

# Club Hand Book

Suggestions on how to  
set up and run a  
NFAS registered club





# National Field Archery Society

## Approval of General Committee

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# National Field Archery Society

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Appendix RA Guide	A Guide to Risk Assessments
Appendix RA001	Blank Risk Assessment Form
Appendix RA001E	An Example Risk Assessments
Appendix CL Guide	Course Laying Guidelines
Appendix CL001	Shot check sheet
Appendix INIF002	Incident report form
Appendix NFAS Insurance July 2009	Insurance Fact sheet and FAQ
Appendix NFAS CP Policy	Child Protection Guidelines
Appendix PC001	Parental consent form

This pack also includes a sample club constitution

## Preface

Welcome to the NFAS Club Hand Book. This has been designed to guide you through the process of setting up a club, provide you with examples of documentation and risk assessment and to give you some guidance on how to lay a course and conduct your activities.

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## Setting up a club

There are many types of club shooting under the auspices of the NFAS. These range from groups of like-minded archers to clubs operating on a formalised structure, with a Chairperson, Secretary, and Treasurer etc.

Whatever the make-up of your club, there are certain things that you **MUST** do:

- Read the NFAS Constitution and Rules in the Yellow Book that is supplied with the handbook. Compliance with the appropriate Rules for Safe Shooting is mandatory. These are subject to change and may be revised at the AGM. or by standing order if a specific safety issue needs to be controlled.
- You must choose a name for your club with an agreement of the NFAS general committee via the Membership Secretary. This should not be the same or similar to any already in use, nor cause offence.
- You must adopt a constitution for your club. (Sample constitution included with this pack) A copy of your constitution should be sent to the Membership Secretary with your registration and provision will need to be made to notify Membership Secretary of any updates and changes annually.
- Supply the names and contact details of 3 members of your club and provision will need to be made to notify Membership Secretary of any updates and changes. These are needed in order for the NFAS to communicate with you, if required.

Once you have done the above, send a letter/e mail to the Membership Secretary and include

1. The name of your club
2. A copy of your constitution
3. Contact details for 3 members of your club.

## **Officers Responsibility**

As a club official you have responsibilities, such as:

- Ensuring your club abides by all the rules of the NFAS.
- Any open shots your club has organised it is run in accordance with the NFAS rules.
- You have a duty of care to Archers, and the Public whilst attending shot ground.
- The NFAS Child Protection policy in adhered to.

Failure to ensure your club carries out its business within the rules may cause you to be personally liable, for any claim made following incident.

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## **Insurance**

Insurance cover is provided as part of the NFAS membership fee. The insurance covers you as an individual: there is no club insurance provided by NFAS. If individuals membership lapses, so does their insurance, for more details See Appendix NFAS Insurance July 2009 V2

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## **Safety Policy**

The NFAS has adopted the Policy Statement below:

“The NFAS exists to foster and promote Field Archery in all its forms.

The Officers of the NFAS will carry out the affairs of the society with due respect for the Environment and the Health, Safety and Welfare of its Members and others who may be affected.

The NFAS is committed to the promotion of best practice amongst its membership and as such will take steps to communicate this and ensure that all Members may draw from the experience of others.

The NFAS will devise and maintain systems to achieve its aims and comply with the law. Where appropriate the NFAS will consult and involve the Membership.”

It is important that all clubs observe these aims, from making sure that we all return home safely after a good days shooting, to minimising our impact on the environment in which we shoot.

This said, much of what the NFAS is about relates to ensuring that the sport remains healthy and all those who come into contact with our activities (archer or public) enjoy their experience.

Within the Yellow Rule Book you will find not only Rules for safe shooting and shooting styles but also suggested etiquette, fair play and examples of rounds that are sometimes used. All Rules of Safe Shooting and shooting styles are mandatory, where appropriate.

## Children and Vulnerably Adults

The NFAS has a duty of care to safeguard all children involved in NFAS activities from harm. All children have a right to protection, and the needs of less-able children and others who may be particularly vulnerable must be taken into account. The NFAS will ensure the safety and protection of all children involved in NFAS activities through adherence to the Child Protection guidelines adopted by the NFAS.

For the full policy see the Document enclosed with this pack ([Appendix NFAS – CP Policy](#)) also in this pack is a parental consent form ([Appendix NFAS - PC001](#))

## Targets

There are many kinds of targets in use within the NFAS. Some are purchased from suppliers; clubs and individuals may make others.

All targets must meet one criterion. Targets must be capable of stopping any arrow that will be shot at it, during its intended use. Targets should be tested, using appropriate combinations of equipment. If they let an arrow through, they should not be used until they have been redesigned or replaced. It is important to note that whilst a dry target or a new target may stop an arrow, when wet or seen frequent use stopping performance deteriorates

Examples of some of the more common targets are:



1. Square or rectangular boss with a picture face attached.
2. Cut Out – a boss cut to the shape of the picture on the front.
3. 2D – similar to a cut out, but covered in a material such as Hessian, with a painted face.
4. 3D – a realistic model made from rubber, or another suitable material.



Some examples of construction methods are set out below:

**Cardboard** – This is usually layered together and either glued to form a laminate or tied together with string or tape. Advantages include the cost, disadvantages include reduced stopping power in the wet, and the added weight if you need to try and move it when it is wet.



**Straw** – This can be coiled or baled. Advantages include the low price. Disadvantages include fast wearing of kill areas and sometimes arrows are hard to withdraw.

**Plastic / Rubber** – Sheets can be layered together, as with cardboard. Advantages include stopping power and resistance to the weather. Disadvantages include possible melting of rubber onto arrows.

Take a look around the courses of other clubs; you will see many designs in use.

## Course Laying

Each ground that we shoot on is unique. This offers a challenge to course layers and archers alike. It is the responsibility of course layers to lay a course that is both safe and challenging to those who will shoot it.

For general guidance on the laying of a safe and interesting course  
See [Appendix NFAS - CL Guide V2.1](#)

## Risk Assessment

Risk assessment is a process of looking at the possible hazards and then applying control measures to reduce their likelihood and possible severity.

Risk assessment is something that we each do all day, every day. There are clear safety benefits in recording your risk assessments for shooting. As such, all clubs are encouraged to produce a written risk assessment. The process of recording and reviewing often brings more possible issues to light.

There is a modified risk assessment process contained within this pack, from the Health & Safety Executive (HSE).

See [Appendix RA Guide V2.1](#)  
[Appendix RA001](#)  
[Appendix RA001E](#)

You may find that someone within your club has experience of a risk assessment in other formats, which would be equally as valid.

Some clubs adopt a "Target Checklist" see [Appendix NFAS CL001](#) and [CL Guide V2.1](#) that is applied to all shots laid out within a course. This is an example of checking for potential problems and that all of the required controls are in place.

Get in touch with some other NFAS clubs and see what they do.

## Emergency Preparedness & Response

As part of setting your course, you need to think about what you will be able to do in the event of an accident or other emergency. Producing a written plan of what should happen is great for guidance when you may have a lot on your mind and as a training aid for other people involved.

### Examples of things that should be covered are:

- ⇒ How to stop shooting
- ⇒ First Aid – who, where and what is available
- ⇒ How to contact the emergency services
- ⇒ The exact location of the ground
- ⇒ How to aid the emergency services in locating the incident – sending people to guide the ambulance across the site to where they are needed.
- ⇒ Draw up a comprehensive map of the shoot ground

## Examples of “best practice”

- Registering your club with the Emergency Services
- Including the grid reference and geographical location of the venue on the plan.
- Testing stop signals and communication equipment all round the site to ensure that it is adequate.

## Near Hits

It is vital that all clubs are receptive to the reporting of near Hits. Course layers should not be offended if people perceive or spot a problem. Use it as an opportunity to investigate the problem and resolve any problems. At the same time, it is important that archers report possible problems in a courteous manner and as soon as practicable. Today's Near Hit could be tomorrow's accident.

## Incidents

Any incidents should be reported to the host club as soon as possible. This is important both to aid in the investigation and to help prevent the same thing happening again. Members of your club and visiting archers must be made aware of this. The pre-shoot address is usually used to remind people to do so.

If you are unlucky enough to have an incident at your club, make sure that you have prepared and make sure that you do the following (dealing with a casualty aside):

- **Stop shooting** – until you know how the accident happened then you should not allow others to shoot.
- **Ask any potential witnesses to wait** for you to talk to them. Send a club official to take their details whilst they wait.
- **Prevent other people entering the area** – as this could disturb any evidence
- **Take some photographs of the area** – photographs are better than just a sketch, but some photographs and a map of the area (with measurements) is much better.
- **Talk to the witnesses.** Make sure that you have their names, contact details and preferably their NFAS number. Write down what they say to you and get them to sign at the bottom. This is so that you have recorded what they thought they saw at the time. Make sure that any witnesses know how to get hold of the club, as they may remember something later that may help.
- **Write down what you / your club members did after the accident happened.** This should be in chronological order.

Fill out the Incident report form see [Appendix NFAS INIF002](#) and send a copy to the General Secretary and the Safety Advisor within Seven Days. Although the use of the incident report form (**NFAS –INIF002**) included in this pack is preferable, other versions may be used – as long as **all** of the required information is included in a clear and legible manner.

It is better to rest with the side of caution, by notifying the General Secretary and the Safety Advisor of an incident by sending a report, however trivial it may seem at the time.

## First Aid

Whilst there is no rule that requires first aid facilities to be in place at a club, it is a very good idea to maintain a first aid kit on shoot days and know how to use it

If you supply First Aid facilities, ensure that a record is kept of each and every time that it is given or items are taken out from the kit.

## Personal Responsibility

Field Archery, by the nature of the sport and the environment in which it is practiced, does have its own inherent hazards. When taking part in shooting activities it is important that you remember that you have a Duty of Care to yourself and others. It is recommended that you ensure that you:

1. Listen to the shoot organisers and take note of any warnings and instructions.
2. Carry an appropriate first aid kit and know how to use it.
3. Carry water, or another suitable drink, to keep you hydrated.

## Coach Training

Your club should have in place, a process for accepting and training new starters this should include:

1. A robust system for training new comers to archery. Your club should have an NFAS approved coach (who has attended and passed a NFAS coaching course) who will be responsible for: Creating a structured coaching course that will take novice archers to a point where they can be released onto an archery course without fear of putting other archery at risk, and ensuring that they know and understand the rules associated with shooting in the NFAS.
2. A robust assessment process for new members who state that they are experienced archers i.e. archers from other societies GNAS, EFAA, IFAA, ITFAS, NFAA, WFAA etc. This should be determined by somebody within your club, usually an approved NFAS Coach, responsible for checking that all new comers are capable/competent to shoot a bow, ensuring that they fully understand the all rules associated with shooting within the NFAS and they are unlikely to endanger or damage:
  - Themselves
  - Other Archers
  - General public
  - Club property
  - Third party property
3. All NFAS coaches MUST be CRB approved (Via the NFAS)

4. It is recommended that all club coaches create/agree a procedure that prevents any individual coach from being left alone with a child or vulnerable person at any time. Most clubs have adopted a policy that they will only coach children and vulnerable people if, the child or vulnerable person is accompanied by an adult who takes full responsibility for them.

The club coach is responsible for ensuring that all training equipment is in good condition and well maintained. The equipment should be inspected on a regular basis to ensure that it is in good condition and not likely to fail catastrophically, hurting the user or others near by.

In Clubs where there is no NFAS Coach the club official (who must be registered with NFAS Membership Secretary) can sign off provisional members when they believe they are safe to attend an open shoot. The club official is responsible for checking that all provisional members are capable/competent to shoot a bow, ensuring that they fully understand the rules associated with shooting within the NFAS and they are unlikely to endanger or damage:

- Themselves
- Other Archers
- General public
- Club property
- Third party property

# **Scheme of Work**

## **For a**

# **Basic Archery Course**



## **Week 1**

### **Objectives:**

Archers will be able to:

- Understand the safety requirements
- Understand the need for warming up
- Understand “dominant eye”
- Use bracer and tab
- Stand correctly
- Nock, draw and loose an arrow safely
- Understand the use of a reference point
- Repeat draw position
- Safely withdraw arrows from target and ground

<b>Week 1</b>		
0000	<p>Introductions</p> <p>Assess students physical ability and appropriate draw weight</p> <p>Check for dominant eye and issue bracers and tabs</p>	
0015	<p>Basic safety rules including problems with jewellery and glasses etc. / shooting line / brief outline of NFAS safety rules / meaning of "FAST"</p>	
	Warm up	
	Draw position muscle memory (no bow)	
	Explain correct arrow length while students practice drawing	
0030	<p>Demo nocking and drawing (3 fingers under)</p> <p>Issue 1 arrow each</p> <p>Demo nocking, drawing and losing into target at 5yds Demo correct way to withdraw shaft from Boss and from the ground (safety note: beware walking onto arrows)</p> <p>Demo coming down from full draw. (safety note :use of command "Fast")</p> <p>Repeat; No one shoots until told to. No one crosses shooting line until told to.</p> <p>Answer any questions</p>	
0045	<p>Demo a standard shot with bow vertical (complete cycle) Emphasis finger, thumb and elbow position</p> <p>Discuss Muscle Memory</p>	
	<p>All students to try 3 shafts using vertical bow position from 15 yds</p> <p>Establish Bow down after shooting. Command to move forward and withdraw</p>	
	<p>Demonstrate correct method of withdrawing arrows.</p> <p>Students withdraw their own shafts</p>	
0050	<p>Demonstrate correct stance. Repeat safety rules referring to shooting line</p>	
	<p>Students to stand at the shooting line and align shoulders with target with both arms outstretched. (adjust foot position to align bow hand with target)</p>	
	<p>Students to shoot 6 shafts noting stance from 15 yds</p> <p>Instructor to note safe withdrawal of shafts</p>	
0100	<p>Demonstrate draw using simultaneous push pull.</p> <p>Students shoot 6 shafts from 15 yds and withdraw</p> <p>Check thumbs, check bow arm for string clearance</p> <p>Review safety rules using question and answer</p>	
0110	<p>Demonstrate a reference point (remind students to practice in front of mirror)</p> <p>Review reference point usage</p> <p>Students shoot 6 shafts from 15 yds focusing on their reference point</p>	
0120	Break.	
0130	<p>Review learning so far; dominant eye; shaft/draw length; bracer use; tab use; stance; push pull draw, reference point</p>	
0135	Students shoot 6 shafts and withdraw	
0140	Discuss parts of Recurve Bow and arrow (hand-outs)	
0145	Demonstrate "T" draw. Discuss advantages/disadvantages	
0150	Allow students to shoot up to 12 shafts. Circulate and give individual instruction	
0155	<p>Final recap on learning.</p> <p>Demonstrate use of stringer and step through</p> <p>Next week we will be looking at the loose.</p>	
0200	Half hour practice for those who wish to stay on	

## Week 2

### Objectives

Archers will be able to:

- Review their understanding of the safety rules
- Recap the draw types
- Understand the complexities of the loose in general
- Understand the “paradox”
- Understand arrow grouping
- Understand the differences between different types of arrows

0000	Introduce the session as covering the reference (anchor) point and loose	
0005	Issue equipment. Oversee use of stringers	
0010	Review safety rules	
0015	Recap last week's learning: stance / push pull draw / bent arm / thumbs / 3 fingers under / reference point	
0020	Warm up	
0025	Students to shoot 6 shafts at 15 yds	
0030	Introduce target pins as focus targets (watch for arrow grouping) Students shoot 6 shafts 5 times at 15yds Circulate and advise	
0100	Break	
0115	Discuss distance / cast / trajectory / power and the reference point / the paradox	
0125	Students to shoot 6 shafts. Circulate and lay emphasis on: bow arm; good stance; repeatable reference point	
0130	Students to shoot for 10 mins	
0140	Show various types of arrows. Briefly discuss merits of aluminum, carbon and wood and their use in competitions. Describe the Archer's Paradox	
0045	Students shoot 6 shafts x 2	
0150	Review student's perception of their shooting: how do they feel; are they tired; suggest what exercises could be used during the week to improve performance	
	Half hour practice for those who can stay	

## Week 3

### Objectives

Archers will be able to:

- Practice the linking of all actions in the shoot routine together
- Understand the difference between the dynamic loose and the dead loose
- Understand the principals of gap shooting
- Use the Mediterranean loose
- Apply a dynamic loose
- Understand differences between different types of bows and their arrows

0000	Recap last week's learning	
0010	Issue equipment	
0015	Warm up	
0020	Archers shoot 6 arrows focusing on Med loose and reference point	
0025	Demonstrate the dynamic loose	
0030	Archers shoot 6 shafts @ 15 yds using a Dead Loose	
0035	Archers shoot 6 shafts @ 15 yds using a Dynamic Loose	
0045	Demonstrate the whole procedure again standing / nocking / T drawing / arm bent / thumbs down / Dynamic loose Students to shoot 6 shafts @ 15 yds concentrating on smoothness, linking actions together and focusing on their loose	
0050	Introduce Gap shooting (including an explanation of aiming) Ask students to shoot at 30 yds and observe gap between pile and target. Each student to place markers (target pins) on ground or target to use as gap positioner. Remove markers and shoot again for	
0055	Shoot 6 shafts at 15 yds	
0100	Shoot 6 shafts at 30 yds	
0105	Shoot 6 shafts at 15 yds	
0110	Break Brief input from Hon. Sec. about club, membership and expectations	
0125	Shoot for 10 mins from three different distances (moving forward each time (possibly use focus targets see below) Introduce shooting from a height using the platform	
0135	Introduction to the course	
0155	Brief review. Next week shooting the course	



# National Field Archery Society

Change the targets used this week to introduce archers to the idea of constantly shooting different targets. Some suggestions could be:

Paper plates	Balloons	3Ds
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“Focus” targets such as Target Pins or playing cards could be used

During the shooting in this session try to introduce the idea of focusing on a small part of the target

Ask archers to shoot at a standard face, then place a bright marker (target pin?) on the target and ask them to shoot again and note the difference

<b>Week 4</b>		
<b>Objectives</b>		
Archers will be able to;		
<ul style="list-style-type: none"> <li>• Experience the course and understand the additional difficulties here</li> <li>• Understand competition and NFAS rules</li> </ul>		
0000	Recap last week’s learning	
0005	Issue equipment	
0010	Shoot for 5 mins on the range	
0015	Opportunity to shoot from “ wide stance” and from shooting platform	
0020	Question and Answer session on safety, safety on the course equipment names and terminology in general Introduction to competition rules and etiquette (use of double scoring)	
0025	Shoot for 5 mins at 40 yds	
0030	Split into groups and shoot some of the course	
0145	Review problems Get students to assess their difficulties	
0155	Advise students of Bow shops Issue certificates Reminder of club rules; course availability; not shooting alone Issue evaluation sheets	