

LOUGHBOROUGH STUDENTS' ARCHERY CLUB CODE OF PRACTICE

PLEASE READ AND FOLLOW THE INFORMATION BELOW CAREFULLY

On purchasing your membership to the above club, via the LSU website, you accept the terms and conditions as laid down by LSU, the Athletic Union and The Club.

The Athletic Union will offer a full refund to anyone who applies for it before the 31st of October of the same year the membership was purchased, provided a valid reason is given for wanting to leave the club. No refunds will be offered after this date, apart from in exceptional circumstances.

- You are reminded that you are solely responsible for your conduct when representing the club at home or away fixtures, trips and training sessions.
- When traveling on provided transport i.e. minibuses, coaches, cars - **no alcohol** is permitted to be carried onto/consumed on board at any time – please note that the driver has the right to refuse to carry any individual in contravention of this.

Any breach of conduct will be looked upon seriously and could result in expulsion from the Athletic Union club and Loughborough Students' Union. **Help us to maintain Loughborough's good name at all times.**

UNIVERSITY FACILITIES

When using University facilities, all members must abide by the rules and regulations as set down by the Sports Development Centre.

GOVERNING BODIES

The Club is affiliated to Archery GB, EMAS (East Midlands Archery Society) and L&RCAA (Leicestershire and Rutland Archery Association) and abides by their rules and regulations.

SAFETY

All members must follow commands given by the designated Session Supervisor. A Session Supervisor is defined as someone who has received training on the safe operation and running of sessions and has been deemed competent, by the Committee, to run club sessions. The Senior Session Supervisor shall be the most experienced Session Supervisor, and shall be responsible for the training of new Session Supervisors.

The Session Supervisor has the overall responsibility to ensure the safe and correct operation of the sessions and may temporarily suspend or exclude a member from particular sessions and/or wider club activities when, in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate disciplinary procedures.

Before shooting ensure that you:

- Know who is in charge of the session.
- Do not shoot until instructed to by the designated Session Supervisor.
- Only nock an arrow or draw the bow whilst astride the shooting line and pointing towards the target.
- Do not dry fire the bow (release at full draw without an arrow nocked).
- Do not cross the shooting line until told to do so by the designated session supervisor.
- Always walk whilst on the shooting range – do not run.
- Stand to one side of the target when arrows are drawn out.
- Are aware of the command **FAST** and the reasons behind it.

COACHING

All beginners are given a one-to-one tuition by a qualified coach or an experienced club archer upon joining.

- The club's Head Coach briefs the coaches and experienced members who will be involved in instructing new members on safe procedures and current practices.
- If an archer approaches you for help, please direct them to a qualified coach where possible. Do not attempt to alter an archer's technique or give assistance unless you are a qualified coach.
- Members are encouraged to undertake the Archery GB coaching courses which may be fully or partially funded by The Club, county (L&RCAA) or region (EMAS). Please speak to a coach or committee member if this is something you are interested in.

EQUIPMENT

The club provides all archery equipment for beginner members to use in club sessions and competitions. Experienced members are to use their own equipment. It is recommended that all archers purchase their own tab and arm guard after a couple of weeks.

- All club equipment will be regularly checked and maintained by The Club's Equipment Officer.
- Own equipment may be used but must be checked by the club's Equipment Officer or a qualified coach before being used for the first time.
- The Equipment Officer has the right to prevent the use of personal equipment if they are unsatisfied with its condition.
- Crossbows are strictly prohibited.
- Bows may not be drawn in a manner which could allow an arrow to fly beyond the shooting range or safety arrangements.

- All equipment, both club and personal, is used at the members' own risk. The Club accepts no liability for damages or loss of personal equipment. Experienced archers should ensure that all equipment is suitable for their needs.
- No club equipment is to be altered in any way without the prior permission of the Equipment Officer.
- Members should immediately notify the Session Supervisor if any of the equipment is found to be faulty and should not be further used until repaired.
- Members may be required to manually move bosses and other items of equipment and will be instructed how to do so safely by the coach or committee member present.

SHOOTING RANGES

Indoors

The Club shoots up to 30 meters indoors in the Dan Maskell Tennis Centre, with safety netting behind and to the right of the targets.

- It is the Session Supervisor's responsibility to make sure that the safety equipment is in place correctly before shooting commences and is put away at the end of each session.
- All members should be aware of the close proximity of other users in the facility.

The equipment must be SET OUT in this order:

- Take down the tennis court net and store in between the archery nets.
- Pull across the nets that are the length of the tennis courts. Try to ensure that the nets are not too taut.
- Using two members per boss, bring the bosses out from behind the curtains and place them down in approximately the right position.
- Position the target stands in front of the backstop nets, the front legs should be level with the baseline of the tennis court.

- Draw across the rear safety nets. Try to ensure that the nets are not too taut.
- Ensure all warning signs are in place.

The equipment must be PUT AWAY in this order:

- Draw the backstop and side nets.
- Using two members per boss, move the bosses back behind the curtain.
- Put all other equipment back in the cupboard.
- Replace the tennis net.

Outdoors

The Club shoots outdoors on Towers Pitch. Maximum range is field length less 50 yards overshoot (usual maximum distance 100 yards/90 meters).

- It is the Session Supervisor's responsibility to ensure that bosses are tied down before shooting commences and that all safety ropes and signs have been set out correctly.
- Novice archers are only permitted to shoot 100y/90m with permission of the Session Supervisor and under supervision from a coach.

The equipment must be SET OUT in this order:

- Remove the trolley with the bosses and equipment on from the cupboard take it on to the field with one member to pull and two to push.
- Place shooting line on the field; shooting line must be no more than 3m from the back of the field to ensure correct overshoot.
- Lay the tape measure out on the field.
- Take the bosses to the required distance using the trolley and, with two members, lift the bosses off the trolley.

- Tie down all bosses with ropes.
- Ensure all warning signs are in place at entrances to the field.
- Ensure all entrances to the field are roped off.

The equipment must be PUT AWAY in this order:

- ENSURE ALL ARROWS HAVE BEEN COLLECTED
- Remove boss tie down ropes.
- Using at two members, lift the bosses back onto the trolley.
- Place all other equipment back onto the trolley.
- Using three members (one to pull and two to push), take the trolley back to the cupboard.
- Secure store cupboard.

SESSIONS

Sessions must not be run unless there are three members present (or two members if both members are happy with this), including at least one Session Supervisor. Shooting alone is not permitted under any circumstances.

- Suitable upper garments (i.e. not loose fitting and covering the body at full draw) to be worn.
- Appropriate closed toe footwear to be worn to all sessions.
- Members are encouraged to bring drinks for re-hydration during training and competitions. These must be kept in a sealed bottled and stored away from the area of activity, to avoid spillage and slipping.
- Members should make the Session Supervisor, Committee and Coaches aware of any relevant prevailing medical conditions.

COMPETITIONS

All archers must be an affiliated member of L&RCAA and EMAS when shooting for the club in external (non-university) tournaments.

- Archery GB dress code (rule 307) to be followed when required by the tournament rules.
- Members who fail to attend an external competition where the entry fee has been paid for by the club must re-pay the entry fee to the club.

FIRST AID

Medi-bags are provided for club use – these must be taken to all training sessions and matches/tournaments etc, both home and away

- Members are encouraged to attend relevant first aid courses.

ACCIDENT REPORTING

The club must ensure that at every training session/match (both home or away) and at any other club related activity it appoints one of its members involved in the activity on the day who will be responsible for:

- Making sure that those present (including any opposition) are aware of emergency procedures for that activity
- Being responsible for implementing those procedures (see below) for anyone present at that session should an accident/injury arise
- When at an 'away' event, and before the start, to familiarise themselves with the emergency procedures at the venue.
- Should an accident/dangerous occurrence (near miss) happen, then the appointed person must ensure that an **LSU ACCIDENT FORM** is completed as soon as possible. Forms are available on the LSU website.
- If an accident occurs on the university campus, the accident must be reported to the duty member of staff for that facility.



Mark Gascoyne (LSUAC Chair, GNAS Coach 1999)
Amended John Kennedy 2004
Amended Tom Cram 30th July 2010
Amended Tom Cram 1st June 2011
Amended Tom Cram 7th June 2012
Amended Richard Anderson 12th May 2013
Amended Arthur Coveney 4th July 2016
Amended Jordanna Marsh 24th April 2018



WHERE HISTORY BEGINS