



ATU Sport
Galway

Archery Safety Policy

These guidelines are designed to prevent damage to either person or property during the activities undertaken by the ATU Galway Archery Club (ATUGAC). Both members of the club 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 ATUGAC, while others must be adhered to by any individual 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.

SAFETY GUIDELINES

Safety is the responsibility of all archers, whether they are committee members, members of the club or 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 range captain. Failure to do so may result in being expelled from the shooting range. A suitably qualified coach must be present whenever shooting takes place.
- The coach will tell you when it is safe to shoot and when you can collect your arrows. Two blows on the whistle indicates that it is safe to approach the shooting line, while a following single blow indicates that it is safe to shoot. The verbal command 'SHOOT' may be used instead for informal sessions. Three 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 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 Archery 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 except for ground quivers or scopes must be left behind the waiting line when not in active use.
- With exceptions for coaching and certain tuning procedures, bows should only be drawn on the shooting line, whether or not an arrow is nocked.
- 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 while 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 range 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.
- Do not shoot pure carbon arrows outdoors, as if you miss, these can be incredibly difficult to find, even with a metal detector.
- All damaged equipment should be reported to the equipment officer or the range 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.
- 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 chest guard. For the same reason, long hair should be tied back to prevent it getting ensnared with the bowstring. Earrings, necklaces and badges may also cause problems. Open soled shoes, e.g. sandals, should not be worn as you may accidentally stand or trip on an arrow in the ground.
- We highly recommend that you always use a tab/release-aid and armguard while shooting. Consult an experienced archer if you don't know how to use these.

ATUGAC 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

- ATU Galway Sports Hall
 - Minor cuts and abrasions – Use Sports Centre first aid kit
- ATU Galway Playing Fields (Outdoor shooting)
 - Minor cuts and abrasions – Use 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, Sports Office.
- If an archer from a visiting club is injured during a competition hosted by ATU Galway, the club has a responsibility to record the accident.

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 Ireland 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.