

LOUGHBOROUGH STUDENTS' ARCHERY CLUB

Code of Practice 2004 - 2005

Archery can be a dangerous sport, therefore:

Please read and follow the information below carefully.

You are required to sign the declaration box on the annual subscription form to confirm you have read and will abide by this code of practice.

Take your Athletic Union membership card to all training sessions/matches as proof of bona fide membership.

When travelling on provided transport i.e. minibuses, coaches, cars - no alcohol is permitted to be carried onto/consumed on board at any time.

Each club member is reminded that he/she is solely responsible for his/her conduct when representing the club at home or away fixtures, trips and training sessions. Any breach of conduct will be looked upon seriously and could result in expulsion from the Athletic Union club and Loughborough Students' Union. Help us to maintain Loughborough's good name at all times!

UNIVERSITY FACILITIES

When using University facilities, all members must abide by the rules and regulations as set down by the Sports Development Centre (copies held by the club committee and the Athletic Union)

GENERAL

The club is affiliated to GNAS (Grand National Archery Society) and abides by its rules and regulations (copies kept by the Committee and the Athletic Union)

For members to score for the club in external competitions (i.e., other than the British Universities Sports Association Championships, and the local BUTTS Tournament or similar friendly matches), they must also be member of LRCAA & EMAS.

Before being allowed to shoot - **all** members are briefed on safety procedures in accordance with GNAS and club rules (summarised rules attached).

At every club session in order to shoot, there must be at least one member (recommended by the Committee) to supervise plus one other club member present.

In the autumn and spring terms, all shooting is held indoors and during the summer term, all sessions outside. There may be on occasion the opportunity to shoot outside in autumn and spring.

Suitable (i.e. not loose fitting) upper garments to be worn.

EQUIPMENT

The club provides all archery equipment for club sessions. It is recommended that all archers purchase their own tab, a bracer and a stretch warm up band after a couple of weeks.

Own equipment may be used but must be checked by the club's Equipment Officer before being used for the first time. The equipments officer has the right to prevent the use of personal equipment if he/she is unsatisfied with it's condition.

Crossbows are not to be used.

Bows may not be drawn in a manner which could allow an arrow to fly beyond the shooting range or safety arrangements.

All equipment, both club and personal, is used at the members own risk. The club accepts no liability for damages or loss of personal equipment. Experienced archers should ensure that all equipment is suitable for their needs.

No club equipment is to be altered in any way without the prior permission of the Equipments Officer.

SHOOTING RANGES

Indoors - the club shoots up to 25 metres indoors with safety netting behind the targets.

It is the session's supervisor's responsibility to make sure that all safety equipment is in place correctly before shooting commences and is put away at the end of each session.

All doors opening on to the indoor range must be locked before shooting commences and any safety signs put in place.

Outdoors - maximum range is field length less 50 yards overshoot.

It is the supervisor's responsibility to ensure that bosses are tied down before shooting commences.

Members must react immediately to any safety signals given i.e. sharp whistle to stop shooting immediately or if "fast" command given.

COMPETITIONS

All competition archers must be an affiliated member of LRCAA when shooting in GNAS championships (entered through the club) in order to score team points.

GNAS dress code (Rule 107b) to be followed when required by the tournament rules.

FIRST AID

Medibags are provided for club use.

Members are encouraged to take the first aid course run by the Sports Development Centre.

Any injuries whether at training, during matches/events at home or away must be reported and entered in the Accident Report Book, held in the Athletic Union office. Also, if on campus, reported to the caretaker on duty in the New Sports Hall.

Please read the following information carefully, and if you are unclear about these procedures, then please call into the Athletic Union.

DUTY PARAMEDIC (Wednesdays and Saturdays - October until March)

Paramedic situated outside PEC rubber crumb pitch – vehicle well marked with logo on sides and blue light on roof. Each team to allocate a “runner” before start of match to contact Paramedic should an emergency arise. Make sure opposition is aware of these procedures before start too!

OUTDOOR MATCHES – walkie talkies will be allocated to those teams the furthest distance from

paramedic point – to be left switched on all the time and used by the “runner” to contact paramedic direct – same person to return walkie talkie to AU immediately after Wednesday fixtures and on Saturdays to JC Bar duty manager. Other teams to use “runner” to contact paramedic. If he/she not at PEC sports turf parking bay – go directly to Security gatehouse, who will contact paramedic.

INDOOR MATCHES/TRAINING SESSIONS – if paramedic needed, locate nearest telephone (see information below) dial 888 and ask switchboard to notify Security Gatehouse for paramedic assistance – you will need to give name of team/club and location. After 5.30 pm, switchboard linked directly to Security. Saturdays and Sundays telephone linked 24 hours to Security gatehouse.

WHEN TO CALL THE PARAMEDIC

- Any head or neck injuries or loss of consciousness

CALL IMMEDIATELY

ON NO ACCOUNT MOVE INJURED PERSON from pitch/area until Paramedic arrives

- Any difficulty in breathing or any form of chest pain
- Any wound other than a graze
- Any injury where loss of sensation/loss of movement or the person cannot weightbear - if suspected break – leave on pitch/court

Location of Internal Telephones

Dan Maskell Tennis Centre

Foyer (white phone)

EHB Squash Courts

Near caretaker's office (maroon phone)

New Sports Hall

Foyer (maroon phone)

PE Centre

Foyer (maroon phone)

Victory Hall

Foyer (maroon phone)

Emergency Security (linked to 888 system) 0800 526966#####

Responsibilities Of A LSAC Session Supervisor

As a approved session supervisor, you must ensure that everything below as well as the points laid out in the Athletic Union Code of Practice for Archery, is adhered to at every shooting session under your supervision, and ensure that any occurrences that occur during the sessions, of an unpleasant nature, or that could affect the well being of the club, are reported to a member of the committee as soon as possible, with details of what happened and who was responsible.

However if it is necessary for you to forego shooting on your designated session, to ensure the rules are met, then please do so. It is the club's well being that is of paramount importance and other opportunities for shooting will be readily available.

Safety

You are in control of the session, and as such must ensure that no one will attempt to shoot, without your instruction to do so. As such, the following rules of safety must be adhered to: -

Ensure that archers...

know who is in charge of a session

do not shoot until instructed to by yourself

stay behind the waiting line until told to move forward by yourself

only draw the bow & nock an arrow whilst astride the shooting line, and pointing towards the target

do not dry fire the bow

do not cross the shooting line until told to do so by yourself

always walk towards the target

stand to one side of the target when arrows are drawn out

ARE AWARE OF THE COMMAND OF FAST & REASONS BEHIND IT

Equipment

Indoor

In order to ensure the equipment is laid out correctly, and avoiding possible situations that could cause injury, follow these steps: -

THE EQUIPMENT MUST NOT BE SET OUT, OR PUT AWAY, UNLESS THERE ARE AT LEAST 2 PEOPLE PRESENT AND AVAILABLE TO ASSIST

The Equipment must be set out in this order :-

Unhitch the nets from the tie ups and draw the nets across. Try to ensure that the nets are not too taught.

Bring all equipment out from the cupboard, and place them down in approximately the right position. One individual person must NOT carry items such as the bosses and the bow box. These items require two people to carry them, to avoid injury.

Next, position the target stands in front of the backstop nets, making sure that each stand is not too far open.

Tighten the top bolts on the stands.

Using two people, lift the bosses onto the stands, and tie them down with the cord attached.

Lay out the rope level with the 20 yards mark

LOCK THE SHOOTING LINE DOOR FROM THE OUTSIDE AND DISPLAY THE RED WARNING SIGN. Use the balcony to get to the other end of the hall.

The Equipment must be put away in this order: -

Using two people, lift the bosses off the stands, and place them away from the back stop netting.

Move the stands away from the back stop netting.

Put the bosses into the cupboard.

Put the stands back in the cupboard

Open the nets and tie up in the corner.

Outdoor

In order to ensure the equipment is laid out correctly, and avoiding possible situations that could cause injury, follow these steps: -

THE EQUIPMENT MUST NOT BE SET OUT, OR PUT AWAY, UNLESS THERE ARE AT LEAST 2 PEOPLE PRESENT AND AVAILABLE TO ASSIST

The Equipment must be set out in this order :-

Take out the stands and position them at the distances

Take out the bosses and, with two people, put them on the stands.

Take Warning signs and place at entrances to the field. Ensure gates in to athletics track is closed.

The Equipment must be put away in this order: -

ENSURE ALL ARROWS HAVE BEEN COLLECTED

Take up warning signs and put into shed

Take up posts and place in shed

Undo rope and reel it in, and put into shed

Using two people, lift off bosses and roll them back to shed

Take stands and put into shed

Secure shed

Archer Improvement

If an archer approaches you for help, assist them to the best of your ability. Do not attempt to alter any part of the archer's physical stance or posture, unless approved to do so by the coaches. It may work for you, but there is no guarantee that it will work for everyone, and some changes may have an opposite affect to what you want, and could cause injury. Know your limitations, and be prepared to accept defeat, and direct them to the coaches, who at the same time are there to help you to improve your knowledge.

Mark Gascoyne (1999) amended John Kennedy (2004)

Loughborough Students' Archery Club

Session Supervisor's Agreement

I,of
Loughborough Students' Archery Club, hereby accept the responsibility of Session Supervisor, and agree to ensure that the rules of the club and the Athletic Union's Code of Practice are maintained and adhered to at all times.

I also agree to comply with the responsibilities given to me as a Session Supervisor, and will endeavour to ensure those attending the sessions I supervise, comply with the rules of safety, and do not perform any actions that could affect or jeopardize the club in any way.

I have read the "Responsibilities of a LSAC Session Supervisor", and accept them, and have signed the "Athletic Union's Coach's Code of Practice".

Signed:

..... Supervisor

Print: Date:
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..... Senior Supervisor

Print: Date:
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