



## **Cambridge University Bowmen Safety Guidelines**

These guidelines are designed to prevent damage to either person or property during the activities undertaken by the Cambridge University Bowmen (CUB). Both members of the society and its guests must adhere to these guidelines. Separate sections give the responsibilities of various people involved with shooting. Some apply to specific people in charge at a shoot run by CUB, while others must be adhered to by all those present at a shoot.

**All paid up members of the club should familiarise themselves with the full set of guidelines (sections 1-3) so that they can fully ascertain their responsibilities, members should pay particular attention to sections 1 and 2.** Beginner archers are expected to be fully supervised by experienced members of the club and must read the guidelines applicable to them (sections 1-2) before they are allowed to take part in the club's activities. **All archers must sign an acceptance form to say that they have read the relevant parts of the guidelines and agree to abide by them.** Verbal acceptance will not be recognised.

### **1. Safety Guidelines**

Safety is the responsibility of all archers, whether they are committee members, members of the club or just 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. One blow on the whistle, or the verbal command 'SHOOT', indicates that it is safe to commence shooting. Two 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 and are in the process of shooting 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 apart from ground quivers and scopes must be left behind the waiting line when not in active use. This ensures that the shooting line is clutter free and that archers can move around it freely. It also allows the field captain a clear view of the whole shooting line.
- Bows should only be drawn on the shooting line, regardless of whether or not an arrow is nocked on the bow at the time.
- 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 whilst 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 and untended arrows can cause injury!
- 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. All arrows should have 3 fletchings (or feathers) that are firmly fixed to the arrow shaft.
- 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 shoulder guard. For the same reason long hair should be tied back to prevent it getting ensnared with the bowstring. Earrings, necklaces and badges can also cause problems so it's best to take them off. Open soled shoes, e.g. sandals, should not be worn as you may accidentally stand or trip on an arrow in the ground.
- Always use a tab and bracer/armguard while shooting. Consult an experienced archer if you don't know how to use these. If you don't then you may end up with very sore hands and arms after shooting.

## **2. Cambridge University Bowmen 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

## **3. Roles of officers in the club:**

In taking up a position of a Club Officer (or committee member) an individual must understand that they are accepting responsibility and they must fulfil those duties to the best of their ability without negligence.

The key roles of certain persons at a club shoot are listed below:

- i. Club Captain
- ii. Field Captain
- iii. Equipment Officer
- iv. Novice Officer/Beginners Coach
- v. Secretary
- vi. Junior Treasurer
- vii. Experienced Members Coach

- viii. Tournaments Officer
- ix. Webmaster
- x. Social Secretary

**i. Safety Guidelines Applicable to Club Captain:**

This should be an experienced member of the club as appointed by the society at the club's Annual General Meeting or at an Extraordinary General Meeting as specified by the club's constitution. The club captain is responsible for overseeing the overall safety of people and property during the activities of the club. They must ensure that members of the club are aware of their duties and that they carry them out accordingly. The club captain must ensure that the society is fully insured against liability at club events. They are responsible for appointing suitably qualified field captains and beginners' coaches.

The club captain is responsible for ensuring the club procedures are compliant with University Policy and the Statutes and Ordinances concerned with University Sports Clubs and Societies. The club captain is the point of liaison with the Physical Education Department Safety Officer and University Safety Office. The club captain must ensure continued adherence to Archery GB Rules of Shooting. The club captain is responsible for ensuring the club risk assessment is up to date and all safety documents are reviewed yearly.

**ii. Safety Guidelines Applicable to Field Captain:**

The Field Captain is the most senior member of the committee present at a shooting session deemed experienced enough by the captain, and if no committee member is present the most experienced member deemed able by the captain. At a competition the Field Captain is the tournament organiser, or a person appointed by the tournament organiser.

The field captain is responsible for the overall safety of the shoot and must ensure all safety guidelines are enforced. As such they have the authority to prevent a person shooting at a club event if they deem that they pose a safety risk. The orders of the field captain must be obeyed by all present at a club shoot. It is the responsibility of the field captain to appoint a new field captain, in line with the above requirements, if they need to relinquish their duties at a club event. No shooting may take place without the presence of a suitably qualified field captain.

- Responsible for familiarising themselves with the Risk Assessment and ensuring all risk control measures are in place.
- Responsible for securing the range, indoors and outdoors. Indoors, doors forward of the shooting line must be locked to prevent access to the range whilst shooting is in progress. Outdoors, warning signs should be erected stating archery is in progress. All sides of the range accessible to the public, besides the shooting line, must be clearly roped off. An area should be considered accessible even if members of the public must trespass to enter.
- Indoors, suitable backstop and side netting should be erected to prevent errant arrows ricocheting off walls back towards the shooting line.
- Outdoors, a suitable run off area behind the targets must be provided in accordance with Archery GB Rules of Shooting guidelines into which any errant arrows will fall safely. A safety area must also be maintained to either side of the targets as laid out by Archery GB. Distances should be measured to ensure compliance with the regulations.

- Bosses and stands must be firmly anchored to the ground to prevent them falling over and causing injury or damage. This is especially so outdoors in moderate/high winds.
- They must ensure no persons/animals violate the archery range whilst shooting is in progress. A lookout must be maintained to prevent this happening. The field captain must be able to see all of the shooting area so that any hazards can be spotted.
- Responsible for checking that all missing arrows are recovered from the range after practice. Arrows still pose a hazard even when not in motion. This is especially the case on shared sportsgrounds where other people make use of the shooting area. A record must be made of all missing arrows.
- After shooting the field captain must ensure that the range is left in a clean and tidy state. All equipment must be returned to its storage areas. Warning signs need removing and doors unlocking where necessary. Outdoors they must ensure that all wooden splinters from damaged target stands are removed from the ground and disposed of safely – they pose a danger for anyone using the field afterwards.
- A waiting line should be set up at least 5 yards behind the shooting line. Archers should not be permitted forward of this line when not shooting unless they are coaching another person who is shooting. All equipment must be kept behind the waiting line. This is necessary to prevent damage to equipment when people move onto and off the shooting line. It is also required so that the field captain can get a clear view of the shooting line.
- The field captain is responsible for giving the signal for when it is safe for archers to shoot and when they can collect their arrows. One whistle signals that it is safe for archers to begin shooting. Two whistles indicate that it is now safe for archers to collect their arrows from the targets. Repeated whistles indicate that archers must stop shooting immediately and not shoot any arrows that are already nocked. Alternatively voice commands may be given if a whistle is not available. 'SHOOT' indicates that archers may shoot their arrows. 'COLLECT' indicates that it is safe to collect arrows. 'FAST' or 'STOP' indicate that all archers must stop shooting immediately.
- They should ensure that all reports of damaged equipment are conveyed to the equipment officer. When coaching beginners they should ensure that either the novice coaches or equipment officer checks the equipment before a beginner uses it.
- In the event of thunderstorms they ensure that all archers cease shooting and evacuate to a safe place. Holding a long lightning conductor in one hand during a storm can seriously shorten your lifespan!
- No archer is allowed to wear headphones on the shooting line as they may not be able to hear warning signals.
- The field captain must ensure that there are enough targets to cope with the numbers wishing to shoot. There should be a maximum of 3 archers shooting on one boss at any one time. If there are too many per boss then extra bosses must be used to prevent overcrowding on the shooting line.
- They should ensure that the club is covered by insurance while shooting is taking place. They are responsible for checking that all archers are affiliated to Archery GB or have paid the appropriate target fee if they are a beginner trying out the sport. If the club treasurer is present then this task will normally be handled by them. They should ensure that all archers are aware of the club's safety guidelines.
- If shooting is taking place at the Elizabeth Way Rifle Range they must ensure specific safety precautions are taken into account with regards to the use of this facility. The use of vacuum cleaners to clean up after shooting the bosses is forbidden at the target end of the range. This is because of the large accumulated lead dust, which lies around this area and will be blown into the air when using a vacuum cleaner. Safety guidelines laid out by the CSA for use of the range must be obeyed.
- They should report all incidents and near misses within 24 hours to the appropriate Committee Member who will forward the information to the PE Department in the form of Incident/Accident Report Forms.

**iii. Safety Guidelines Applicable to Equipment Officer:**

This should be an experienced member of the club as appointed by the society at the club's Annual General Meeting or at an Extraordinary General Meeting as specified by the club's constitution. The equipment officer is responsible for the upkeep of the club's equipment. They must ensure that all club bows and arrows are safe to use. Any damaged equipment must be reported to the equipment officer who will then have the responsibility of ensuring that it is repaired before next use. They must ensure that all club equipment is returned after use. In the event that they are not present at the shoot then they or the field captain can delegate these duties to a responsible member of the club for the duration of the shoot.

- They must ensure that all club equipment is in a state of good repair such that its proper use poses no safety risk and carry out regular safety checks. They must ensure that all equipment is safely stored.
- They must advise the club committee on new equipment required and check all new equipment purchased is safe to use.
- They should immediately remove damaged and unsafe equipment. If equipment must be disposed of then this should be done in an appropriate manner such that another party cannot find it and subsequently use it.
- They should check that all beginners' equipment is safe to use as novices can't be expected to recognise defective equipment. They should check that equipment is returned in safe working order.
- Arrows should be checked to see if they are straight. Bent arrows should be repaired or discarded. Nocks should not be cracked as this can cause accidental 'dry firing' or misloosing. Each arrow should have 3 fletchings fitted firmly to the rear end of the shaft. All arrows should have points, which are firmly fixed into the front of the shaft. The shafts should not be cracked or damaged.
- Bows should not have broken limbs, which may shatter upon drawing. Strings should be of the right length for the bow and in a good state of repair. All fibres must not be broken and the servings should not be coming apart. The correct type of string material should be used for a given bow. Failure to do so can result in strings breaking upon drawing the bow with uncontrollable consequences. Arrow rests should be in good order. Sights should not impede an arrow's flight through the arrow shelf.
- Targets should be securely fixed and not liable to break during use. Stands should be able to take the load of a boss without breaking.
- They must produce an annual inventory of club equipment.
- They should ensure provision of appropriate first aid equipment and Accident Books. First aid supplies should be replaced when used.

#### **iv. Safety Guidelines Applicable to Novice Officer/Beginners Coach:**

This should be an experienced member of the club with a minimum of one year's experience shooting either with the club or another Archery GB affiliated archery club. It is the club captain's responsibility to state whether in their view a member of the club has the necessary experience to fulfil this role. They are responsible for supervising beginners to ensure that they shoot safely. They must ensure that novices are shooting with appropriate equipment.

- Equipment used by beginners should be checked prior to use as novices can't be expected to recognise defective equipment.
- Arrows should be checked to see if they are straight. Bent arrows should be repaired or discarded. Nocks should not be cracked as this can cause accidental 'dry firing' or misloosing. Each arrow should have 3 fletchings fitted firmly to the rear end of the shaft. All arrows should have points, which are firmly fixed into the front of the shaft. The shafts should not be cracked or damaged.

- Bows should not have broken limbs, which may shatter upon drawing. Strings should be of the right length for the bow and in a good state of repair. All fibres must not be broken and the servings should not be coming apart. The correct type of string material should be used for a given bow. Failure to do so can result in strings breaking upon drawing the bow with uncontrollable consequences. Arrow rests should be in good order. Sights should not impede an arrow's flight through the arrow shelf.
- The correct length of arrow should be found for a novice. They should not be allowed to shoot with an arrow that is too short. There is a danger that they will pull it off the arrow rest and possibly cause injury.
- Tabs and bracers should be given to beginners to prevent injuries during shooting.
- Missing arrows should be reported to the field captain at the shoot.
- There must be enough targets laid out to cope with the numbers wishing to shoot. There should be a maximum of 3 archers shooting on one boss at any one time. If there are too many per boss then extra bosses must be used to prevent overcrowding on the shooting line.
- Any damage to equipment should be reported to the equipment officer.
- Novices should be shown the rules, which they must obey as listed above, and made to sign that they have read and understood them.
- Coaches should ensure that non-members have paid the appropriate target fee either to themselves, the field captain or the club treasurer if present.
- Coaches should make sure that all novices are given adequate instruction on the safe operation of a bow before they are allowed to shoot.

**v. Safety Guidelines Applicable to Secretary:**

This should be an experienced member of the club as appointed by the society at the club's Annual General Meeting or at an Extraordinary General Meeting as specified by the club's constitution. The secretary is responsible for collecting an acceptance form ("Safety Form") for all members to say that they have read the relevant parts of the guidelines and agree to abide by them. The secretary should also register all members with Archery GB in a timely fashion to ensure insurance cover and check that beginners are covered by some form of insurance. Safety guidelines and forms should be regularly maintained to ensure they comply with Archery GB Rules of Shooting.

**vi. Safety Guidelines Applicable to Junior Treasurer:**

This should be an experienced member of the club as appointed by the society at the club's Annual General Meeting or at an Extraordinary General Meeting as specified by the club's constitution. The treasurer is responsible for ensuring that all those taking part in shooting at a club event are fully paid up members of the society. Alternatively, in the case of novice archers who are trying out the sport they must collect the appropriate target fee. Failure to do this will invalidate the club's insurance as provided for by Archery GB affiliation for that shoot. In the event of their absence at the shoot they or the field captain can appoint a deputy to collect the relevant fees.

**vii. Safety Guidelines Applicable to Coach:**

This should be an experienced member of the club with a minimum of one year's experience shooting either with the club or another Archery GB affiliated archery club. It is the club captain's responsibility to state whether in their view a member of the club has the necessary experience to fulfil this role. They are responsible for ensuring that when they coach experienced archers the safety guidelines are adhered to.

**viii. Safety Guidelines Applicable to Tournaments Officer:**

This should be an experienced member of the club as appointed by the society at the club's Annual General Meeting or at an Extraordinary General Meeting as specified by the club's constitution. The tournaments officer is responsible for providing a safe means of transport to competitions and following hirer's regulations/policies. For vehicle hires the tournaments officer should ensure vehicles are hired from a reputable company and that the driver checks the vehicle is roadworthy. For overnight trips they should provide records of club members attending, next of kin information, itinerary, and full travel details to a committee member not involved in the trip. They are responsible for ensuring adequate first aid provision in place when competitions are hosted by the club.

**ix. Safety Guidelines Applicable to Webmaster:**

The webmaster is responsible for displaying the current Safety Guidelines and related documents on the club website. These should be easily accessible on a public area of the website.

**x. Safety Guidelines Applicable to Social Secretary:**

The Social Secretary is responsible for organising socials without undue risk.