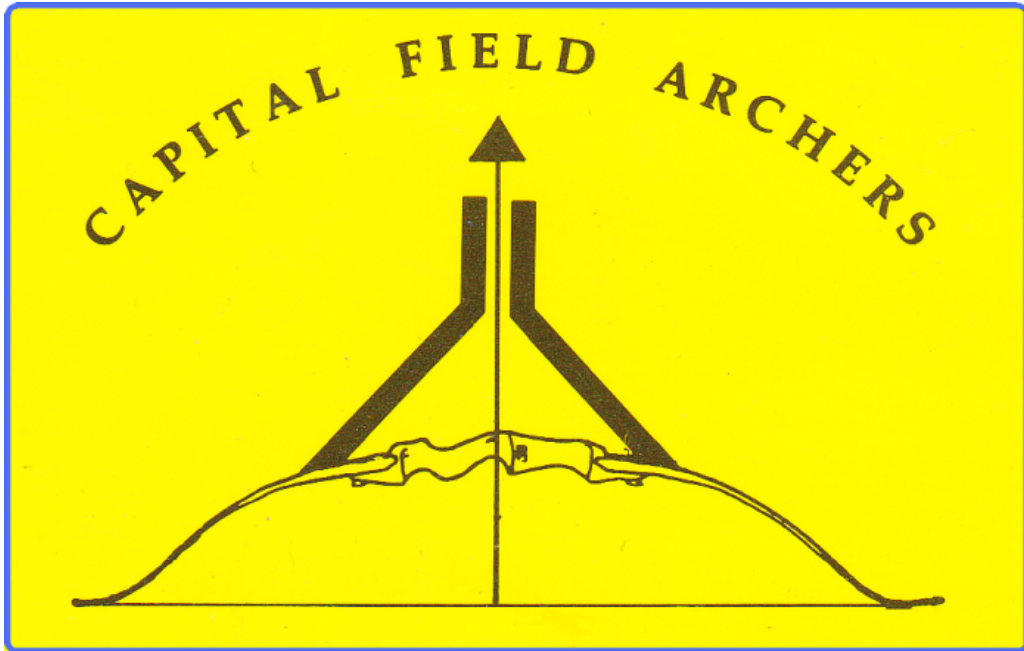


Capital Field Archers Inc.

SAFETY POLICY



Version 1
August 2012

Foreword

Risk taking is a normal part of everyday life and members of CFA are not unnecessarily deprived of this right. The sport of field archery has inherent risks involved with its practise; the CFA Safety Policy can not remove all risk from its practise. You, have chosen to submit yourself to these risks and this is your choice, your free decision. CFA asks you do not threaten the safety of others or deprive them of their choice to take the risk associated with their chosen pastime.

This policy includes the basic standards and operating procedures necessary to ensure the safety of archery conducted by Capital Field Archers (CFA). The source documents for this policy are the safety and risk management policies published by Australian Bowhunters Association (ABA) for the guidance of all clubs under its control.

Archery safety relies upon the exercise of common sense, good judgment and courtesy. However, archery also involves the use of specialized equipment that cannot be assumed to be capable of being operated safely by untrained persons. Further, there are technical aspects such as proper range layout, safety buffers and risk management that all archers should be aware of.

All club members are responsible not only their own safety but also that of others. It is therefore critical that all members comply with this policy, understand the reasons behind it, review it regularly and bring to the attention of club officials areas in which it may be deficient.

Charlie Azzopardi
President

Capital Field Archers
August 2012

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Terms And Definitions

Bow A generic term describing a Recurve Bow, Bare Bow, Compound Bow, Longbow and Crossbow.

Shoot Director

A designated club member responsible for the overall supervision of archery operations at the Field Course and for ensuring that operations are conducted in accordance with this safety policy and ABA Rules of Shoot.

Field Course

A series of targets located throughout a bush land setting that are numbered sequentially from target No 1.

Practise Range

The area designated within which archery operations take place. It may also be called the Range.

High Draw

The process of drawing a bow with the arrow pointed at an unsafe angle above horizontal.

No archer shall draw a bow with the bow hand above the top of the head, when drawing on a horizontal plane. This draw has serious safety ramifications.

Member

A financial member of ABA and the Capital Field Archers, including Full Member, Temporary Member, Associate Member or Life Member.

Release Aid

A mechanical device used to hold the string while drawing a bow and which can then be used to release the string through some triggering action.

Target

The device comprising the butt, frame, stand or carriage and target face/faces.

Target Butt

The part of the target designed to stop and hold the arrows.

Target Face

The coloured paper (or cloth) attached to the front of the butt used for aiming.

Visitor A member of the public who visits the Archery Range. Any visitors who intend to shoot must complete a Temporary Player Form and complete an entry on the applicable sign-on register sheet for that day.

General Safety

Club Grounds

The club has entered into an agreement with the Tuggeranong Archery Club (TAC) to utilise the TAC field course area. Capital Field Archers (CFA) has the responsibility to comply with the *TAC rules and regulations* covering this area, extract below:

201. The club subleases the area for the main target range from the Australian Capital Territory. Permission to site temporary structures on the land adjacent to the range and inside the security fencing has been granted. A local grazier has a licence to graze cattle on the range at any time. Public access to the range is also possible. All archers must therefore be aware that people and animals may encroach upon the range when archery is in progress. The club does not have ownership of the range and the land on which any of its structures are located and diplomacy must be exercised when warning members of the public to remain at a safe distance.

202. The areas from which members of the public are likely to inadvertently enter the target range are through the fence at the southern end and from the tree line bordering the western side (see Annex 1). Warning signs are located in these areas but members are encouraged to maintain vigilance.

203. The club has obtained permission from the ACT Government Department of Territory and Municipal Services to establish a field course near the target range. A map showing the location of this field course is at Figure 3. This area is open to the public and is also subject to the grazing licence mentioned earlier, so considerable extra caution is to be exercised when using the field course. In particular, archers should recognize that other users of the area have right of way over them, and should behave accordingly.

Further more, the agreement states CFA can only use their course and practise butts on agreed CFA shoot days. The rest of the time the FITA

field course is to be used in accordance with TAC guidelines on the Field area.

General Safety Rules

Members who bring guests to the range are responsible for ensuring that those persons comply with this policy. All persons on the range must observe the following general safety rules:

- All non-members wishing to shoot must first fill out a Temporary Player Form and complete an entry on the applicable sign-on register sheet for that day.
- Archers must wear appropriate footwear at all times. In particular, thongs are not appropriate when shooting.
- Persons involved in archery operations must not consume alcohol or drugs. No person under the influence of alcohol or drugs is permitted to enter the field of play and shoot.
- Headphones or ear coverings must not be worn while shooting or on the Field of Play.
- Arm guards chest protectors and tight fitting clothes are recommended.
- Hats, earrings, rings and other items likely to interfere with the operation of archery equipment should be removed.
- A bow must never be drawn with an arrow fitted unless the bow is pointed towards a target and the field of play is clear of all persons.
- Never run on the Field Course
- Always walk behind archers standing on the shooting line.
- Do not disturb adjacent archers when approaching shooting or leaving the shooting line.
- Avoid touching other archers with your equipment.
- When approaching a target, look for arrows that may be on the ground.
- Approach the target from the sides to avoid arrows in the target.
- When pulling arrows, pull from the side of the butt and ensure other persons are clear. (two people can pull from each side of the butt)
- Never pull an arrow toward your face.
- When proceeding to and from the target do not stray into adjacent lanes. If searching for lost arrows, maintain the prescribed safety buffers.
- Archers are to ensure that their equipment is in good condition, paying particular attention to arrows, bow strings and bow limbs.

- Archers should accept advice from club officials, committee members and other senior members of the club concerning the safety of their equipment.
- Archers are to ensure they are not using their equipment in a manner that is dangerous to either themselves or other persons on or near the range.
- Archers should accept advice from club officials, committee members and other senior members of the club including registered coaches concerning the safety of their behaviour.
- If an arrow should pierce a person an ambulance should be called immediately. Arrows should not be removed unless absolutely necessary, as removal may cause further injury and allow greater bleeding.
- Unless shooting a clout round, use of a High Draw technique is not permitted.

Field Course Safety Rules

The Field course is hazardous due to the presence of vegetation and terrain that reduces visibility around the course, shooting points which are not flat and level all of which may increase the likelihood of missed shots. Members are to bear this increased risk level in mind while using the field course and are to comply with the following field specific rules as well as with the general safety rules:

- Archers are responsible for noting weather conditions and their effects on the paths and shooting points of the field course. Rain and frost can increase the caution need to traverse steep paths.
- Archers in any event should have enough arrows to complete the event and only return to search for any lost arrows at official breaks in events and only with shoot director's permission.
- When shooting on the field course, archers looking for missed arrows must prop their bow against the front of the target. This warns following archers that the target is still in use and that an archer may be out of sight behind the target.
- Archers may only enter and exit the field course via the approved entry / exit point shown in and must keep to the marked tracks.
- The field course is to be travelled in only one direction (clockwise),

- between target butts in ascending numerical order. That is, archers may start at target 1 and progress through the course via target 2, target 3 etc in order. Safe places to begin the field course are at targets 1, 7 and
- If an archer decides not to shoot every target, then the archer must still leave the course by following the marked tracks in order to the exit.
- Snake and Spider bite are a hazard of the field course, archers should be aware of potential of these occurrences and modify their activities to suit. For example: Where possible do not use the course alone, wear covered shoes and long trousers, avoid overturning rocks and logs unnecessarily and in the event of encountering snakes and spiders leave them alone.
- Not all dangers lie at ground level so be aware of objects near head and eye level.

Introduction of New Members and Beginners to the Field Ranges

Capital Filed Archers enforces a rigid code of practice that no person shall be permitted to shoot the field ranges until such time that the Club Coach or delegated Senior Archer is satisfied that the person is able to exercise a desirable standard of control of the bow and arrow, (a simple test is that the person is able to keep the arrow landing in the butt). This standard is to be attained on the Club's Practice Butts. All new members must be qualified before being permitted onto the field ranges.

The new member, irrespective of age, must be accompanied by a senior club member when shooting the field range for the first time. The new member shall not be permitted onto the field range unaccompanied until the new member has acquired field range skills, which shall comprise completion of the following standards.

All new members, other than cubs (under 13 years of age) shall shoot the field range from the cub shoot markers, and shall continue to shoot from that marker until approved to shoot from the correct age marker by the club coach or by the shoot director or their delegate on the day.

A cub shall shoot half the cub distance.

The new member shall continue the introductory sequence until successfully completed.

On successful completion of the field range introduction, the new member shall be then subjected to the club's normal range practices.

Club competitions

Capital Field Archers recognise the importance of setting goals to attain a desired level of proficiency. The goals may include standard to be judged against other club archers. If this is the case friendly rivalry is encouraged, however the club shoots are based more towards a social gathering as most archers tend to compete against themselves rather than against each other to the detriment of the social aspect.

The ABA bow check policy will be enforced for every club shoot to assist in the mitigation of danger from equipment failure.

Working on the Range

Organised working bees should be conducted under the supervision of a club official who will assign tasks to club members. Members should also consider the following work-related hazards during routine archery operations:

- Moving heavy target butts about the range without assistance.
- Conducting maintenance without adequate help, experience and safety gear (e.g. goggles, gloves).
- Removing arrow points from target butts with inappropriate tools such as folding knives.

Archery Equipment

Arrows

- Arrows should be inspected regularly for damage (cracks, loose points or nocks, bends) and preferably after each end.
- Damaged arrows present a hazard and must not be shot.
- Arrows should be matched; being the same type, size, length, and fitted with the same points, fletches (vanes) and nocks.
- Arrows designed for target and field shooting only must be used.

- Arrows fitted with broadhead points are prohibited at CFA .

Bows (General)

- Bows should be inspected for damage (cracks, loose fittings, limb misalignment) every time they are shot.
- Bows should be strung in a safe manner (preferably with an appropriate bow stringer)
- Bowstrings and arrow rests should be checked for damage and excessive wear before shooting.
- Bows must never be dry-fired (without an arrow fitted).

Bows Compound

- Bowstrings, cables and arrow rests should be checked for damage and excessive wear before shooting.
- Only a suitably trained person should carry out maintenance on a compound bow using appropriate equipment
- Release aids should be inspected regularly.
- Where a release aid uses a rope to hold the string that rope should be regularly inspected and replaced when signs of excessive wear are evident.

Field Course

The CFA field course is located in an area 300 metres North from the entrance gate to the TAC target field of play. The field course is accessed by following the track from the entrance gate towards the Murrumbidgee River.

The field course has been laid out in accordance with the safety guidance provided by Australian Bowhunters Association.

Specific features of the layout are as follows:

- Shooting and overshoot zones for each target are sited to ensure there is no overlap of these zones between targets. This minimizes the possibility of arrows overshooting into the zones for another target.
- Lines of sight for each target are such that archers should be able to detect movement by archers, members of the public or animals within the shooting and overshoot zones for the target. This minimizes the risk that archers will shoot into the area while it is occupied.
- Tracks between targets are set out and marked to minimize the

possibility of archers straying into another target shooting zone or overshoot zone. .

- Each target is provided with an overshoot zone funnel with the width of the zone at the target face determined by the longest distance to be shot at that target using the same calculations as for target archery.
- The length of the overshoot zone is no less than 50 metres beyond the target.
- The length of the overshoot zone is increased for those targets where the direction of shooting is uphill and also where the terrain may cause skips and ricochets of missed shots.
- Any changes to the course layout will be made in accordance with the safety principles defined above and in accordance with ABA guidance at the time of making the changes.

Shoot Cancellation and Postponement

Archery supervisors must take appropriate action in extreme weather conditions to ensure the safety of archers, officials and spectators.

- When the air temperature exceeds 38 degrees Celsius shooting should be postponed and all persons moved to shaded areas until the temperature lowers.
- Light rain should not of itself warrant the cancellation of a tournament but other considerations such as slippery surfaces, the use of electrical power in wet areas, and cold temperatures must be taken into account.
- Strong winds may blow arrows from arrow rests. Other items such as spotting telescopes, umbrellas, tents and target butts are susceptible to being blown about and therefore present a hazard to persons.
- Storms can be accompanied by violent winds, hail and lightning. Lightning poses a major risk to archers in exposed areas. Storm conditions may warrant a complete evacuation from the Field of Play to sheltered areas.
- Bushfire can move exceedingly fast through the Field Course, eminent threat, extreme fire danger rating or nearby actual fires must be considered carefully as a major threat to a shoot. It is much better to not have people trying to evacuate by foot form the field area.
- In case of emergency the mega-phone, or loud hailer, shall be sounded in siren mode three times. At this members on a shoot should cease the competition, retrieve their arrows and proceed back to the muster point for instructions. The sounding of the siren is a sign of extreme risk.
- On days when conditions are likely to be unfavourable to safety the Club Field Officer, or delegate, shall not shoot but shall stay at the muster point with a working AM radio to monitor local radio stations for notification of a change in conditions for the worse for the shoot area.

Risk Management

Risk Management Statement

Statement:

Capital Field Archers will adopt best practice in the management of risk to support and enhance activities in all areas of Club operations. Management of Risk is to be an integral part of the decision making process, to minimise foreseeable impact to operations, harm to others and damage to the environment and property. We will identify and minimise adverse effects. All members will be trained to implement risk management effectively and to continually improve our risk practices.

Responsibility:

A Risk Management Officer appointed by the Club Committee is accountable to the Committee for the implementation of the risk management process and ultimately responsible for the management of risks in the Club.

All members have responsibility to observe, report any situation or occurrence which may give rise to a risk situation.

Procedure:

A Risk Management procedure has been established, which should be used for guidance by everyone involved with the application of risk management.

Monitoring:

The Club Risk Management Officer will monitor and review the implementation of the risk management program and report to the Club Committee at every meeting.

The Committee will facilitate the development of a common risk management approach across areas of operations and activities by:

- Implementing the risk management program
- Communicating with all members on all aspects of the program
- Reporting on the progress of implementing the risk management program, as such occurs from time to time.

CONTINGENCY PLAN 1

Risk Miscellaneous accident - minor injury

Recommended response and impact See policy documents regarding accident handling & supervision

Other proposed actions Follow policies regarding first aid

Resource requirements First aid Officer, first aid kit

Responsibilities Manager

Timing Immediately

Reporting and monitoring required Follow policies regarding accident reporting procedures

Prepared by:

Date:

Reviewed by:

Date:

Contingency Plan 2. Miscellaneous accident – Major Injury

Steps to take in a major injury crisis. Speed is of the essence!

CONTINGENCY PLAN 2

Risk Miscellaneous accident - major injury, Staff injury or sickness

Recommended response and impact

Appoint Crisis Manager and Team - Apply procedures regarding accident handling & supervision

Other proposed actions Follow policies regarding first aid and follow up

Resource requirements First aid Officer - first aid kit and appropriate contact phone numbers

Responsibilities Crisis Manager

Timing Immediately

Reporting and monitoring required Follow policies regarding accident reporting procedures

Prepared by:

Date:

Reviewed by:

Date:

Contingency Plan 3. Emergency Response Strategy Plan

If a crisis occurs, who's in charge and how is it managed?

CONTINGENCY PLAN 3

Risk Emergency Response Strategy Plan

Recommended response and impact

- Critical incident containment
- Emergency Manager notified
- Emergency Manager to appoint staff to crisis duties

Other proposed actions Notify all Stakeholders - Staff - Volunteers

Resource requirements Emergency procedures

Responsibilities Emergency Manager

Timing As appropriate

Reporting and monitoring

required Follow procedures on reporting of Critical incident

Prepared by:

Date:

Reviewed by: