

# Ledbury Archery Club



## Ledbury Archery Club Re-Opening Procedures following relaxation of COVID 19 rules.

### 1 Procedural Aim

The aim is to ensure a safe, considered approach to the resumption of Archery at Ledbury Archery Club (The Club), New House Farm, Putley, by applying evolving Government rules and Archery GB guidelines regarding resumption of sport whilst maintaining social distancing appropriate to the prevailing levels of Covid 19 transmission, and managing / minimising risks to members. These procedures are to supplement, not necessarily replace, the Rules of Shooting.

### 2 Guidance

Government and Archery GB Guidelines should be followed so that shooting may resume in a safe manner for all. Where the Committee feel that the Guidelines issued by Archery GB are inappropriate to the club, will be impractical to follow, or don't go far enough, the committee will discuss and agree alternative procedures to achieve the aim of safely resuming archery at our ranges.

#### **2.1 Guidance from Government**

New guidelines were published by the Government on the 11th May relaxing, to a degree, the previous 'Stay at Home' policy for many members of society. The full details can be found by following this link:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do#public-spaces--outdoor-activities--exercise>

As it pertains to sport, the guidelines specifically state the you may now:

**"Use outdoor sports courts or facilities, such as a tennis or basketball court, or golf course – with members of your household, or one other person while staying 2 metres apart"**

And furthermore, individuals can:

**"Gather in a group of more than two (excluding members of your own household), except for a few specific exceptions set out in law (for work, funerals, house moves, supporting the vulnerable, in emergencies and to fulfil legal obligations)"**



The guidance goes on to state:

**"Sports courts can re-open, but you should only partake in such activities alone, with members of your household, or with one other person from outside your household, while practising social distancing. You should take particular care if you need to use any indoor facilities next to these outdoor courts, such as toilets."**

However, the guidance specifically prohibits the use of indoor facilities, and continues the requirement for persons to keep 2m apart, following established 'social distancing'.

The guidance continues to state:

**"If you are showing coronavirus symptoms, or if you or any of your household are self-isolating, you should stay at home - this is critical to staying safe and saving lives."**

## **2.2 Guidance from Archery GB**

Archery GB issued an announcement to all clubs and members on May 14th that a phased approach will be made to the resumption of shooting in England. The Scottish, Welsh and Northern Irish devolved governments have taken a different view to that of central government and so the guidance issued by Archery GB does not pertain to anyone in those regions.

The full guidelines for Clubs, Coaches, and Members were agreed on May 13th and can be found by following this link:

<https://www.archerygb.org/return-to-archery-phase-one/>

The announcement page also contains a number of documents which contain specific guidance, examples and frequently asked questions which can be downloaded, the contents of which should form part of any re-opening procedures.

All Committee Members must read and understand **all** the Guidelines from Archery GB. All Coaches must read and understand the Coaching Requirements Guidelines and all Members must read and understand the Guidelines for Archers.

The Guidelines for clubs contain an 8-point plan and Risk Assessment Template. The 8 point plan must be agreed to by the committee, and risk assessments drawn up and agreed before the club can re-open.

## **3 Adaptation to Ledbury Archery Club**

Of necessity guidelines issued by Archery GB cannot be of a 'one size fits all' nature, which is why they have been issued as Guidelines rather than as Instructions, Rules or Regulations. Accordingly, the club committee take the view that the guidelines are just that and the club will comply as far as reasonably practical, but in all circumstances specific procedures will be adopted to minimise risk of cross contamination and maintain social distancing.



### **3.1 Drafting Process**

The process of developing procedures to re-open the club commenced a couple of days before the announcement of the slight relaxation of the Covid 19 regulations by the UK Government, the issuance of their new guidelines and the issuance of the phased re-opening by Archery GB.

Following such announcements, a message was sent to all members advising that shooting may be able to be resumed in a limited fashion soon and to watch for updates. Available members of the club's committee met at the club range along with the Landowner (who is also a member of the committee) to discuss the re-opening process and requirements. Minutes of the meeting are available to view on the club's website.

Mark Beaumont, as Chair of the club, was designated as co-ordinator for re-opening.

### **3.2 Members**

#### **3.2.1 Advice of new Procedures**

It was determined that all members would be advised in writing of the new procedures that will be adopted to enable the club to re-open and shooting, in a limited fashion, to resume.

#### **3.2.2 Confirmation and Agreement**

Members would be required to acknowledge understanding and compliance with the new procedures in writing (by email). They will also be required to;

- a) Confirm they have read and fully understand Archery GB's "Guidance Notes for Archers"
- b) State their preferred shooting distance and second preference
- c) State their preferred shooting session and flexibility

If either no response or an incomplete response is received the Archer will not be allowed to shoot.

#### **3.2.3 Booking**

Members will express a preference as to which shooting session they would like to join. Allocation of a booking slot will be on a first come / first served basis. There will be no change to the allocated slot whilst these procedures are in place, however archers may be allowed to swap between themselves provided that the co-ordinator is pre-advised and that the archers will be shooting at the same distance. Without a confirmed booking, an archer will not be allowed to shoot. This is to avoid archers turning up 'on spec' and being turned away as all the available targets are being used.

Family units (ie two archers who live in the same household) will be encouraged to shoot together on the same target, this will maximise the numbers of archers who can shoot whilst still complying with distancing guidelines.



### 3.2.4 New Procedures

**3.2.4.1** Government rules must be obeyed at all times. Under the "Stay Alert" campaign, as pertains to archery these are:

- 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:
  - o A new persistent and dry cough
  - o 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 any thing else used at the session.

*\* Since this advice was published by Archery GB, NHS UK have also included a loss or change to your sense of smell or taste as symptoms of Covid 19.*

**3.2.4.2** At least one committee member is to be present at each session. If more than one committee member is present, they must decide between them who has overall responsibility for the session

**3.2.4.3** The barn will be closed to members and should be considered off limits, as a consequence there will be no equipment set up, socialising or shooting within the barn.

**3.2.4.4** The barn and container will be accessible by members of the committee only to retrieve or replace common use or replacement equipment (measuring wheel, clout flags, ropes, target faces, first aid kit etc).

**3.2.4.5** There will be no shooting on a Tuesday or Thursday initially, although this is expected to be modified at some future date.



**3.2.4.6** Shooting will be divided into two sessions, both to be held on a Saturday.  
Session 1 - 09:45 - 12:00 (09:45 to 10:00 for field set up)  
Session 2 - 12:30 - 14:45 (14:30 to 14:45 for field pack up)

Archers shooting in Session 1 to pack up between 12:00 and 12:15 and aim to be out of the car park by 12:15.

Archers shooting in Session 2 to arrive not before 12:15.

All archers shooting in Session 1 will be expected to arrive in time to assist with field set up.

All archers shooting in Session 2 will be expected to stay and assist in field pack up.

**3.2.4.7** Individual equipment to be set up, as far as possible, at home before arrival. Similarly taking down of individual equipment if possible is to be done at home. Where this is not possible, equipment is not to be set up in the barn or in the car park. A space will be available (marked by a stake) for individuals to use as a base, or station, where equipment may be set up. There will be no tables or other flat surfaces provided (this would be no different to any external outdoor competition that a member would previously have attended).

**3.2.4.8** No club equipment will be available to members - such as whistles, bow stands, stringers, arrows, fletching glue, nocks etc etc, so members are to ensure they bring all the equipment and spares with them that they may need.

**3.2.4.9** Individual archers must bring to the field suitable protective gloves for handling target stands, bosses, etc and an effective face covering. It would also be recommended that a camping or garden chair be brought, along with a suitable sanitiser (for sanitising their own equipment and hands before and after shooting), sun cream, suitable head gear and clothing for the anticipated weather, and lighter gloves for arrow retrieval if not wanting to use their protective gloves. No refreshments will be served by the club, but there will be no objection to members bringing their own provided they are consumed at their station.

**3.2.4.10** On arrival at or departure from the car park social distancing (2m or above) is to be maintained. In practice this will mean that you should not go to your vehicle whilst someone is at an immediately adjacent vehicle.

**3.2.4.11** Whilst archers are not shooting (ie waiting for their detail or waiting to collect their arrows), they should return to their station and not wander around or up and down the line.



**3.2.4.12** The guidelines issued by Archery GB require archers to be issued with their own target face and face pins. The Committee have considered this and feel that there is a greater risk of cross contamination by changing the face between archers and that wearing gloves is a better solution. However, if archers do not agree with the Committees decision in this regard, target faces and appropriate pins will be available but the archer will then be responsible for that face and those pins and be required to take them home and bring them to subsequent sessions, whilst ensuring they are placed somewhere where they will not be exposed to Covid 19 when away from the club. It would also be recommended that the individual archer sterilise the pins between sessions (and face if possible).

**3.2.4.13** When collecting arrows from the target (and at all other times) social distancing of 2m must be maintained. Do not call anyone close to check line cutters etc. Gloves must be worn at all times when retrieving arrows, unless an individual archer has opted for his / her own target face (even then there is the possibility of touching the boss when pulling arrows, so gloves would still be recommended).

**3.2.4.14** If an arrow is lost an individual archer (or family unit) may search for it for a maximum of 3 minutes. For this reason, it is recommended members choose a distance to shoot at that they can be reasonably certain of consistently hitting. This is not the time to consider 'stretching' your abilities.

**3.2.4.15** A brief period may be allocated at the end of each session to look for lost arrows, others may join the search in a line whilst keeping 2m apart. If you believe you have found a lost arrow DO NOT TOUCH IT, call the arrows owner to retrieve it. Bear in mind that metal detectors may only be used whilst wearing gloves.

**3.2.4.16** Archers will only be able to shoot at one distance, which would be nominated when acknowledging these procedures. Moving targets during a session is impractical as it may well have an impact on the distance between targets and therefore others who are shooting. For this reason, there will be no scorecards or recognised rounds shot, at least initially. Shooting must only be viewed as a practice at this stage. To negate this, we can consider a change of target face (eg from 60 cm or 80 cm to 122 cm part way through the session) - but we would rather not....

**3.2.4.17** There will only be one archer or one 'family unit' per boss per session. We would encourage family units to shoot at the same distance if possible as this will maximise the number of archers we will be able to accommodate per session.



**3.2.4.18** The toilet facilities will, in general, be closed, and only available for 'emergency' use. Anybody who does make use of the toilet must ensure all surfaces are thoroughly disinfected afterwards. A suitable disinfectant will be made available for this purpose.

**3.2.4.19** There may be an opportunity for some clout shooting, although this is not guaranteed, as currently the 'usual' clout range is unavailable. If clout becomes available then it will be across the road at the bottom of the farm on one of the alternate Archery GB approved clout ranges. All equipment is to be handled wearing appropriate protective gloves and social distancing of 2m is to be maintained at all times.

### **3.2.5 Compliance**

If we are to resume shooting in a manner that is safe for everyone, we cannot unfortunately have archers doing their own thing. The Committee have carefully considered these procedures and believe that by resuming shooting in this manner we will all keep safe and minimise the risk of either contracting Covid 19 or passing it along to someone else. It is for the reason we must all follow these rules and anyone who is not able or willing to do so will not be allowed to shoot at Putley. Depending on the severity of the infraction, if an archer is consistently breaking the rules, they may be asked to leave the session.

## **3.3 Range & Shooting Grounds**

### **3.3.1 Barn / safety zone**

As there will be no use of the barn, or track between the field and the barn, there will be requirement for a 10m 'safety zone' between ranges, which will allow greater spacing between bosses.

### **3.3.2 Range equipment**

The equipment is to be set up prior to commencement of shooting on Session 1, and taken down after completion of shooting on Session 2.

### **3.3.3 Marking out**

Waiting 'stations' are to be marked out using stakes. Similarly target 'lanes' are also to be marked out with stakes on the shooting line.

### **3.3.4 Range layout**

The range will be set up in a pre-determined manner based on booking requests. There will be 5m lanes and at least 5m between centres of targets at the same distance. Targets will be laid out in a staggered manner, allowing for targets to appear close together when viewed from the shooting line although in reality they will be far apart as the distances will differ. By adopting this layout, we can cater for more archers shooting (minimum of 10 per session), but only when shooting is carried out in two details (ie the first detail at the shorter distance and the second at the longer).



### **3.3.5 Changes to layout between sessions**

There may be minor changes in range layout between sessions to cater for the different distance requirements of the archers shooting the second session.

### **3.3.6 General range configuration**

The traditional range set up of closest targets to the left and furthest to the right may not always be able to be followed, although that will still be our general guiding principal.

### **3.3.7 Setting up / taking down the range**

When setting up or taking down equipment you must observe the following rules:

- a) Landowner is to be the only driver of the Tractor
- b) There should only ever be 1 person inside the trailer at any one time
- c) When the ground allows, the tractor / trailer unit should be taken on the field and manoevered close to the anticipated target positions.
- d) Protective (not thin rubber) gloves are to be worn when handling target stands, bosses, guy ropes pegs, shooting line, target faces etc
- e) As far as possible only one person is to be handling one piece of equipment, and that person is to view the equipment as being potentially contaminated and act accordingly.
- f) Target stands are to be set up first in the pre-agreed positions.
- g) Target bosses rolled from the trailer to a position adjacent to the stand.
- h) When taking the bosses back to the trailer do not come within 2 meters of others in the field party. Be aware you may have to queue to pass equipment to the person in the trailer.
- i) When lifting bosses onto the stands (or taking bosses off of the stands), by preference this is to be done by a 'family unit', ie two individuals who are living together and who have no requirement for social distancing from one another. If this is not possible then archers should spend the minimum amount of time within 2m whilst lifting bosses, and wear appropriate face coverings whilst doing so.

## **3.4 Scoring and Competitions**

There will be no physical scorecards made available. Initially archers will be unable to shoot recognised 'Rounds' as shooting will only be carried out at one distance per archer. There will continue to be no competitions of any description for the present time.

## **3.5 Coaching**

Coaching will not be available under these initial re-opening procedures.

## **3.6 Adherence**

All members will be required to adhere to these procedures.





## **4 Further actions / Procedural adaptations**

### **4.1 Current situation**

The procedures have been drawn up on the basis of published guidelines as of May 18th 2020. It is anticipated they will be in place until end June 2020, unless guidelines or legislation change significantly in the intervening time or obvious flaws are noted within the procedures which make them unworkable.

### **4.2 Amendments**

Whilst these procedures are anticipated to be enacted as is, they will be kept under review and adapted as deemed appropriate by the Committee. This may include the extension of shooting to further sessions or the implementation of a booking system.

*Agreed and adopted:*

**19/05/2020**

Date: .....

*Mark Beaumont*

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Mark Beaumont  
Chairman

*Robert Oates*

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Robert Oates  
Secretary

*Malcolm Speight*

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Malcolm Speight  
Treasurer