

# Operating Procedures

## Archery



- All equipment to be collected from and returned to reception by the Instructor and carried in a safe manner.
- Access to the archery area must be secured and notice(s) displayed before starting the activity.
- The instructor must check that all group members are wearing appropriate clothing and footwear.
- A First Aid Kit must be readily available at all times and it's location should be made known to all participants.
- The instructor must ensure that all group members use the area and equipment in a safe and controlled manner.
- The group's own leader, or an accompanying adult should supervise the members in the safe area.
- Safety equipment e.g. arm braces should be used to protect the inner arm from string strike.
- The Instructor, who must have suitable qualifications, must NEVER leave a group unsupervised or be a participating member of the group.
- Clear and concise instructions shall be given to the shooter on the shooting line.
- Arrows must be knocked only after the signal to commence shooting has been given.
- Clear and concise instructions shall be given when participants are retrieving arrows.
- Progressive coaching should be used to improve the group's skill level and the session should be made as interesting as possible.
- It is the responsibility of the activity instructor to ensure that all equipment is stored correctly at the end of the session.
- If using outdoor range, overshoot area beyond hedge to be checked for people/animals prior to the activity commencing

*Further, more detailed procedures and associated factsheets are at the rear of this book for reference*