



Loughborough Students' Archery Club

Code of Practice 2013 2014

Archery can be a dangerous sport, therefore:

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. These can be found on <http://www.lufbra.net/au/> on the club's page.

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 your conduct when representing the club at home or away fixtures, trips and training sessions.
- When travelling on provided transport ie 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 (copies held by the club committee and the Athletic Union).

GENERAL - the club is affiliated to Archery GB and abides by its rules and regulations.

GOVERNING BODY - members to read through articles as attached link
<http://www.archerygb.org/home.php>

For members to score for the club in external competitions (i.e., other than the British Universities and Colleges Sport Championships, and the local BUTTS Tournament or similar friendly matches), they must also be an individual member of LRCAA and EMAS.

- Before being allowed to shoot - **all** members are briefed on safety procedures in accordance with Archery GB and club rules (summarised rules as attached below).
- At every club session in order to shoot, there must be at least one session supervisor (recommended by the Committee) plus one other club member present.
- In the autumn and spring terms, all shooting is held indoors and during the summer term, outdoors and indoors.

- Suitable upper garments (i.e. not loose fitting) to be worn.
- Appropriate closed toe footwear to be worn to all sessions.
- Members should make the session supervisor and committee aware of any prevailing medical conditions
- 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.

COACHING - all beginners are given a one-to-one tuition by an experienced club archer upon joining.

- The club's coach briefs those members who will be involved in instructing new members on safe procedures and current practices. (as the club's coaching policy – see as below).
- Members are encouraged to undertake the Archery GB Level One coaching course.

EQUIPMENT - the club provides all archery equipment for club sessions and competitions. It is recommended that all archers purchase their own tab and bracer 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 before being used for the first time. The Equipment Officer has the right to prevent the use of personal equipment if he/she is unsatisfied with its condition.
- Crossbows are not to be used.
- 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 bows 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 metres indoors in the Dan Maskell TC, with safety netting behind and to the right of the targets.

- It is the session's 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 doors opening on to the indoor range must be locked before shooting commences and any safety signs put in place.
- Only experienced recurve archers are allowed to shoot on the leftmost and rightmost boss whilst shooting indoors.
- All members should be aware of the close proximity of other users in the facility.

Outdoors - maximum range is field length less 50 yards overshoot (usual maximum distance 100 yards/90 metres).

- It is the supervisor's responsibility to ensure that bosses are tied down before shooting commences.
- Members must react immediately to any safety signals given i.e. sharp whistle to stop shooting immediately or if "fast" command given.
- Tape/ropes and signs must be erected before shooting commences (outdoors only).
- Novice archers are only permitted to shoot 100y/90m with permission of the committee and under supervision from an experienced archer or coach.

COMPETITIONS - all competition archers must be an affiliated member of LRCAA and EMAS when shooting in Archery GB championships (entered through the club) in order to score team points.

- Archery GB dress code 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 - medibags are provided for club use (one for each team) - these must be taken to all training sessions and matches/tournaments etc, both home and away- the club's committee to distribute.

- 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:

- (a) Making sure that those present (including any opposition) are aware of emergency procedures for that activity
- (b) Being responsible for implementing those procedures (see below) for anyone present at that session should an accident/injury arise
- (c) When at an 'away' event, and before the start, to familiarize himself/herself with the emergency procedures at the venue.
- (d) 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 and returned to Loughborough Students' Athletic Union within 24 hours of the accident occurring.

Copies of this form are to be found inside the club's medibag and also in the holder outside the Athletic Union door.

- (e) If the accident is serious and requires A & E hospital treatment, then the Athletic Union President should be immediately notified (01509 635054). If he/she does not reply, then Loughborough University Security must be informed (01509 222141)
- (f) Also, if on university campus, the accident must be reported to the duty member of staff for that facility.

Please read the following information carefully, and if you are unclear about these procedures, then please call into the Athletic Union.

WEDNESDAYS AND SATURDAYS – OCTOBER UNTIL MARCH -PARAMEDIC COVER

Provided by Athletic Union - Paramedic situated outside the Rubbercrumb pitch– vehicle well marked with logo on sides and blue light on roof; is on duty from start of first AU fixture and until end of last AU fixture.

WHEN TO CALL PARAMEDIC

- Any head or neck injuries or loss of consciousness - CALL IMMEDIATELY - ON NO ACCOUNT MOVE INJURED PERSON from pitch/area until Paramedic arrives
- Any difficulty in breathing or any form of chest pain
- Any wound other than a graze

HOW TO CONTACT PARAMEDIC

The appointed person to have access to a mobile telephone/is aware of nearest campus telephone and follows procedure as below:

Phone SECURITY 01509 222141

Ask for Paramedic to be dispatched - state which team/club; where injured person is; brief description of injury

AT ALL OTHER TIMES WHEN PARAMEDIC COVER IS NOT PRESENT – the following procedures apply:



- (a) **Dial (9) 999 for the EMERGENCY SERVICES** – please note that the red emergency phones can be used to dial the emergency (9) 999 number. Please see the list below for emergency phone locations
- (b) **Inform Security** that ambulance is on its way and give them your location/building. Please dial 888 If using any internal university phone (including red phone) or 0800 526966 if using any other phone
- (c) **Inform the Duty Staff** who run the facility (see below) of location/building and nature of incident, who will then complete the University accident report sheet.
- (d) The club is required to complete the **LSU Accident Report Form** (as (d) above)
- (e) For all other first aid occurrences please contact the Duty Staff in charge of that Facility.

EMERGENCY TELEPHONE NUMBERS

SECURITY GATEHOUSE 01509 222141 (24 hours)

FACILITIES DUTY MANAGER 07810501791

Richard Anderson/Ann Wilson 16 May 2013

LOUGHBOROUGH STUDENTS' ARCHERY CLUB SESSION SUPERVISOR – RESPONSIBILITIES

As an approved session supervisor, you must ensure that everything below, as well as the points laid out in the Athletic Union's Code of Practice for Archery, is adhered to at every shooting session under your supervision and ensure that any occurrences that arise during the session, of an unpleasant nature, or that could affect the well-being of the club, are reported to a member of the committee as soon as possible, with details of what happened and who was responsible.

However, if it is necessary for you to forego shooting on your designated session to ensure the rules are met, then please do so. It is the club's well-being that is of paramount importance and other opportunities for shooting will be readily available.

SAFETY

You are in control of the session and as such, must ensure that no-one will attempt to shoot without your instruction to do so. As such, the following rules of safety must be adhered to:

Ensure that archers:

- Know who is in charge of the session.
- Do not shoot until instructed to by yourself.
- Only draw the bow and nock an arrow whilst astride the shooting line and pointing towards the target.
- Do not dry fire the bow.
- Do not cross the shooting line until told to do so by yourself.

- 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.

EQUIPMENT – INDOOR

In order to ensure the equipment is laid out correctly and avoiding possible situations that could cause injury, follow these steps:

THE EQUIPMENT MUST NOT BE SET OUT OR PUT AWAY UNLESS THERE ARE AT LEAST 2 PEOPLE PRESENT AND AVAILABLE TO ASSIST.

The equipment must be SET OUT in this order:

- Lower Tennis net and fold up on the right hand side of the range. Unlock the side safety nets and draw the nets across.
- Try to ensure that the nets are not too taut.
- Bring all the equipment out from the cupboard/behind the curtains and place it down in approximately the right position.
- Draw across the rear safety nets. Try to ensure that the nets are not too taut.
- Next, position the target stands in front of the backstop nets, making sure that each stand is not too far open.
- Tighten the top bolts on the stands.
- **Using 2 people**, lift the bosses onto the stands.
- Ensure all warning signs are in place.

The equipment must be PUT AWAY in this order:

- Using 2 people, lift the bosses off the stands and place them away from the back stop netting.
- Move the stands and bosses back behind the curtain.
- Put all other equipment back in the cupboard.
- Remove the warning signs.
- Draw the nets open, and ensure all side nets are locked up with the chains and padlocks.
- Replace the tennis net.

EQUIPMENT - OUTDOOR

In order to ensure the equipment is laid out correctly and avoiding possible situations that could cause injury, follow these steps:

THE EQUIPMENT MUST NOT BE SET OUT OR PUT AWAY UNLESS THERE ARE AT LEAST 2 PEOPLE PRESENT AND AVAILABLE TO ASSIST.

The equipment must be SET OUT in this order:

- Place shooting line on the field; If shooting 100y/90m shooting line must be no more than



3m from the back of the field.

- Take out the stands and position them at the required distances.
- Take out the bosses and, with two people, put them on the stands.
- 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 2 people, lift off bosses and roll them back to store cupboard.
- Remove boss tie down ropes.
- Take stands and put into store cupboard.
- Secure store cupboard.

ARCHER IMPROVEMENTS

If an archer approaches you for help, assist them to the best of your ability. Do not attempt to alter any part of the archer's physical stance or posture unless approved to do so by the coaches. It may work for you, but there is no guarantee that it will work for everyone and some changes may have an opposite affect to what you want, and could cause injury. Know your limitations and be prepared to accept defeat and direct them to the coaches, who at the same time are there to help you to improve your knowledge.

Mark Gascoyne (LSUAC Chair, GNAS Coach 1999)
Amended John Kennedy 2004
Amended Tom Cram 30 July 2010
Amended Tom Cram 1 June 2011
Amended Tom Cram 7 June 2012
Amended Richard Anderson 12 May 2013

LOUGHBOROUGH STUDENTS' ARCHERY CLUB - SESSION SUPERVISOR'S AGREEMENT

I, of Loughborough Students' Archery Club

hereby accept the responsibility of Session Supervisor and agree to ensure that the rules of the club and the Athletic Union's club's code of practice are maintained and adhered to at all times.

I also agree to comply with the responsibilities given to me as a Session Supervisor and will endeavour to ensure those attending the sessions I supervise, comply with the rules of safety and do not perform any actions that could affect or jeopardize the club in any way.





I have read the “Loughborough Students’ Archery Club Session Supervisor – Responsibilities” document and accept them and have read the Athletic Union’s club’s code of practice.

Signed:

..... Supervisor

Print:

Date:

..... Senior Supervisor

Print:

Date:

