



Cambridge University Bowmen (CUB) Membership & Safety Form 2020-21

Please return this form (pages 1-2) to the club secretary at secretary@cubowmen.com.

Note that you are not eligible to shoot with the club until you have completed this form and made your payment.

Contact the club secretary with any questions.

MEMBERSHIP & PAYMENT

CUB Membership ¹	Students of the University of Cambridge	£60	<input type="checkbox"/>
	Non-students and ARU students	£80	<input type="checkbox"/>
Range Fees ²	Students of the University of Cambridge	£29	<input type="checkbox"/>
	Non-students and ARU students	£58	<input type="checkbox"/>

The above payable to "Cambridge University Bowmen", Account Number 00143803, Sort Code 30-91-56. Please use "CUBfees" plus your CRSid as your payment reference.

Please write carefully and clearly. **Asterisk * denotes ESSENTIAL questions.**

PERSONAL DETAILS

First Name*

Family Name*

Gender^{3*} Male / Female

Date of Birth* D D / M M / Y Y Y Y

AGB Number (if already registered with AGB)
.....

Year of matriculation Y Y Y Y

Year of expected graduation Y Y Y Y

CONTACT INFORMATION

CRSid/email address*
.....

Phone number
.....

College/Address*
.....
.....

EMERGENCY CONTACT DETAILS

Please nominate an emergency contact here.

Your contact's name*
.....

Their phone number*
.....

Relation to you*
.....

MEDICAL INFORMATION

Please note below any medical information the club should be aware of. Information will be held in confidence by the Safety Officer.

¹ CUB membership includes one year of Archery GB membership for current students of the University of Cambridge. Non-students must pay additional fees for Archery GB affiliation via our sister club, Cambridge University Alumni. This will cost £47 for over 25s, or £12 for 18-24 year olds.

² Range fees apply only to those archers who wish to shoot at the Elizabeth Way Range.

³ For those identifying with a non-binary gender, a male or female preference is required for Archery GB affiliation.

DATA SHARING

The CUB Data Protection Policy is available to view at cubowmen.com/key_documents

- I agree to the terms of the CUB Constitution*
 - I consent to allow CUB to store and use my information*
 - I consent to allow CUB to use my name or image as part of their social media presence
 - I consent to allow my name to be shared with competition organisers and posted online
 - I wish to receive Archery GB membership offers
 - I wish to receive the Archery GB magazine
 - I wish to receive Archery GB's email newsletter
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SAFETY POLICY

Please read the CUB Safety Policy and CUB Covid-19 Safety Policy **in their entirety** before signing this form. They are available to view at cubowmen.com/key_documents.

- I have read and agree to abide by the CUB Safety Guidelines*
 - I have read and agree to abide by the CUB Covid-19 Safety Guidelines*

 - I understand that failure to abide by these policies may result in my right to shoot with the club being revoked*
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DECLARATION

Signed*

Date* D D / M M / Y Y Y Y

CUB SAFETY POLICY

Safety is the responsibility of all archers, whether they are committee members, members of the club or beginners. Most rules are based on simple common sense. Below are listed some of the major concerns that should be kept in mind.

- Archers must obey the orders of the field captain. Failure to do so may result in being expelled from the shooting range. A suitably qualified field captain must be present whenever shooting takes place.
- The field captain will tell you when it is safe to shoot and when you can collect your arrows. Two blows on the whistle indicates that it is safe to approach the shooting line, while a following single blow indicates that it is safe to shoot. The verbal command 'SHOOT' may be used instead for informal sessions. Three blows on the whistle, or the verbal command 'COLLECT', indicates that it is safe to collect arrows from the targets.
- At any time if repeated whistle blasts are heard, or the verbal commands 'FAST' or 'STOP' are given, by any archer then everybody must cease shooting immediately. This indicates that someone has spotted a danger and that it is no longer safe to continue shooting. All people who have their bows drawn must let the bow down without shooting the arrow. All arrows must be denocked and bows pointed downwards to indicate that the individual has heard and understood the order. It is the responsibility of all archers to call for shooting to be stopped if they have noticed a danger.
- Shooting should not commence unless the range has been set up according to the ArcheryGB Rules of Shooting. When outdoors, this includes the designation of a suitable overshoot line and side-safety areas, which must be roped off. An experienced member should be asked if you are unsure about this.
- During shooting, individuals should point arrows down the range and towards the targets, including when drawing the bow and coming down.
- Should an arrow drop just beyond the shooting line, no attempt should be made to retrieve it, unless it can be reached without crossing the line using the bow or long-rod.
- Persons, other than those actually shooting or coaching, must remain behind the waiting line. Before or after an archer has shot they must remain behind the waiting line. All equipment except for ground quivers or scopes must be left behind the waiting line when not in active use.
- With exceptions for coaching and certain tuning procedures, bows should only be drawn on the shooting line, whether or not an arrow is nocked.
- Never 'dry fire' a bow, i.e. shoot a bow without an arrow nocked on the string and resting on the arrow rest. There is a danger that the bow limbs may shatter and cause major injuries.
- Arrows should not be nocked on the bow-string when not on the shooting line, unless it is to create a nocking point or check equipment. Beginners should not need to do this, as the equipment officer or novice coach will do this for you if you have any concerns.
- While drawing the bow, never aim above the line of the target. If you accidentally release the arrow at this point there is a danger that it will fly outside the bounds of the safety zone. This is especially so when using release aids with compound bows.
- Never run on the shooting range.
- When collecting arrows, approach the targets slowly and to the sides of the boss as the ends of arrows can be dangerous. Look out for arrows in the ground around the target.
- Care should be taken when removing arrows from a boss. If in doubt ask an experienced archer to demonstrate the correct technique. Failure to do so can result in injury or the destruction of arrows. When removing carbon arrows an arrow puller should be used to avoid injury from carbon splinters. The correct technique is as follows:
 - i. All archers stand either side of the boss.
 - ii. Two archers remove arrows from the boss, working from the sides into the centre.
 - iii. The arrow should be removed from the target by placing one hand palm flat against the boss so that the arrow shaft is situated between two fingers. The second hand firmly grasping the shaft as close as possible to the arrow tip when pulling the arrow clear of the boss. Don't bend the arrow while doing this.

iv. When pulling arrows, ensure that nobody is standing behind you to prevent injury. Arrows are normally situated at eye level!

v. Ensure that all arrows are collected and that none are damaged, paying particular attention to check that no arrows are missing points.

- Report all missing or damaged arrows to the field captain. It is imperative that we don't leave arrows in the ground after practice when shooting outdoors, as other sports take place on the field.
- Do not shoot pure carbon arrows outdoors, as if you miss, these can be incredibly difficult to find, even with a metal detector.
- All damaged equipment should be reported to the equipment officer or the field captain. It is dangerous to shoot with damaged equipment as this may result in injury to either yourself or others around you. Particular notice should be paid to arrows that are bent or have broken nocks.
- Always use a stringer to string/destring a bow. If you don't know how to do this, ask an experienced archer to demonstrate.
- Wear appropriate clothing. Loose, baggy tops can catch the bowstring as it is released. Either wear a tighter top or make use of a chest guard. For the same reason, long hair should be tied back to prevent it getting ensnared with the bowstring. Earrings, necklaces and badges may also cause problems. Open soled shoes, e.g. sandals, should not be worn as you may accidentally stand or trip on an arrow in the ground.
- We highly recommend that you always use a tab/release-aid and armguard while shooting. Consult an experienced archer if you don't know how to use these.

CUB FIRST AID CODE OF PRACTICE

The nature of archery as a sport means that injuries are likely to be either very minor, or major and therefore requiring emergency attention.

Locations

- University of Cambridge Sports Centre
 - Minor cuts and abrasions – Use Sports Centre first aid kit
 - Otherwise – Find Sports Centre trained first aider (always on site) or call ambulance
- CSA Rifle Range on Elizabeth Way
 - Minor cuts and abrasions – Use CSA first aid kit
 - Otherwise – Call ambulance
- Churchill College Playing Fields (Outdoor shooting)
 - Minor cuts and abrasions – Use CUB first aid kit in shed
 - Otherwise – Call ambulance

Treating Injuries

Only a qualified first aider should treat another person's injuries. However, any person can apply first aid on themselves. When treating an injury the first aider should always be careful to protect themselves. It is important to wear the gloves provided in the first aid kit, especially when treating open wounds. Gloves should then be disposed of appropriately.

Accident Reporting

- Incident/Accident Report Forms are available at all shooting locations. Any accident where there is cause for concern, when an ambulance is called, or when the injured party is advised to seek further medical attention, should be recorded on an Incident/Accident Form. Any form of head injury must always be reported on an Incident/Accident Form. Near misses or incidents should also be recorded on an Incident/Accident Report Form.
- Committee members are responsible for the secure storage of completed forms as per GDPR data protection regulations. Committee members are responsible for returning forms to the Safety Officer, Physical Education Department.
- If an archer from a visiting club is injured during a competition hosted by Cambridge University Bowmen, the club has a responsibility to record the accident.

CUB COVID-19 SAFETY POLICY

Please note: these safety guidelines apply in addition to the general rules for archery safety, and have been drawn up in line with UK government guidance, as well as guidance from Archery GB.

CONTACT TRACING & SYMPTOMS

- Please alert the club **immediately** if you are showing symptoms of Covid-19/infectious disease, and do not attend sessions, even those you already have booked.
- If a member of your household or an individual you have been in contact with is showing symptoms/has tested positive for Covid-19, you must not attend sessions for a minimum of 14 days, and we ask that you alert the club.

PHYSICAL DISTANCING

- At all times, you must stay a minimum of 3m (outdoors) or 2m (indoors) distance from all other archers, other than those from your own household. We will be operating under a system of two archers per boss, across two details, and shooting at separate target faces.
- When walking to collect your arrows, you must stay within your lane, and ensure you do not cross towards other targets. Archers will also collect their arrows in details. If you miss the boss, you should alert the Range Captain when the party moves to collect.
- When shooting outdoors, only the owner of a missing arrow will be allowed to search for that arrow, remaining 3m from any other archers collecting arrows while doing so. Archers who miss the boss multiple times may be asked to retire for the session by the Range Captain and to shoot at a shorter distance at future sessions, to minimise both time spent searching for arrows, and the likelihood of damaging the track at the range site.

EQUIPMENT & SANITISATION

- During a session, you are only permitted to shoot on the boss assigned to you, and may not swap to an alternative boss. When shooting outdoors, you will also not be allowed to change the distance during a session.
- Each archer will be provided with/should bring their own target face and pins, which they will be required to bring and use for each session and must not share with other archers. When removing arrows, you must only touch your target face (avoid touching the boss). Do not pull each other's arrows or shoot on each other's faces.
- There will be designated archers – known as the field party – who will be responsible for setting up and taking down the equipment. If your arrow must be pulled from another archer's target face or boss (or vice versa), please alert the field party and they will remove the arrow for you using appropriate PPE.
- At no point should you touch another archer's equipment (including target faces, pins and arrows), whether it is club-loaned or privately owned. There will be no access to the club toolbox.
- Hand sanitiser will be provided for each boss, and you must sanitise your hands regularly: at minimum, before you begin shooting and before packing up your equipment. It is also recommended you sanitise your equipment.

LIMITED ACCESS

- We ask that archers only attend the range during their pre-assigned sessions, in order to keep the number of archers at the range at any one time to a safe number.
- There will be no spectators allowed, and only archers who intend to shoot may attend the range.