm
    - ii. Session 2: 1pm – 3pm
    - iii. Session 3: 4pm – 6pm
    - iv. Session 4: 7pm – 9pm
4. To use the range, you must use the booking system that will be live from Sunday am to reserve a target. There will be inevitable pressure on the evening slots during the week so if at all possible, use the sessions in the afternoon.
  - a. If you wish to turn up 'on spec' to shoot and there is an available stand you may shoot with the Field Captain's consent – the FC will report your attendance to the Club Secretary for our records and to assist in the Government's 'Track and Trace' program if required so to do.
  - b. If you do attend without booking and there is no free stand you must go home and not wait on site.

5. Mornings are reserved for Anytime members, those who are vulnerable and those with a special requirement for increased shielding.
  - a. Anytime members are still required to book sessions and can book unlimited morning sessions in a week (Monday-Sunday), plus 4 normal sessions in any one week.
  - b. Vulnerable and Special members can book only morning sessions (Monday-Friday).
  - c. All other members can only book up to 4 afternoon and/or weekend sessions in any one week (Monday-Sunday).
6. If you believe you have been wrongly categorised (member, Anytime, Vulnerable or Special) please contact the Club secretary. You may be asked to provide evidence for Vulnerable or Special membership requests)
7. Do not share a target with anyone other than a household member.
8. The AGB guidance is that archers must “turn up, shoot, go home”. There are no other facilities available at the ground - even the toilet is locked off and only accessible in emergencies via the Field captain.
9. Every session MUST have a Field Captain. Where no official FC is available then a responsible adult must take control of the session and operate the safety requirements, especially with regard to start, finish times, shooting and arrow collection. Field Captain duties are attached and are also displayed on the Range Notice Board.
10. Use only your own archery equipment – do not share.
11. Archers will be provided on their first session with a 122cm reinforced paper target face (and/or an 80cm target face) with 4 pins for their own use. A replacement centre or target face will be provided when necessary.
  - a. Please MARK TARGETS with your name.
  - b. DO NOT share target faces except with members of the same household.
  - c. Use of gloves is of limited and dubious benefit in controlling infection – use **your own** hand sanitising gel **both before and after** contact with the target stands, i.e. when putting up or taking down target faces.
  - d. Own purchased target faces can also be used – all weather faces are simply too expensive to provide on an individual basis.
12. Do not leave anything on site when you leave - remove your own rubbish as there is no waste bin provided.
13. Lost arrows – you will, subject to Field Captain control, have only 4 minutes maximum between ends to recover lost arrows. No time is allowed between sessions to find arrows so report identification details and approximate location to the Field Captain who will inform the Equipment Officer who in turn will recover them and leave in the Field Captain’s box.
14. There will be limited coaching, if any, due to limited resources and limitations on contact. This will be kept under review.
15. Shooting in these restricted conditions requires the full cooperation of all members and the Club expects an element of self-policing to ensure we all enjoy our sport in the safest way possible. Any abuse of the above requirements may lead to sanction by the Club such as removal of booking rights for appropriate periods.

I am sure many of you, like me, find restrictions of any kind can be irritating. It may not seem so, but rest assured we have worked hard to minimise the impact on your sport but remain willing to hear your suggestions for any adjustments to improve everyone’s enjoyment whilst staying safe.

SO, I look forward to seeing you at 6 Gold End in the future and if you have any queries meantime, please let me know at [chair@droitwicharchery.co.uk](mailto:chair@droitwicharchery.co.uk) and I will endeavour to help.

Peter Sargent, Chair, Droitwich Archery Society

Attached:  
AGB poster  
Field Captain Guidelines  
Archery GB Guidance Notes for Archers

# RETURNING TO ARCHERY IN ENGLAND

## Phase one – Restricted shooting

STAY ALERT  
CONTROL  
THE VIRUS  
SAVE LIVES



Stay at least two metres  
apart at all times



Follow public health  
guidelines for hygiene



Do not attend if you show  
symptoms of COVID-19 or  
are self-isolating



Only touch your own  
equipment (or equipment  
on loan from the club)



Only one to one coaching  
permitted



Pre-book a target  
(where possible)



Come ready and leave  
straight after you've  
finished shooting



Only one person per target unless  
shooting with someone from the  
same household & stay in lane



Do not move targets unless  
advised by a club official



## 1 FIELD CAPTAIN GUIDANCE NOTES

- 1.1 DAS have made a strategic decision that all formal club shooting events will be supervised by a Field Captain (as required by the GNAS Rules of Shooting).
- 1.2 The Field Captain (FC) is the primary focus for maintaining safety on the shooting field. They are also responsible for the application of the Club safety and shooting rules and ensuring archer etiquette is observed.
- 1.3 In circumstances where the rota FC is not present assembled archers must nominate a Temporary Field Captain (TFC) who shall be of sufficient experience and knowledge to so act. If no archer is willing or able to take the role the session MUST be abandoned. A TFC shall record his nomination in the attendance log book.
- 1.4 Whilst exercising the duty of FC or TFC such person will have the automatic support of the Club as expressed by the Committee.

## 2 Safety

- 2.1 The Field Captain's primary duty is maintaining safety on the shooting field. In pursuance of this they must be satisfied with:
  - a) The layout of the venue, including marking-out, roping-off and access to the shooting area.
  - b) Fitness for purpose of equipment, e.g. tying down of bosses.
  - c) Discipline of archers, both on & off the line.
  - d) Archers are entitled to shoot, i.e. Club or Affiliated Members and/or AGB registered (if latter to record AGB number and collect current attendance shooting fee)
  - e) Behaviour of spectators.
  - f) Location of the First Aid Kit

## 3 Control of shooting.

- 3.1 The FC will control all shooting by means of a whistle.
  - a) Unless following the dictates of a formal round (e.g. timed Metrics) the sequence will be 1 blast to commence & 2 blasts to collect.
  - b) "Fast" is to signalled by multiple blasts.
- 3.2 Ensure Club records are maintained by asking ALL archers to sign the attendance book.
- 3.3 During arrow collection the field captain must walk to the farthest target in use and must be the last person to return to the shooting line before re-opening the range for shooting.
- 3.4 The above is not an exhaustive list: if the Field Captain is unhappy with ANY aspect of a session that affects safety of those present, they must call a halt to shooting until the issue is satisfactorily resolved.

## 4 Discipline and Etiquette

- 4.1 The Field Captain is also charged with the smooth running of the session by their application of the rules of etiquette. Whilst being responsive to mood of the archers on the field, the FC must always bear in mind that the primary purpose of an archery club is to enable the members to shoot.
- 4.2 To this end they must not be afraid to control the following:
  - a) Excessive conversation at the target face when drawing arrows.
  - b) Excessive time spent looking for arrows between ends.
  - c) Archers joining the line to shoot when the majority of others have completed their end.
  - d) Attempting to place an additional boss (or move an existing one) at an inappropriate time in the shooting cycle.



- e) Asking late joiners to the shooting line to await the next end rather than delay the current end.
- f) The FC/TFC will be free to impose discipline on an archer (or archers) whose actions unreasonably impede the shooting of others.

## 5 Winter Club Sessions at Six Gold End

- 5.1 The Field Captain has discretion as to whether the assembled archers shoot to the whistle based on experience and age of those present and the Field Captain will have the backing of the Committee in whatever decision they make.

## 6 Additional duties in response to Covid-19 restrictions and rules – applicable from date of issue until withdrawn. Where any conflict occurs with the foregoing Guidance Notes the Additional duties of section 6 will hold dominance.

- 6.1 Any reference to the keeping of written records, Attendance Log Book and the like shall be superseded by requiring the duty FC or TFC to notify the Club Secretary by email of any required recording.
- 6.2 In addition to the above Field Captain duties, during Phase 1 of the return to shooting the Duty FC will also have other responsibilities as follows:
  - a) Opening of the gate to allow members to shoot
  - b) Verifying that archers are payed up members and are booked onto the system to shoot
  - c) Recording and informing the Secretary by email of any non-attendees or additional non-booked attendees
  - d) Ensuring necessary attending parent/guardian/carer are limited to only one and that they stay in the Equipment area.
  - e) Reminding all archers of the importance of distancing and non-contact with others
  - f) Ensuring that all archers are provided with their own individual target faces and 4 pins (to be taken home and used for future sessions) and the recording of such for transmission to the Equipment Officer.
  - g) Returning found arrows to owner from equipment bin when requested
  - h) Ensuring all equipment is either returned to the Equipment Box or has been taken by the archers for future use.
- 6.3 The Duty FC will have sole access to the equipment bin during a session (formally the anytime bin) in which will be kept:
  - a) 1st aid kit (to stay in bin unless required)
  - b) Targets, pins, and stick-on golds
  - c) Metal detector (for use only with clean disposable gloves)
  - d) Toilet key (for use in emergency)
  - e) PPE
- 6.4 Timing of missed arrow collection - archers will be allowed 4mins to find and retrieve arrows for a maximum of 4 ends after which the arrows will be deemed as lost (see return to shooting document)
- 6.5 Via email, advise the club Secretary, after the session, of any non-bookers that turned up to shoot or to report any incidents of lost arrows citing make, colour and approximate location using [secretary@droitwicharchery.co.uk](mailto:secretary@droitwicharchery.co.uk)



# *Returning to Archery*

Phase 1 – Restricted  
Shooting

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**Guidance Notes for  
Archers**

Version 1  
Updated: 13 May 2020



FOR THE **LOVE** OF ARCHERY

## INTRODUCTION

These guidelines currently apply to England, Guernsey, Jersey and Isle of Man only, and relate to the first phase of returning to archery (restricted shooting). They have been produced in line with the Government guidance on public spaces, outdoor activity and exercise published on 11 May 2020, which can be read on the Gov.uk website - [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

### **Archery ranges in Northern Ireland, Scotland and Wales should remain closed.**

Archery is a sport where close contact with others can be avoided. Archery GB has developed a set of practical guidelines for clubs to follow so that restricted shooting can take place in England during lockdown, where the local environment allows. The choice to return to archery at this time is one that needs to be made locally by clubs, after considering their own circumstances. There are many clubs who are keen to return to archery as soon as possible, but we appreciate there will be those that have genuine concerns, or their local environment will make shooting safely impossible at this stage. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery as safely as possible during this current phase. Please do not feel pressured to shoot until you are confident you can do so as safely, by following both the Archery GB guidelines and the current government advice.

### **Stay alert**

The clear Government message is that we can all help to control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly
- Self-isolate if you or anyone in your household has symptoms.

**Please be aware that clubs need to remain flexible and have the ability to communicate changes to their members quickly. Your club must respond quickly if there is an increase in the virus locally, nationally or if any of club's members or visitors to the range test positive for coronavirus. Please make sure you keep in contact with your club.**

## PHASED RETURN

A return to archery is taking place on a phased basis, the phases will change in line with the latest government guidelines once it has been published. Currently we are working on a three-phase approach. Please note, these phases are subject to change as the government exit strategy becomes clearer.

**Phase 1** - Outdoor only. Family units, solo shooting, and shooting with one other person outside of your household. Social distancing of 2m maintained, between anyone not in the same household. No social activities, “turn up, shoot, go home”, minimise contact with others. Coaching 1:1 allowed while maintaining social distancing.

**Phase 2** – Indoor or outdoor shooting. Limited numbers with appropriate social distancing between archers – Further detail to follow.

**Phase 3** – Full training and competition. Indoor and outdoor shooting. Social activities permitted – Further details to follow.

These guidelines cover **Phase 1 only** and will be updated as necessary to reflect future phases of returning to archery led by the latest government advice.

If you have any questions then please email [membership@archerygb.org](mailto:membership@archerygb.org) and a member of staff will get back to you, please note a number of the team are furloughed and this may take a longer than usual.

## STAY ALERT

- Archers **MUST NOT** come to the Archery Range if they show symptoms of any illness but in particular of Covid-19. [These are highlighted on NHS Direct](#) and include:
  - A new persistent and dry cough
  - A temperature
- If you are symptomatic, living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the guidance is that you should remain at home.
- Archers must notify the club should they develop symptoms after attending the archery range.
- After the session, archers should sanitise their hands, clean their equipment and anything else used at the session.

## ARCHERS

- We are advising clubs and coaches to use a booking system, which will support lane management to avoid disappointment and stagger timings to minimise encounters between people, including in car parks and at entrances. Turning up at the range without a slot should be discouraged.
- As an archer, you must practice social distancing at all times and maintain a distance apart of at least 2 metres. People from different households should not travel in the same car.
- Individual archers must shoot at a single target but archers from the same household may share a target.
- You should use target faces and target pins allocated to you by your club or provided by yourself. Please put up your own target faces and re-use or dispose of them at home.
- You must use your own equipment, or equipment loaned to you by your club (any loaned equipment should remain with you until the government restrictions are lifted further). Sharing of equipment is not permitted. Take all your equipment home.
- If your club is providing timed slots, please follow your club's guidance by arriving shortly before your designated time, wearing and with the correct gear and be ready to shoot. After your slot, you should leave as soon as you have packed away your equipment. Clubs are advised to stagger start times to minimise the risk of archers meeting others outside of their household.
- In order to minimise contact, there is no need to remain at the club if you are not shooting.
- Toilets are to be used ONLY in an emergency, and therefore you should come prepared.
- Clubs may ask archers to shoot as many arrows as possible during each end, reducing the number of times archers have to collect arrows.

**Field Archery** - In addition to the general guidance above only, field archery can take place with archers shooting with one other person not from their household (observing social distancing) or with members of the same household on each target, and at all times keep at least 2 metres from all other archers.

**Clout, flight and other disciplines** – As above, government guidelines and social distancing measures should apply all times. Any equipment should be handled as little as possible, and cleaned before and afterwards.

## CLUBS

These guidelines will cover the majority of archery clubs; however, we recognise that not all clubs will be able to open during Phase 1 for a number of reasons, and clubs should only open if they can confidently meet the guidelines. Please read the *Guidance Notes for Clubs* document for more information.

## COACHING

One to one coaching can take place as long as the restrictions described within this guide are adhered to. Contact the club or your coach for more details.

Please see the *Guidance Notes for Coaches* for more information.

## SPECTATORS

Where attendance of a parent/guardian (non-participant) or a carer for a disabled archer is required, it should be limited to one per archer, with social distancing strictly observed while watching the sessions (consider marking out specific boxes/areas for this purpose).

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at [www.archerygb.org/covid19](http://www.archerygb.org/covid19)