



Returning to Archery

Phase 1 – Restricted
Shooting

Guidance Notes for Clubs

Version 1
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FOR THE **LOVE** OF ARCHERY

INTRODUCTION

These guidelines currently apply to England, Guernsey, Jersey and Isle of Man only, and relate to the first phase of returning to archery (restricted shooting). They have been produced in line with the Government guidance on public spaces, outdoor activity and exercise published on 11 May 2020, which can be read on the Gov.uk website -

www.gov.uk/coronavirus

Archery ranges in Northern Ireland, Scotland and Wales should remain closed.

Archery is a sport where close contact with others can be avoided. Archery GB has developed a set of practical guidelines for clubs to follow so that restricted shooting can take place in England Guernsey, Jersey and Isle of Man during lockdown, where the local environment allows. The choice to return to archery at this time is one that needs to be made locally by clubs, after considering their own circumstances. There are many clubs who are keen to return to archery as soon as possible, but we appreciate there will be those that have genuine concerns, or their local environment will make shooting safely impossible at this stage. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

These guidelines should be read in conjunction with the guidelines for archers and coaches, and all elements of the guidelines should be considered to ensure activity can be delivered safely.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery as safely as possible during this current phase. **Please do not feel pressured to open your club until you are confident you can do so safely, by following both the Archery GB guidelines and the current government advice.**

Stay alert

The clear Government message is that we can all help to control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly
- Self-isolate if you or anyone in your household has symptoms.

At all times, clubs need to remain flexible and have the ability to communicate changes to their members quickly. Clubs must respond quickly if there is an increase in the virus locally, nationally or if any of club's members or visitors to the range test positive for coronavirus.

PHASED RETURN

A return to archery is taking place on a phased basis, the phases will change in line with the latest government guidelines once it has been published. Currently we are working on a three-phase approach. Please note, these phases are subject to change as the government exit strategy becomes clearer.

Phase 1 - Outdoor only. Family units or individual shooting. Social distancing of at least 2 metres maintained. No social activities, “turn up, shoot, go home” and minimise contact with others. Coaching 1:1 allowed while maintaining social distancing.

Phase 2 – Indoor or outdoor shooting. Limited numbers with appropriate social distancing between archers – Further detail to follow.

Phase 3 – Full training and competition. Indoor and outdoor shooting. Social activities permitted – Further details to follow.

These guidelines cover **Phase 1 only** and will be updated as necessary to reflect future phases of returning to archery led by the latest government advice.

If you have any questions then please email membership@archerygb.org and a member of staff will get back to you, please note a number of the team are furloughed and this may take a longer than usual.

SAFE RE-OPENING OF ARCHERY CLUBS

Whilst the re-opening of archery clubs is managed at a local level, Archery GB has the responsibility to support clubs to make informed decisions. We have created an eight-step plan to provide a simple way to decide whether to open or remain closed for now.

If you are not able to confirm **all** of the following steps, then your club may need to wait until restrictions are lifted further. In this case, perhaps contact your County Association and/or other clubs to see whether they are in a position to offer your members the opportunity to shoot in the short-term.

Eight steps to re-opening

The club has:

1. Gained consensus on re-opening from the committee
 - Committee approve re-opening plan
 - Volunteers and coaches have been consulted and are comfortable with re-opening
 - Safeguarding/Welfare officers briefed (if not on committee)
 - Field Captains and Coaches briefed on additional range rules (i.e. social distancing, 5 metre spacing)
2. Read the guidance from Archery GB.
 - Guidance Notes to Club/Coaches/Archers
 - Risk Assessment Template
 - Example Range Layout
 - Implementing Booking Systems
3. Where applicable, sought confirmation from the land owner on re-opening and shared Archery GB guidance.
4. Undertaken a risk assessment on the range and ability to re-open and manage your members.
5. Preferably targets can be left out and not moved where possible. If moving targets is necessary, then the guidance on moving targets below should be followed.
6. Sufficient hand washing or sanitiser available.
7. A booking system to minimise contact and ensure there is a sufficient capacity.
 - We want to ensure social distancing guidelines are maintained.
8. The ability to mark out the range in line with the guidelines.

If you have answered YES to the eight steps above, then your club may be able to re-open. We encourage you to use the guidance below and please contact us if you require support.

PREPARING THE RANGE

Maintenance of the range may be required prior to opening. The primary consideration should be to ensure volunteer safety when undertaking any maintenance.

The club should undertake a range safety check and update the risk assessment **BEFORE** allowing archers to shoot. All activity should be consistent with the government guidance regarding health, travel, social distancing and hygiene at all times.

Measures for opening the range should include but not be limited to:

- Ensure suitable disinfectant and hand sanitiser is provided
- Disinfect / sanitise all surfaces that are touched, for example door handles/gates, targets
- Allocate individual machinery to one volunteer, and fully sanitise all machinery after use
- Grass cutting as appropriate
- Provide sanitiser spray/cloths at each target

* Any sanitiser should be a minimum of 70% alcohol based.

RISK ASSESSMENT

Clubs need to record how they are implementing the guidance, mitigating the risks and ensuring that they are meeting the Archery GB and Government requirements.

If a club cannot adhere to the Government's safety and distancing guidance the club may have to consider if they can return to archery safely, and if not may have to wait for the next phase or review again, as guidance changes.

Archery GB has provided a template risk assessment for clubs to use and adapt for local circumstances. This must be shared with all volunteers and coaches before they return to the club.

A nominated club volunteer should manage this process and ensure that sessions and archers observe the social distancing and other Government guidelines. An example risk assessment can be downloaded from the Archery GB website.

STAY ALERT

- Archers **MUST NOT** come to the range/club if they show symptoms of any illness but in particular of Covid-19. These are highlighted on NHS Direct and include:
 - A new persistent and dry cough
 - A temperature
- If you are symptomatic, living in a household with a possible COVID-19 infection or if you are classified as extremely vulnerable on health grounds, the guidance is that you should remain at home.
- Archers must notify the club should they develop symptoms after attending the archery range.
- After the session, archers should sanitise their hands, clean their equipment and anything else used at the session.

CLUBS

These guidelines will cover the majority of archery clubs; however, we recognise that not all clubs will be able to open during Phase 1 for various reasons, and clubs should only open if they can confidently meet the guidelines.

- A return to archery in **Phase 1** is outdoor shooting only. Coaching can take place on a one to one basis as long as social distancing is observed.
- Archers must practice social distancing at all times and maintain a distance apart of at least 2 metres. People from different households should not travel in the same car.
- Targets will be restricted to one archer per lane/target or one group of archers if from the same household.
- Provide target faces and target pins to archers for them to keep, and ask that they re-use or dispose of at home after use.
- An example range, showing how individual and archers from the same household can be set up is provided.
- Targets should be positioned 5 metres from each centre. This minimum spacing take effect from 11 May 2020 until further notice, and supersedes **Rule 301 (b) (i) and (ii)**. An example range layout is provided here.
- Club facilities should remain closed and there should be no group archery or club social activity at this time. More information about the re-opening of clubs will be shared as it becomes available.

- Clubhouse facilities including cafe, kitchen or toilet facilities should remain closed. Toilets may be used in an absolute emergency and where [adequate cleaning measures have been put in place](#).
- The *Guidance Notes for Archers* should be provided to all club members.
- We advise clubs, and coaches, to use a booking system that will support lane management, avoid disappointment and stagger timings to minimise encounters between people, including in car parks and at entrances. Turning up at the range without a slot should be discouraged. Please see the Implementing a Booking System information at the bottom of this guidance.
- Clubs with sufficient facilities may wish to partner with other clubs in their locality, should sufficient space be available. There will be many clubs unable to open. This will be for a variety of reasons, including being located on an education site that is not reopening at this time to external groups. We recommend that clubs work together where possible to help the archery community get back to archery.
- It is preferred that targets can be left out and not moved where possible. Clubs that are unable to leave targets out, must carefully manage the movement of targets in between sessions and minimise the number of times they are handled. Where social distancing can't be maintained during this process, [the two people nominated to move targets into place must wear adequate PPE](#). Where possible, clubs should use two members of the same household to do this.
- Clubs may wish to allow archers to shoot as many arrows as possible during each end, reducing the number of times archers have to collect arrows.

Field Archery – In addition to the general guidance above, field archery can take place with archers shooting with one other person not from their household (observing social distancing) or with members of the same household on each target, and at all times keep at least 2 metres from other archers.

Clout, flight and other disciplines – As above, Government guidelines and social distancing measures should apply all times. Any equipment should be handled as little as possible, and cleaned before and afterwards.

COACHING

Coaching can take place as long as the restrictions described within this guide are adhered to.

You may coach:

- One person from outside your household at a time.
- More than one person at a time so long as they are all from the same household.
- Archers that are able to shoot safely on their own without intervention.
- Only on a prearranged basis.
- You can meet with different archers in a single day as long as it is only via one-to-one sessions and you are maintaining social distancing.

The coaching you provide will naturally need to adapt, and you'll need to get used to doing things a bit differently.

Please ensure that you're still working within our policies and codes of conduct. You can re-familiarise yourself with these [here](#).

When you are instructing / coaching:

- Stay at least 2m away from your archer(s) and other people at all times, except in the case of an emergency.
- Do not use physical contact, for example to correct shooting technique. Instead, use non-tactile coaching cues and feedback.
- Do not touch equipment that other people touch, for example, avoid pulling out someone else's arrows, moving sights.
- Do not share equipment between different people at any one time.
- Clean equipment before and after use.

Prepare your return to coaching:

Archery is a great way to improve our physical and mental health at this time. Remember that everyone is experiencing the impact of the COVID-19 situation differently, so it's important to prepare for coaching slightly differently to what you may be used to.

- Reflect on your own needs at this time as well as taking some time to understand the needs of the people you instruct / coach. Be adaptable to help yourself and them take part in an enjoyable way.
- Plan your session to consider how you will meet the restrictions.
- Use the risk assessment that your club / organisation has made.
- Inform your archers about what measures are being taken to ensure theirs and your own safety. This will give them confidence to take part and help them understand how the session will take place.
- Think about the session afterwards and ask for feedback, so you can continue to adapt and improve.

ARCHERS

The *Guidance Notes for Archers* should be circulated to all club members. This guidance is a summary of the notes in this document.

- Individual archers must shoot at a single target but archers from the same household may share a target.
- Archers should use target faces and target pins allocated to you by your club or provided by yourself. Please put up your own target faces and re-use or dispose of them at home.
- Archers must use their own equipment, or equipment loaned to them by their club (any loaned equipment should remain with the archer until government restrictions are lifted further). Sharing of equipment is not permitted. Please take all your equipment home.
- If the club is providing timed slots, please ask that members follow your club's guidance by arriving shortly before their designated time, wearing and with the correct gear and be ready to shoot. After their slot, archers should leave as soon as they have packed away their equipment. Clubs are advised to stagger start times to minimise the risk of archers meeting others outside of their household.
- In order to minimise contact, there is no need for archers to remain at the club if they are not shooting.
- Toilets are to be used ONLY in an emergency, and therefore archers should come prepared.

SPECTATORS & NON-ESSENTIAL VOLUNTEERS

Spectating should be actively discouraged.

Where attendance of a parent/guardian (non-participant) or a carer for a disabled archer is required, it should be limited to one per archer, with social distancing strictly observed while watching the sessions (consider marking out specific boxes/areas for this purpose).

Only essential volunteers should be at the range, and their roles during practice sessions should be logged in the risk assessment.

IMPLEMENTING A BOOKING SYSTEM

It's really important that the number of people visiting an archery club is minimal and shooting opportunities are limited and controlled to ensure the safety of all members.

Where possible, Archery GB recommends the use of booking system, to manage access to the shooting range. There are various booking systems available from a basic email and Excel Spreadsheet to a specific ticketing system.

Facebook offer an event booking system, but it's more aimed at individual appointments for Facebook for Business accounts.

There are a number of online booking systems, which offer a free ticket (and cost you and person making the booking nothing) and a paid option. Each will take a small charge for making the booking – check the fine print.

There are a variety of include Bookwhen, Eventbrite, Clubevent, Bookitbee, TicketTailor, Contigoforms, Openplay and many others.

Things to consider:

- Implementing a short buffer period (e.g. 15 minutes) between lane/session booking slots to allow time for archers to leave before the next archers arrive.
- Consider staggering the start time of lane bookings so that archers do not all arrive/leave at the same time.
- Where possible any payments should be taken online, to avoid handling cash.
- In the long-term booking platforms could be used for other activities e.g. coaching sessions, Have-a-Gos & Beginners Courses, thereby reducing admin for volunteers.

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at www.archerygb.org/covid19