



ARCHERY

Standard Operating Procedure and Risk Management Plan



Pax Hill Scout Camp

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OVERVIEW

Archery is an ancient activity that has become a well-loved modern sport. It not only helps to build hand eye coordination and muscle strength but also has added benefits to do with goal setting, self-awareness and the skill of following a set of progressive instructions.

Archery is an interesting and fun activity that is appropriate for most age groups. It takes specific skill to master and can be conducted as a team or individual activity.

OUTCOMES

For participants to be instructed in the skill of Archery and for them to develop and improve those skills in the duration of the session. It is an activity where group encouragement can be fostered and where participants are encouraged to support their friends and group members.

Participants are taught how to correctly hold, load and shoot with a bow and skill development is a key aspect of the session. They learn to assess their shot, adjust their technique accordingly and try to better their attempts with each shot fired.

The activity encourages peer to peer encouragement, self-awareness, responsibility, physical coordination and realistic goal setting.

Campers feel a great sense of achievement when they manage to better their attempts or meet their goals.

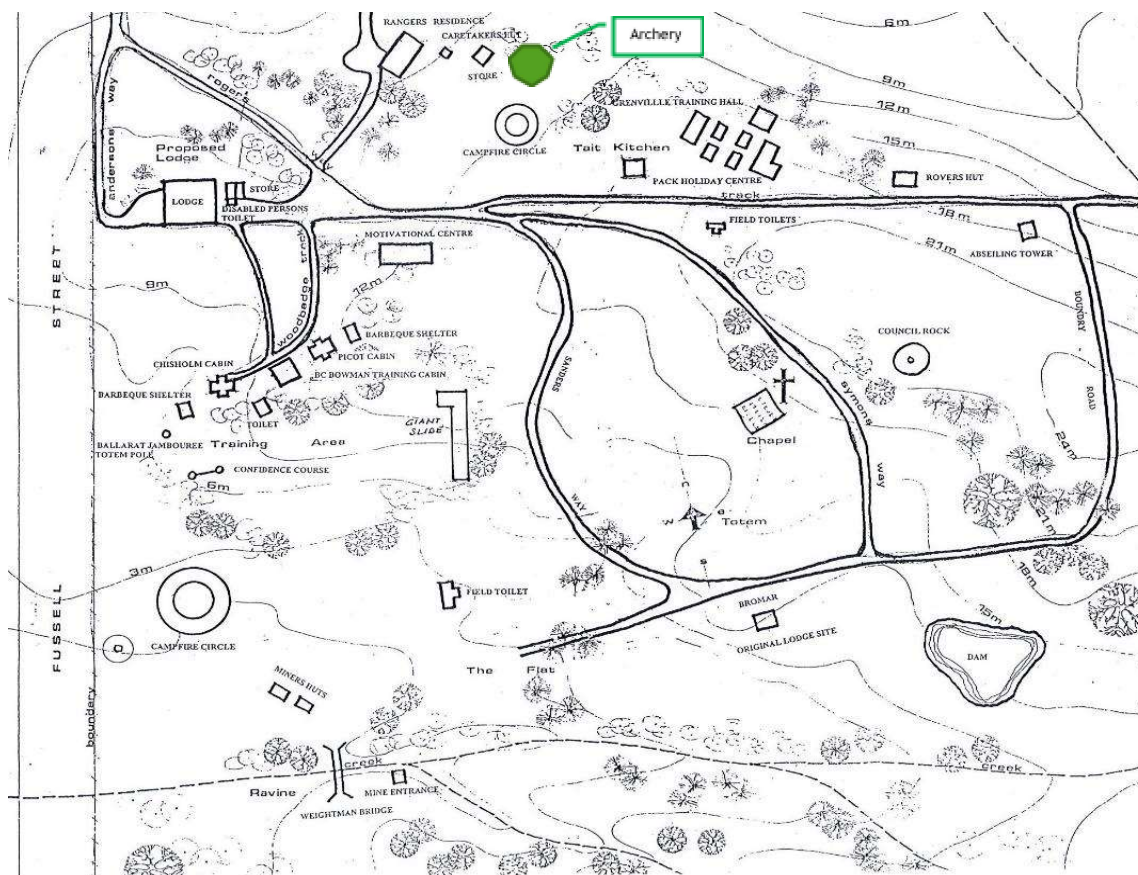
PRE-REQUISITES FOR INSTRUCTIONS

Preferably instructors should have some form of qualification in Archery instruction or have been trained by camp staff in conducting a safe archery session.

At least one of the supervisors should hold a first aid qualification and in addition to the instructor there should be at least one other supervising adult present.

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LOCATION



PRIOR TO COMMENCING

All equipment must be checked for damages or wear.

The area must be set up in preparation for the activity.

The main elements required in setting up are the targets, a shooting line and the equipment (bows, arrows etc.)

The shooting line must be highly visible and obvious for participants. This could constitute a rope on the ground, cones laid out in close proximity or a physical barrier (haybales, bench, lengths of timber).

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The targets should be evenly spaced at a set distance from the shooting line and should be closest at the start of the session.

If you are using cones as your shooting line, they are able to double as holsters for the arrows. If this is not the case, you will need some form of vessel in which to place the arrows.

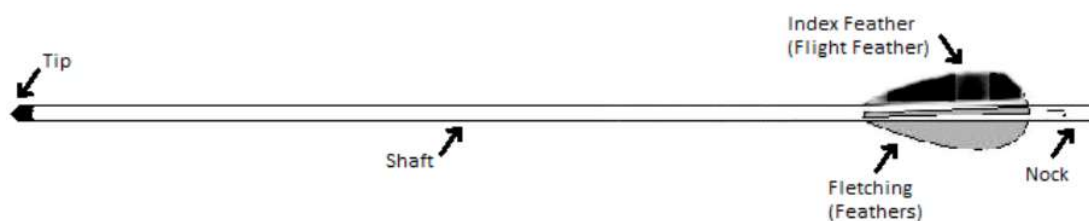
Having arrows placed on the ground is not ideal as they will easily be stepped on and broken.

The bows should be strung and ready to use.

Allocate a set number of arrows per participant. This may be between 3 and 5 and set them out along the shooting line. By doing this you will prevent inappropriate handling of the arrows and will reduce damage to the equipment.

EQUIPMENT

The Arrow

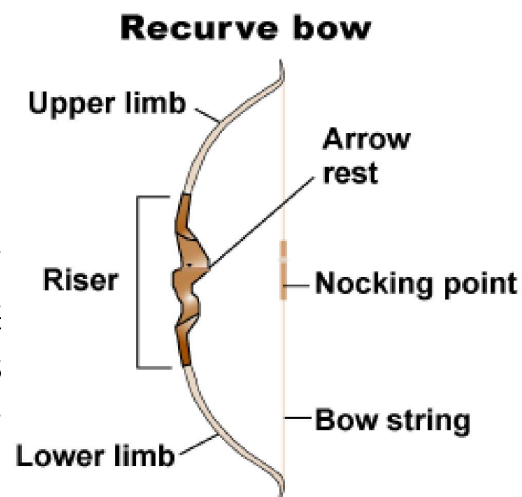


Always store Arrows tip down or in a way that is not going to damage the delicate fletching.

The Bow

Bows should be stored un-stung to prevent the strings stretching. It is advised that you have a few left-handed bows available for participants who are left-handed to use.

Do not allow participants to fire the bow without an arrow as it damages the string and reduces the usable life of the equipment.



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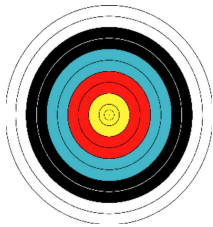
For instructions on how to correctly string or unstring a recurve bow visit these links

<http://www.wikihow.com/String-a-Recurve-Bow>

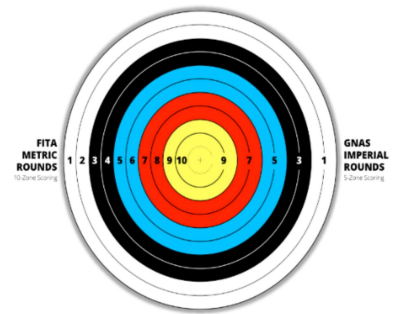
<http://www.wikihow.com/Unstring-a-Recurve-Bow>

Targets

Are anything which the arrows are shot at. In Target Archery, the usual target is a coloured target face with scoring zones marked on it, fixed to a suitable backing to prevent arrows travelling through it. The traditional target boss is made of straw, but modern bosses may consist of compressed layers of card, fibreboard, plastics or foam as long as the arrows cannot pass through the target. Scoring is either 9-7-5-3-1 (with 9 for anywhere in the Gold) or the colour zones may be subdivided to give 10 down to 1, with an inner gold scoring 10 and an outer gold scoring 9, and so on.

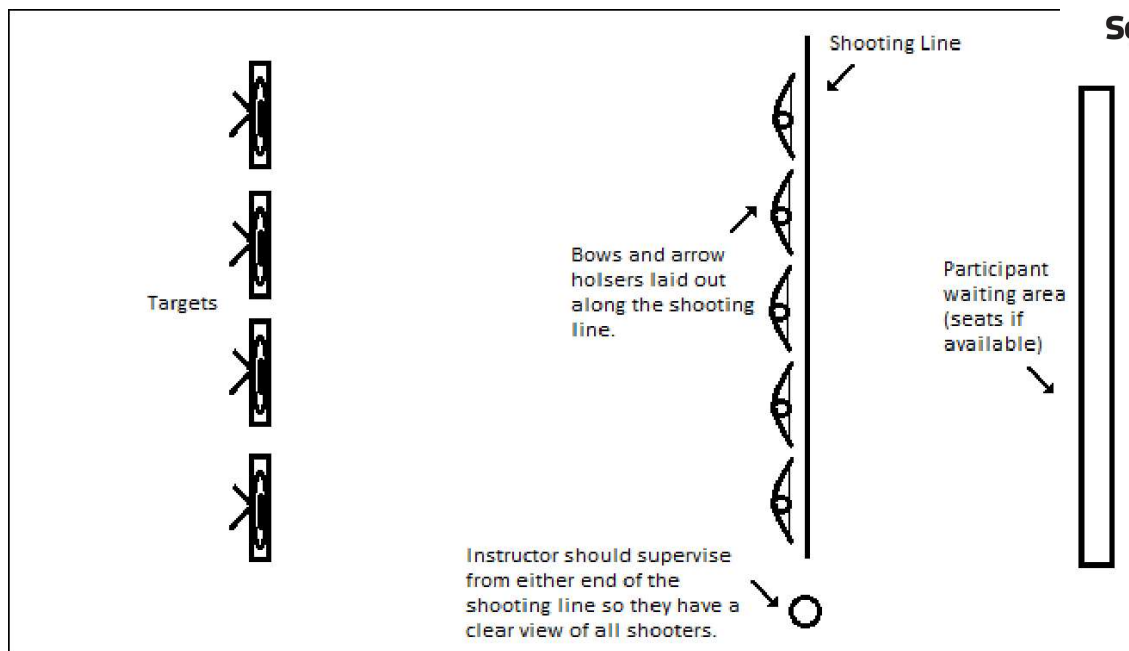


If an arrow breaks the line between colours or zones it scores the higher points - thus an arrow on, or even touching, the line between red and gold scores 9.



ARCHERY RANGE LAYOUT

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The range should be a defined area where passers-by cannot mistakenly wander into the area.

If required, signs should be put up to warn of the danger and visual or physical barriers erected.

INITIAL INTRODUCTION AND PARTICIPANT BRIEFING

Archery can be a very dangerous activity when not conducted properly. Participants need to be made aware of the risks of inappropriate behaviour and failing to listen to instructions.

Depending on the group's size you may want to have the group pair off and have the participants shoot in two rounds.

No Participant is permitted to cross the shooting line without permission from the instructor!!

It is advisable to have seating for participants so that they can sit down when they finish shooting. This will enable the instructor to be able to see what is going on far easier.

Participants should be briefed on the specific skills required for a successful shot as well as safe practices for arrow retrieval and movement out on the range.

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SPECIFIC ACTIVITY SAFETY AND INSTRUCTIONS

Due to the potentially dangerous nature of the activity, instructors must be vigilant and group control maintained. It is best to keep the equipment on the shooting line and have the participants wait a few paces behind the shooting line. When it is time for the participants to take their turn, they can then step up to the shooting line on the instructors prompting and take their shots at the target.

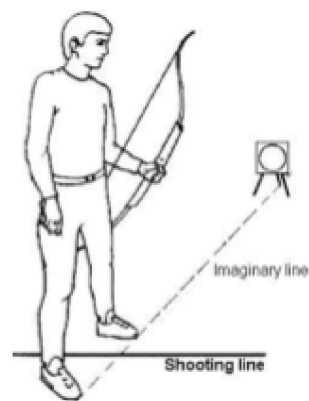
In order to place a successful shot, there are specific instructions that participants should follow.

Stance & posture

Right-handed archers hold the bow with the left hand, so with your left side toward the target, stand at a right angle to the target, with the tips of your toes against an imaginary line pointing at the centre of the target. Your feet should be shoulder's width apart, standing at the barrier or straddling the shooting line.

Stand straight & tall, balanced, with ribs down, shoulders down and relaxed. Shoulders square to the target

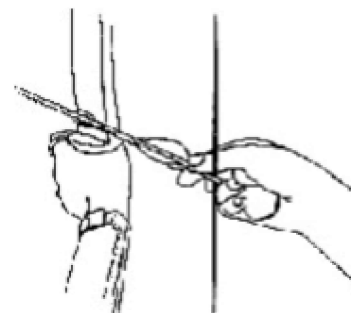
Try and relax.



Nock

Reach over the bow and pick up your first arrow. The arrow should be placed on the same side of the bow as your arm that is holding the bow.

Sit the arrow on the hook on the bow and bring the knock (clip on the end of the arrow) back towards the string.



Nock the arrow UNDER the nocking point on the string. Listen for the sound of a "snap" as arrow connects to the string. The arrow should make a 90° angle with the string.

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The flight feather (odd colour fletching) needs to point AWAY from the bow.

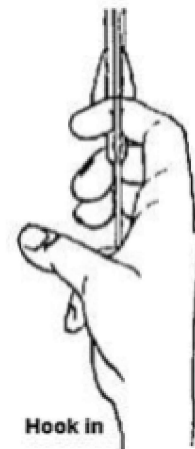
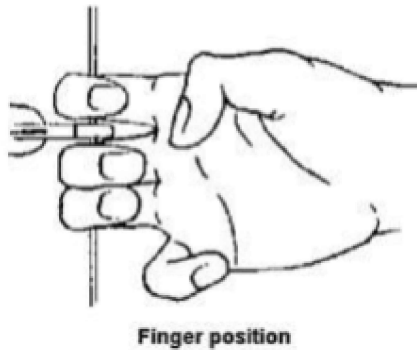
Set -hook string & place bowhand.

Place your fingers in such a way, that you "hook" the string with your index finger above the nock, and middle and ring finger under the nock

Do not use little finger.

Hook the string at the first groove. Make sure to maintain a deep hook.

The grip on the bow should sit in the 'V' between your thumb and your hand. Your grip should be relaxed and your thumb pointing toward target. Relax your fingers.



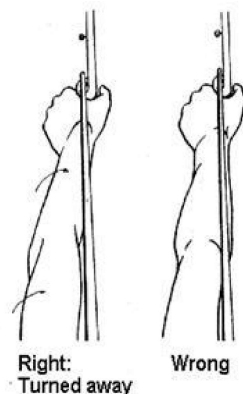
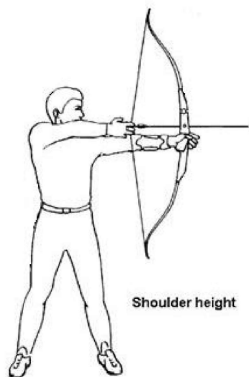
Set-up

Lift the Bow then bring your bow arm back down to shoulder height -keep shoulders DOWN and relaxed.

Lift your elbow on your draw arm until it is in line with the arrow.

Turn your elbow on your bow arm away from the bow so that the string will not hit your forearm when you release. You can also achieve this by opening your fingers on the bow hand instead of clenching your fist around the grip.

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Draw/load

Draw the string along the bow arm in a straight horizontal line just below your face. Draw with your back muscles, moving the shoulder blades towards each other.

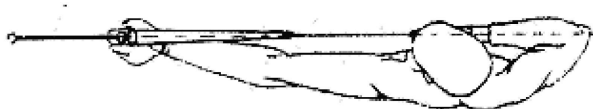
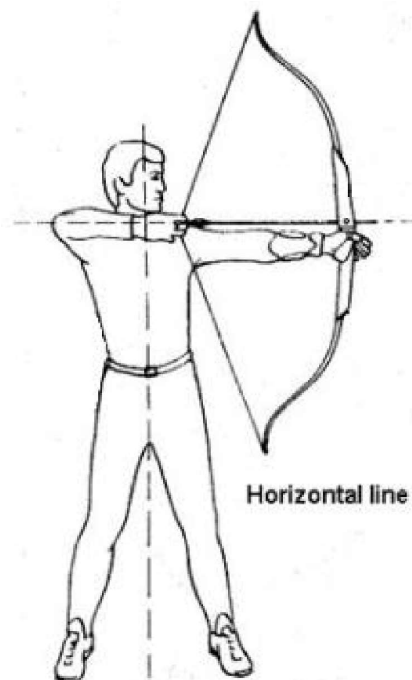
Stand straight up and relaxed.

Keep both shoulders as low as possible.

Bow hand, draw hand and Elbow should form a straight line.

Keep

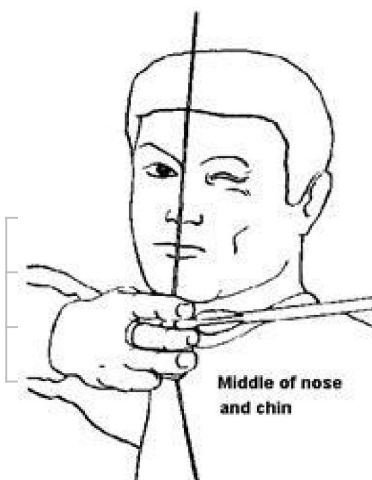
both shoulders as low as possible.



One straight line

Anchor

To help you achieve a steady release you will need to use an anchor. The best place for this is either below the chin or in the hollow of your cheek.



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When you draw back to your face, use your index finger to anchor just under your chin and your thumb to anchor in the hollow of your cheek. This will help to stop you from 'following' the string when you release and will give you a more stable shot.

Keep your teeth together. (no gum, remove hats as well)

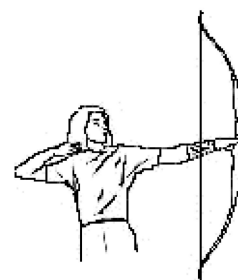
Aim & expand.



Aim at full draw, by looking down the arrow to the target. Maintain the connection of drawing hand to the face. Pull your shoulder blades together to stabilise your draw.

Release

Keep pulling the shoulder blades towards each other, while relaxing the fingers of the draw hand. As you relax your fingers open your draw hand and allow the string to release. Do not follow the string with your hand!



Hold your position until you hear the arrow hit the target.

A very common mistake is that people look for their arrow as soon as they release which causes them to lower the bow which effectively throws off their aim.

As you release you can draw your arm slightly back from your face to help you achieve a cleaner release.

Relax and Recovery.

After the arrow has hit the target, lower the bow arm and the drawing hand to your sides. Assess your shot and allow your muscles to rest from the shot before shooting again.

Retrieving Arrows

It is really important that you check to ensure all participants have finished shooting and the bows are stowed before allowing anyone to go out on the range. Arrows will be strewn

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all over the place, so it is important that participants only walk when retrieving arrows and that they are careful not to step on any arrows that are on the ground. If an arrow is lodged in the ground draw the arrow out of the ground on the angle it entered. If you just pull it out it may snap or damage the arrow. When retrieving arrows from the target, approach the target from the side not the front. Place your hand flat on the target with the arrow protruding between your thumb and index finger then grasp the arrow by the shaft as close to the target as you can. Pull it straight out. Wiggling the arrow to loosen it may cause the arrow tip to snap so if you need to loosen it twist it rather than wiggling it. Remind participants to avoid handling the feathers and have them return to the shooting line with the same number of arrows that were fired. Check the arrows for damage and once the range is clear commence the next round of shooting. As Participants improve the targets can be moved further away from the shooting line to increase difficulty. You may also like to add in extra targets within the target such as balloons or coloured disks and award prizes or extra points (if scoring) for hitting these items)

PACK UP AND DEBRIEF

It is always good to have participants share with each other at the end of an activity and discuss the aspects they found easy or hard about the skill and to share encouragement with each other. Once the participants have left the range the equipment will need to be stowed. If there are other groups coming later in the day you can leave the range set up but put away the Bows and Arrows unless you are staying at the range. If you leave this equipment must leave with you. At the end of the day the whole range will need to be packed down. Targets will need to be put away, Bows unstrung and hung up, Arrows checked for damage and put away and all other equipment such as the shooting line and participant seating will need to be put away in its respective storage.

INSTRUCTOR RESPONSIBILITIES

The instructor is responsible for keeping participants safe at all times as well as effectively teaching the participants the skills they need to undertake the activity.

They are responsible for managing participant movement on and off the range and for ensuring the range is clear and it is safe to shoot.

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They are also responsible for ensuring the equipment is in good repair, that it is stored securely when they are not present, for reporting any breakages and putting away all equipment at the end of the day.

The instructor may instruct the assistants and supervisors to enable them to assist the participants.

The Instructor is also responsible for coordinating first aid administration or referring it to a suitably qualified assistant or supervisor.

ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2-dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

ARCHERY EMERGENCY PROCEDURES

There must be a first aider and first aid kit present when archery is in progress, and there must be a functioning mobile phone with the archery group. If an incident occurs that requires help from the emergency services, someone is to take a mobile phone up to the top car park, where there is signal, and call the emergency services directly. Due to the time needed to send someone to camp centre and the lack of a line of sight for handheld radios, time must not be wasted seeking help from camp centre. If possible, the casualty should be moved carefully up to this car park whilst waiting for the emergency services to be called and to arrive. Ensure that the equipment is not left unsupervised; if necessary, the entire party should transport both casualty and equipment to the car park, following the person who's gone ahead with the phone.

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