



# Cambridge University Bowmen

## Overview of Procedures

### Outdoor Season 2020

v1.0.0

This document details an overview of the procedures to be followed by the Cambridge University Bowmen for the 2020 Outdoor season. It is intended as an executive summary and further information may be found in the season specific safety form and risk assessment.

The procedures herein conform to Phase 2 shooting as described by AGB Phase 2 Guidance Version 2.0.

## Shooting schedule

Due to the added difficulties in maintaining a safe shooting environment, the shooting schedule has been *restricted* to three practices per fortnight. These sessions will consist of two shooting hours each.

## Shooting rota

Members who wish to shoot at these sessions will have to indicate this to the club captain via an online form. A rota of shooting will be drawn up for each session allocating no more than twelve archers per time slot. Shooting will be allocated to archers in order to facilitate equal access for all, subject to safety concerns, availability of requested distances and the need for two committee members to be present throughout for range setup and teardown.

Archers will be required to arrive, set up, shoot, pack up and leave within the timeframe of their slot. It will not be allowed for archers to arrive early or to overstay their allocated time, even if they are not actively shooting.

Provision is being made for archers to practice their shooting only. Socialising falls outside the allowed set of behaviour, and any archers who use practice to socialise will be asked to leave.

## Shooting records

The field captain will keep a record of all archers who shoot at each slot as well as the distance they shoot at. This is to be compared to the booking system. Archers who have not shot outdoors this season (including archers who have shot outdoors in previous seasons) will be required to have a safety briefing by the field captain. This briefing will include typical outdoor archery safety as well as information on the extraordinary procedures due to COVID19.

## Target Fee

A fee of £10 will be charged to any member that shoots outdoors during the season. If a member hires equipment from the club, this target fee will be waived.

## Range layout

The field will be laid out with six bosses, placed such that there is five meters distance between centres. The bosses will be initially placed, from left to right, at distances of 40m, 50m, 50m, 40m, 30m and 30m from the shooting line, although this may be subject to change.

An archer's position on the line, as well as their "tramline" to their boss will be marked with **plastic cones | chalk markings (delete as appropriate)**. A safe overshoot will be maintained.

## Range setup

The range will be set up by two designated members of CUB (known as the field party), provisionally the Captain and Secretary, at the beginning of every session. They will wear suitable PPE. The same two members will tear down the range at the end of the session. No other member is permitted to move or touch the ropes, signs, **cones (if appropriate)** or bosses except as strictly necessary for the removal of their arrows from the boss.

## Permitted bowstyles

Due to overshoot restrictions at our venue, archers shooting with a mechanical release aid will *not* be permitted to shoot.

## Sanitising equipment

Hand sanitiser will be provided. There will be a separate sanitiser for each lane.

## Target faces and pins

The club will provide target faces and pins to each archer who wishes to shoot. It is the responsibility of individual members to take care of these and return the pins to the club at season end, or when these measures are no longer in place. Archers will be responsible for bringing their own face and pins to the session, affixing them to their allocated boss, and for removing them at their slot's end.

Where a target face has become unusable due to wear, the club will replace it. The club will not replace faces that are still serviceable and that would not usually be discarded by the equipment officers.

## Personal equipment

To minimise secondary contact between members, no sharing of equipment (including arrows, bows, and all tools) will be allowed. The club toolbox will *not* be available for member use.

Members must not touch other archers' equipment, whether it is club-loaned or privately owned, with the exception of the designated field party members when issuing loaned equipment or removing arrows from the incorrect target face or boss.

## Club-provided personal equipment

Upon request, the club can loan certain personal equipment (bow, arrows, archery PPE) to members under the bow-loan scheme for the duration of the outdoor season. Any archer wanting to shoot in the outdoor season who does not have their own equipment is required to take advantage of this scheme.

Equipment loaned will be sanitised before being issued by one of the members assigned to setting up/tearing down the range. The string will not be sanitised as this may damage it. PPE will be worn while handling bow loan equipment. It is suggested that archers do not use the equipment for seven days after issuing.

Equipment returned at any point will be sanitised. Strings returned will be kept in sealed storage for *at least* fourteen days and will not be used again in the outdoor season unless absolutely necessary.

## Spectators, have-a-go and non-archers

No spectators are allowed at any shoot. Any individuals attempting to spectate, whether members of the public or of the club, will be asked to leave by the field captain. Should spectators refuse to leave, the remainder of the session will be cancelled.

Have-a-go and taster sessions are not to be held, for the foreseeable future.

Only archers shooting in a session will be allowed at the range at that time.

## Arrow collection procedure

Archers will not be allowed to remove each other's arrows from the boss. Arrows that miss the target will be located by the archer that shot them alone, maintaining a 3m distance from any other archers on the range. It is expected that archers will not request a distance that they are incapable of shooting reliably. Archers who have not shot outdoors and who are using club equipment will be asked to shoot at 30m. Archers who repeatedly miss the boss will be asked to retire for the session and rebook with a shorter range if shooting 40m or 50m.

In the exceptional case that an arrow cannot be located after extensive searching, the members assigned to setting up and tearing down the range will be required to use a metal detector to locate the arrow. The archer will be asked not to shoot at that distance again. If an archer's arrow lands in another archer's target face, one of the range organisers will remove the arrow, using gloves.

## Use of Facilities

Toilet facilities and changing rooms will not be available to archers.

## Coaching

There will be no coaching (either from external coaches, or internal "mentoring" schemes) permitted.

## Disabilities, At-Risk Individuals and Concerns

Archers with a disability, who are at risk, or who have concerns for their safety but wish to shoot are encouraged to contact the captain ([captain@cubowmen.com](mailto:captain@cubowmen.com)) or welfare officers ([welfare@cubowmen.com](mailto:welfare@cubowmen.com)) to discuss their situation and how they might shoot safely. The club is committed to taking reasonable action within the guidelines so that all our members may enjoy the opportunity to shoot.

## Contingency

Members may not attend shooting if they are in any way ill, particularly with a cough or a fever. Members who have shot outdoors are required to inform the captain if they, or anyone in their household, falls ill. In the event that a member who has shot outdoors falls ill, shooting will be suspended for 14 days from the last session attended by the ill member. All members who attended the same slot as the ill member, as well as any slots thereafter, will be informed.

## Understanding

All archers will be required to sign an additional safety form to be allowed to shoot outdoors. They will undertake to hold to the restrictions and procedures set out by the committee with regard to safety while shooting. It will be made clear that contravention of these rules may result in the right to shoot being revoked.