



DROITWICH ARCHERY SOCIETY LTD

FIELD CAPTAIN DUTIES - WINTER INDOOR SEASON 2020

Note: A "Session" is defined as a 3-hour period divided in to two 1.5-hour "Practice Periods"

1 Application

- 1.1 These Duties supersede all previous Guidance and Duties and apply ONLY to indoor shooting for the Season 2020/21 until such time as an extension, amendment or withdrawal is announced.
- 1.2 The Duty Field Captain (DFC) is the primary focus for the oversight of shooting sessions and are responsible for the application of Club safety and shooting rules and ensuring archer etiquette is observed.
- 1.3 In circumstances where the rota DFC is not present another club qualified DFC shall be identified to fulfil that role from the assembled archers.
- 1.4 **If no archer is willing or able to take the role the session MUST be abandoned.**
- 1.5 Whilst exercising the duty of DFC such person will have the automatic support of the Club as expressed by the Committee.

2 Safety

- 2.1 The Field Captain's primary duty is maintaining safety on the shooting range. In pursuance of this they must be satisfied with the following:
 - a) Prior to shooting and allowing members to enter the shooting hall that the layout of the venue, including marking-out, signage and access to the shooting area is safe and complies with AGB rules.
 - b) That equipment is Fit for purpose.
 - c) That archers' behaviour is not detrimental to the safety and welfare of all, both on & off the line.
 - d) That all archers are wearing a face mask (unless properly exempt) and have their own hand sanitiser.
 - e) That Archers are entitled to shoot, i.e. Club or Affiliated Members and/or AGB registered (if latter to record AGB number and collect current attendance shooting fee)
 - f) That there are no spectators.
 - g) That there is a First Aid Kit, disinfectant sprays and other Covid-19 related items.
 - h) That archers know the use of the school toilets is forbidden save for exceptional emergency.

3 Control of shooting.

- 3.1 **The DFC shall not shoot whilst monitoring a session.**
- 3.2 The DFC shall control all access and movement immediately prior to, during and immediately after each shooting session. Specifically, such control shall include but not be limited to the following:
 - a) Ensuring archers assemble pre session outside the Hall Range into two equal groups identified as A and B;
 - b) Call Group A to assemble in waiting area A, then call Group B to assemble in waiting area B;
 - c) Invite first Group A to fix targets and when complete invite Group B to do the same;
 - d) Brief archers as to safety during shooting and the use of the whistle;
 - e) Control all shooting by means of a whistle as follows:
 - One short whistle – Group A to the shooting line and shoots. Retire as soon as finished;
 - Two short whistles – Group B to the shooting line and shoots. Wait on the line when finished;
 - Three short whistles – Group B collects own Group B arrows only (use hand sanitiser) and returns to waiting area B;
 - Two short and one long whistle – Group A collects own Group A arrows only (use hand sanitiser) and returns to the shooting line.
 - f) "Fast" is to be signalled by multiple blasts.



DROITWICH ARCHERY SOCIETY LTD

- 3.3 After arrow collection the DFC must be satisfied all archers are on the safe side of the shooting line before re-opening the range for shooting.
- 3.4 Archers must enter only on invitation of the DFC and via the main entrance and stairs. Groups A should enter first and then B. Archers with a disability which makes this impractical may use a Fire Exit directly into the Hall.
- 3.5 Archers must exit only on invitation of the DFC and leave separately in shooting groups A and then B, via the waiting area Fire Exit doors into the car park
- 3.6 The above is not an exhaustive list: if the Field Captain is unhappy with ANY aspect of a session that affects safety of those present, they must call a halt to shooting until the issue is satisfactorily resolved.

4 Discipline and Etiquette

- 4.1 The Field Captain is also charged with the smooth running of the session by their application of AGB and Club rules. The DFC must always bear in mind that the primary purpose of an archery club is to enable the members to shoot safely as individuals.
- 4.2 To this end the DFC shall control the following:
 - a) Ensure wearing of face masks at all times except when on the shooting line
 - b) Limiting conversation at the target face when drawing arrows.
 - c) Time spent retrieving arrows between ends.
 - d) Archers must not join the line to shoot when the majority of others have started shooting.
 - e) Altering or otherwise handling any target, boss or other range equipment aside from minor correction adjustments.
 - f) Asking latecomers to the Practice Period to wait outside the range until the end of the current round's arrow collection before being allowed to join.
 - g) The DFC will be free to impose discipline on an archer (or archers) whose actions unreasonably impede the shooting of others.

5 Record keeping and Special Access

- 5.1 Any reference to the keeping of written records, Attendance Log Book and the like shall be satisfied by requiring the DFC to notify the Club Secretary by email of any required recording.
- 5.2 In addition to the above Field Captain duties, during Phase 1 of the return to shooting the Duty DFC will also have other responsibilities as follows:
 - a) Ensuring necessary attending parent/guardian/carer are limited to only one and that they stay in the Equipment area.
 - b) Ensuring that all archers are provided with their own individual target faces and 4 pins (to be taken home and used for future sessions) and the recording of such for transmission to the Equipment Officer.
 - c) Collecting, disinfecting and placing in the designated container any abandoned equipment and aiding its return to the owner during future shooting sessions
- 5.3 Report via email to the club Secretary, as soon as possible after the session, of any adverse incidents and injuries using secretary@droitwicharchery.co.uk



DROITWICH ARCHERY SOCIETY LTD

DUTY FIELD CAPTAIN CHECKLIST – Print for use

<i>Item</i>	Yes	No
Hall empty of all members other than Field Party who are in respective waiting area(s)		
Range Equipment and disinfectant for bosses present and correct OK		
First Aid Kit present		
Targets and Pins supplies available		
Anything in the lost & found box? Identify to attendees		
Any disabled archer to enter via Fire Exit		
Archers in equal groups? Allow access: A first and then B		
All archers wearing face masks. If not have they got evidence of dispensation?		
Brief archers on safety and use of equipment		
Brief on use of whistle signals, lost arrows – going behind curtain, etc.		
End of Practice Period – collect targets, Group A then B		
End of Practice Period – group A to exit then Group B		
End of Session – disinfect equipment and return to store		
Any issues to report to Secretary or Equipment Officer?		
Signed _____ Name/date _____		