



ARCHERY SOCIETY OF WESTERN AUSTRALIA Inc

RISK MANAGEMENT

A Resource for Clubs

ARCHERY AUSTRALIA and Archery Society of WA
Gratefully Acknowledges the Assistants
Of
YACHTING VICTORIA

RISK MANAGEMENT

A Resource for The Society & Clubs

CONTENTS

- 1. INTRODUCTION**
 - 1. PHILOSOPHY**
 - 2. DUTY OF CARE**
 - 3. OBJECTIVES**
 - 4. WHAT IS RISK MANAGEMENT?**
 - 5. WHICH RISKS NEED TO BE MANAGED?**
 - 6. THE AUSTRALIAN STANDARD**
 - 7. THIS DOCUMENT – SCOPE AND LIMITATIONS**
 - 8. WHO SHOULD BE INVOLVED?**

- 2. THE RISK MANAGEMENT PROCESS**
 - 1. RISK IDENTIFICATION**
 - 2. RISK CATAGORIES**
 - 3. RISK ASSESSMENT**
 - 4. RISK TREATMENT**
 - 5. MONITOR AND REVIEW**
 - 6. COMMUNICATION**

- 3. RISK MANAGEMENT TABLES**
 - 1. PRE AND POST EVENT**
 - 2. ENVIROMENT**
 - 3. PHYSICAL ENVIRONMENT**
 - 4. PERSONNEL**

INTRODUCTION

Philosophy

Archery Society of Western Australia Inc is mindful of the risks associated with conducting archery activities and events at club level.

In an effort to assist volunteer club officials to minimize these risks, Archery Society of Western Australia Inc has developed a basic risk management tool, which can be implemented by clubs with a view to providing a safer sporting environment and experience for club archers.

Duty of Care

Club and club officials will owe a duty of care to participants in archery events and activities where there is a reasonably foreseeable risk of harm or injury to participants and spectators as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants and spectators as a result of those risks, which are foreseeable.

This is the rationale which underpins any risk management program – in this case, the process of identifying risks involved in conducting archery competitions and activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

Objectives

- To reduce the incidents of injury to participants, officials, spectators and other persons associated with club archery competitions and activities.
- To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of archery.
- To minimize potential club liability as a result of poorly managed archery competitions and activities.

What is Risk Management?

Risk management is the process of systematically eliminating or minimizing the adverse impact of all activities, which may give rise to injurious or dangerous situations. This requires the development of a framework within which risk can be monitored and controlled. Risk management is a tool by which persons involved in sport can seek to meet their duty and thus avoid liability.

Risks, which can be covered by a risk management program, include:

- Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care;
- Physical risks – injuries to participants, officials and the public;
- Financial risks – increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs;
- Moral and ethical risks – loss of quality of participants experience and confidence, adverse publicity and damage to image and reputation.

Which risks need to be managed?

Importantly, the law does not require clubs to provide a completely risk free environment. Indeed, by agreeing to participate in archery activities, participants will be taken to have consented to those risks, which form an inevitable aspect of the activity. Clubs will not be required to take steps to counter risk where it would be unreasonable to expect a club to do so in the circumstances. Clubs will however be expected to adopt reasonable precautions against risk which may result in injuries or damages which are reasonably foreseeable.

The Australian Standard

The approach adopted in this resource is based on the Australian Standard on Risk management AS/NZS 4360:1999 and the National Risk Management Guidelines developed by the standing committee on Sport and Recreation (SCORS) risk management working party.

This resource has sought to simplify the steps set out in the Australian Standard, and includes the following stages:

- Risk Identification

- Risk Assessment
- Risk Treatment (action plan)
- Monitoring and Review
- Communication

This Document – scope and limitations

This resource has been developed specifically for the archery component of archery club activities. As such it does not address risk management considerations for other elements of archery club operations such as governance, administration, finance, insurance, planning, etc....

The Resource is not a “be-all-and-end-all” resource, which will make your club litigation proof or completely fail-safe, however if followed, it may serve as a useful defense to claims for breach of duty of care.

Risks will vary from club to club depending upon the circumstances and the ways in which each club operates. It is up to the Committee and key people in your club when using this Resource to think about other risks not identified here, and plan for their treatment accordingly. Such other local risks should be included in this process where indicated in the Risk Management Tables.

Who should be involved in the risk management process?

It is important that all key people from the Committee to event officials and volunteers, are involved in each step of the risk management process. Key people such as your head coach or senior event official have the training and knowledge that is required when risk questions regarding archery events and activities are asked. Do not try to complete the risk management process in this Resource without involving other key people in your organization. This may result in the responses being flawed.

The Risk Management Process

1. Risk Identification

The first step in our risk management program is to identify what risks exist (or may exist in the future) within our archery programs and competitions. It is important that people who are regularly involved in the sport are involved in identifying risk areas. Officials, coaches and even participants should be consulted. There is no substitute for actual practical experience in working out why accidents occur, or what presents a potential problem.

There are a number of things that must be considered in identifying risks:

- The age of the participants;
- The type of activities conducted;
- Injury history (including type and cause);
- How operational procedures are conducted, and whether there have been any previous problems.

For the purpose of the present project, we have identified four risk categories. We have also identified a number of common risks which fall within these categories. Your task is to assess and treat where necessary these risks in the context of your club activities. Space has also been provided under each category for you to identify and add additional risks which are particular to your club.

Risk Categories:

(a) Pre-and Post Event/Activities

This category refers to the risks involved in activities, which immediately precede and follow our on field events. Setting up of fields and preparation activities of event. Organizers should all be aware of this policy in this regard.

(b) Environment

The physical environment in which we conduct club events will necessarily include risks to personal safety and property damage. This category is not concerned with the on field environment, rather focuses on the club and surrounding environments which are utilized by members, participants, and in some circumstances, the general public.

(c) Physical Environment

This section does deal with the physical environment in which our sport is played, and must take into account weather conditions.

(d) Personnel

This category includes club members, officials, participants, parents and spectators who may be involved in club archery activities. The club owes a duty of care to those people who may be affected by its actions and therefore should ensure that it takes steps to manage the risks, which may confront club personnel, in addition to those risks, which may arise as a result of their conduct.

2. Risk Assessment

Having identified the risks involved in our archery activities we need to assess them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Each identified risk must be rated. These ratings describe:

1. The likelihood of the risk occurring (likelihood); and
2. The loss or damage impact if the risk occurred (severity);
3. The priority, or degree of urgency required to address the risk.

In order to systematically assess the risks in the first stage of the process, we apply the risk rating scale set out below in tables 1 – 3. The risk rating scales will allow you to rate identified risks and then identify risk management priorities.

2.1 Likelihood

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

Table 1: Likelihood Scale

Rating	LIKLELIHOOD The potential for problems to occur in a year
1	ALMOST CERTAIN: Will problem occur, could occur several times a year
2	LIKELY: High probability, likely to occur once per year
3	POSSIBLE: Reasonable likelihood that it may occur over a five year period
4	UNLIKELY: Plausible, could occur over a five year to ten year period
5	RARE: Very unlikely but not impossible, unlikely over a ten year period

2.2 Severity

Table 2 Severity Scale

Rating	POTENTIAL IMPACT
--------	-------------------------

	In terms of the objectives of the organization
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGABLE: Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making process of what action is warranted to manage the risks (where possible).

2.3 Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risk.

Table 3: Risk Priority Scale

LIKELIHOOD	POTENTIAL IMPACT				
	A	B	C	D	E
5	Extreme 1	Extreme 1	Major 2	Major 2	Medium 3
4	Extreme 1	Extreme 2	Major 2	Medium 2	Minor 3
3	Extreme 1	Major 2	Major 2	Medium 3	Minor 4
2	Major 2	Major 2	Medium 3	Minor 4	Minor 4
1	Medium 3	Medium 3	Minor 4	Minor 4	Minor 4

Key:

Points	KEY
8 to 10	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
6 to 7	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
5	Medium risks that are likely to arise or have serious consequences requiring attention
3 to 4	Minor risks and low consequences that maybe managed by routine procedures
1 to 2	Use this to note a risk that does not apply to your organization

Once a risk priority has been determined the committee can consider the level of risk treatment and action required for each risk.

3. Risk Treatment (action plan)

This stage is all about identifying and testing strategies to manage the risks that have been identified and subsequently evaluated as posing a real risk to participants. Ideally officials will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implications. This will necessarily involve some reality testing of risk treatment strategies as officials determine what reasonable steps they must take to reduce the impact of the risk arising.

If your club has assessed a risk and the risk has been rated highly you will need to carefully consider necessary policies, procedures and strategies to treat the risk These will include what is needed to treat risk, who has the responsibility and what is the time frame for the risk management. These elements will comprise your action plan. If your club already has a

strategy in place to address or manage an identified risk, insert details of that strategy in the space provided. If not, you will have to devise a strategy.

4. Monitor and Review

It is very important that officials review the risk management plan at the end of the competition, activity, program or event. The risk management plan should be a fluid document, which is regularly updated to take account of changes within the club.

The keeping of records, and the continued evaluation of the risk management plan in the light of such records is crucial. Your risk management procedures should include the documentation of any accidents, as well as information on the effectiveness of the plan. Statistics on continuing injuries or accidents should be used to determine whether there are specific activities that require either increased precautions or supervision.

Your risk management plan cannot remain static. Risk can change according to changes in the law, development of safe practices and techniques, and developing technology in the sport of archery. Constant evaluation and updating must be done to take account of developing trends and the organisations own experience.

5. Communication

It is essential that all club members and participants in club programs are aware of the risk management program and are consulted in its development, implementation and evaluation.

Membership of archery clubs is constantly changing and as such the clubs should ensure that new members are introduced to the risk management policy and obligations as part of their introduction into club life. Similarly, entrants in competitions and events who are not members of your club should also be aware of the club's risk management procedures and any rules with which they must comply.

PLEASE NOTE:

This resource is a guide. Numerous people in the archery world identified the risks that have been identified and included in the respective Risk Categories in the following Risk Management tables. There will always be circumstances where risks, which are particular to your club's archery activities, may not have been addressed. Space has been provided for you to identify and address these issues.

CHECK LIST

- **IDENTIFY AND REPORT**
- **ASSES PRIORITY**
- **TREATMENT**
- **WHO IS RESPONSIBLE**
- **TIME FRAME**
- **REPORT WHEN COMPLETE**

• MONITOR AND REVIEW

Document 9B

Archery Australia *Safety Policy*

Purpose

The aim of this document is to provide a set of minimum safety standards that allows the sport of Archery to be practised in a safe and professional manner by Regional Governing Body (RGB), Clubs and individual members of Archery Australia.

Most archery safety is a matter of exercising common sense, good judgement and courtesy.

All members are responsible for their own safety and the safety of others. All members must read, understand and abide by this Safety Policy and or the Safety Policies set by their Regional Governing Body and or Club.

Contents

Section 1 Term and Definitions

Section 2 General Safety

Section 3 Equipment Safety

Section 4 Individual Practices

Section 5 Field of Play Layout

Section 6 Tournaments: Target, Field and Clout

Section 7 Tournament Cancellation and Postponement

Section 8 Club or Social Shoots

Section 9 Working Bees, Mowing and General Club Maintenance

Section 1

Terms and Definitions

Field of Play	<i>This is the area designated as the venue where archery is practiced it may also be referred to as the range.</i>
Field Course	<i>A series of targets located throughout a bushland setting that is numbered sequentially starting from target 1.</i>
Member	<i>This is any financial member of Archery Australia, Full Member, Temporary member, Associate Member, or Life Member.</i>
Visitor	<i>This is any member of the public who visits an Archery Club. Visitors intending to undertake any shooting must be recorded as a Temporary member.</i>
Bow	<i>This generic term refers to any type of archery bow used Recurve, Compound, Longbow, Bare bow or Crossbow.</i>
Arrow	<i>This refers to a shaft (constructed primarily of wood, fibreglass, carbon, or aluminium), consisting of a nock on one end to attach the shaft to the string and a metal point on the other end. This covers both bare shafts and fletched shafts.</i>
Bolt	<i>This is the name given to an projectile shot from a crossbow. Bolts will be referred to as arrows in this policy.</i>
Release Aid	<i>Any device used (other than the fingers on the hand of the archer) to hold the string and draw the bow and which can then release the string after some type of triggering system is activated.</i>
Target	<i>Name of the piece of equipment comprising of a butt, stand and target face/s.</i>
Target Butt	<i>The part of a target designed to stop and hold the arrows.</i>
Target Faces	<i>The coloured paper attached to the front of a butt.</i>
Clout	<i>This is the style of shooting where arrows are shot over long distances at a triangular marker on the ground that is known as the Clout. Depending upon equipment, age and gender distance shot are from 100 metres to 180 metres.</i>
FITA	<i>Federation Internationale De Tir an L'Arc, (International Archery Federation) the governing body for international archery events as adopted by the Club.</i>
AA Australia.	<i>Archery Australia, the governing body of archery in Australia.</i>
RGB	<i>The state or regional governing body. Clubs are registered to Archery Australia through an RGB.</i>

Section 2

General Safety

- *Clubs are strongly encouraged to undertake a regular Risk Analysis of their facilities and activities to identify any potential risks and hazards. The risk analysis should be conducted in line with the Archery Australia Risk Management Policy and follow the Archery Australia Risk Management Procedure.*
- *If there is an identified risk the club should develop an action plan to manage the identified risk.*
- *If there is the possibility of uninvited public access onto the venue Warning signs and flags must be erected to warn and protect members of the public.*
- *Shooting must cease immediately if a member of the public crosses the shooting range or moves behind the target butts. Shooting may not recommence until all members of the public have reached a safe area. Be courteous to members of the public at all times.*
- *Clubs should either develop a Safety Policy (in line with this policy) or utilise the Archery Australia Safety Policy. The safety policy should be distribute to all members and display at the club.*
- *Clubs are encouraged to develop an evacuation procedure to be followed in the case of an emergency. The Policy should be displayed and distributed to all new members.*
- *Only members of the club registered to Archery Australia through their RGB are permitted to shoot or undertake archery activities on any club ground or identified facility used by the club. Any visitor to the club who undertakes any shooting activity must be a Temporary member of Archery Australia.*
- *It is strongly recommended that clubs have an Attendance Book, which must be signed by all members, and temporary members, and visitors attending the Club in order to validate attendance and the Archery Australia insurance policy.*
- *Members who invite guests to the Club must ensure their guests comply with all safety rules. If the visitor intents to shoot they must become a Temporary member.*
- *Shooting in residential areas, including your own residential property is discouraged and not recommended.*
- *Covered footwear should be worn at all times while engaging in the practice of archery. Sandals or open toe shoes are not permitted while shooting or on the Field of Play.*
- *Alcohol and drugs must not to be consumed by anyone prior to or while shooting. No person may shoot when under the influence of alcohol or drugs.*
- *Headphones or ear coverings must not be worn while shooting or on the Field of Play.*
- *Armguards, chest protectors and tight-fitting clothes are recommended for personal safety.*
- *Bows must never be drawn back with an arrow fitted unless the bow is pointed toward the targets and the field of play is clear of archers and officials.*
- *The practice of drawing a bow or adopting a shooting technique that allows the bow to be drawn back and raised higher than the top of a target butt is considered to be unsafe and must not be used.*
- *Never aim a bow, loaded or otherwise, at another person.*
- *Never run on the Field of Play -walking pace only particularly while carrying arrows.*

*Water or Drink Supply
Emergency Contact List
Safety Policy*

Personal Equipment Safety

- Arrows

- Arrows should be inspected regularly after each end, particularly carbon arrows.
- Arrows should be matched being the same type, size, and length, fitted with the same points, nocks and fletches (vanes).
- Only arrows designed for target or field shooting must be used. Hunting arrows must never be used at an Archery Australia Club.

- Recurve Bow

- The bow must be inspected daily for damage; such as cracks or faults.
- The bow should be strung only in an approved and safe manner.
- The bowstring should be checked for damage, wear, or faults prior to shooting.
- Arrow rests should be checked for damage prior to shooting.

- Compound Bow

- The bow must be inspected daily for damage, cracks or faults.
- The bowstring and cables should be checked for damage, wear or faults prior to shooting.
- Arrow rests and accessories should be checked for damage or faults prior to shooting.
- An experienced and trained person should only carry out maintenance on a compound bow using appropriate equipment.

- Crossbow

- Only crossbows, which confirm with Archery Australia and WUSA rules, can be used within Archery Australia clubs.
- Any person shooting a crossbow must be able to provide any permits requires under law appropriate within that State.
- Any unattended crossbow must be left in a secure state.
- A loaded crossbow must never be placed on the floor or ground.

Release Aid

- Release aids must be of sound design, inspected regularly and in good working order.
- If the release aid uses a rope to hold the string then this rope is to be inspected by the archer prior to commencing and on a regular basis and changed when any signs of excessive wear are found.

Individual Practice

Target and Indoor Practice

- *Ideally all target ranges should be set-up with a permanent shooting line and staged targets with archers shooting and moving forward to score together.*
- *Where this is not possible and permanent targets butts are used with a staggered shooting line a safety zone must be established (refer Section 5).*

Field Practice

- *A field course is to be travelled in only one direction (with target butts ascending in numerical order).*
- *Archers may only enter and exit the field course via an approved entry / exit point and must keep to the marked tracks.*
- *It is recommended that a notice board or book be used where archers entering the field course for practice write their name and time of entry and erase it at the completion of their shooting.*

Field of Play Layout

Target Field of Play

- Ideally the field of play should have a backstop such as mound or fence or both behind the target to stop arrows that may miss the target.
- If a fence is to be used it should be constructed of such material to stop an arrow but also prevent undue damage to the arrow.
- If a backstop and /or fence are not available there must be a cleared area of not less than 50m behind the longest target. This area should be fenced or sign posted or both to prevent vehicle or pedestrian access.
- There should be a clear zone of not less than 20m either side of the Field of play. This area should be suitably fenced and/or sign posted.
- Ideally to prevent archers having the sun in their eyes causing a hazard all shooting should be toward the south.
- If the field of play is set-up using permanent target butts with a movable shooting line the club must develop shooting rules to ensure safety zones are enforced between targets.
- This safety zone must be established with a minimum of an overshoot zone funnel refer Diagram 1.

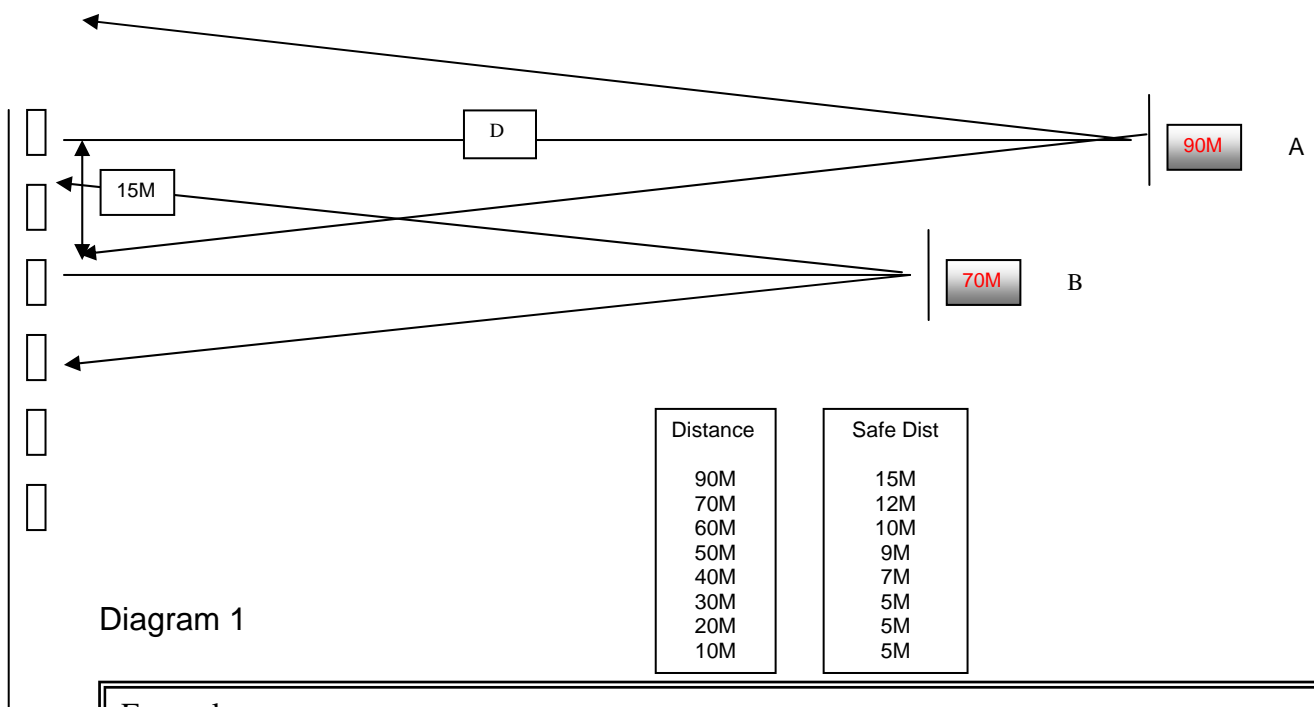


Diagram 1

Example:-

To calculate "safe" distances between targets

Distance between centre of targets = (D) Distance divided 6

Therefore in this example archer A @ 90 metres must ensure that minimum distance left for safety is: 90 metres divided by 6 = 15 metres. Therefore 15 from the centre of target A must be left as the safety margin. Archer B @ 70 metres must ensure that 12 metres is available.

Dividing the Field of Play into ranges

After you have determined safe shooting zones, you can use this information to divide a Field of Play into various ranges to allow for the safe shooting of various distances simultaneously.

A safe shooting zone is defined by the distance divided by six.

The range distance is then divided by 9 to establish a safe buffer area. The next safe shooting zone may be selected, depending upon shooting distance.

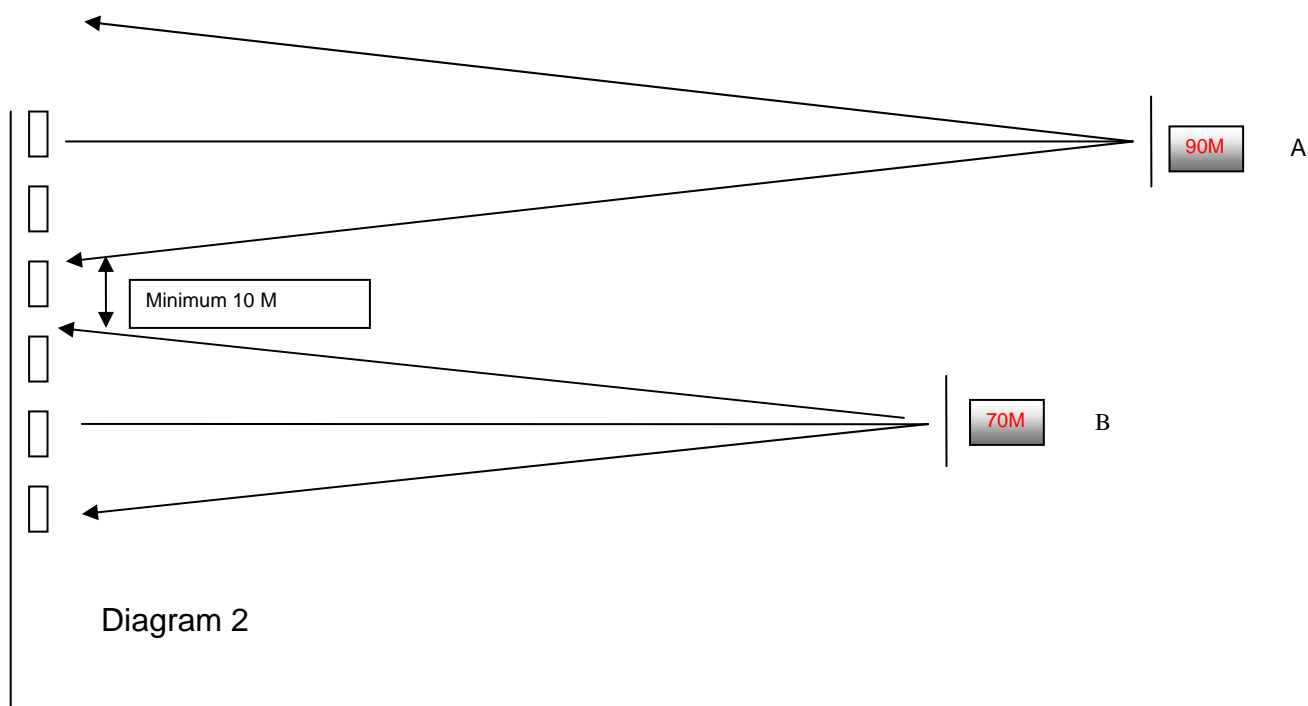
Please note: - Safe shooting zones may overlap. But an archer must never shoot or enter an unsafe area.

Safe Division of Field Of Play

The longest distance being shot next to the division is divided by 9

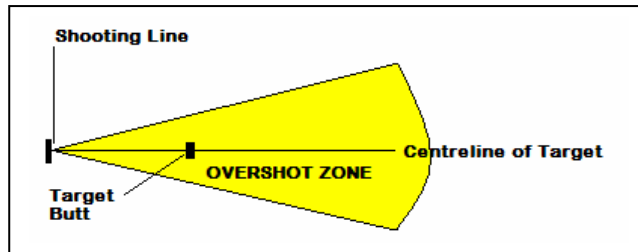
Shooting distance	Separation from closest safety area
90M	10M
70M	8M
60M	7M
50M	6M
40M	5M
30M	4M
20M	2.5M

The safety area is measured from the point where the unsafe area ends to the same point for the next archer.

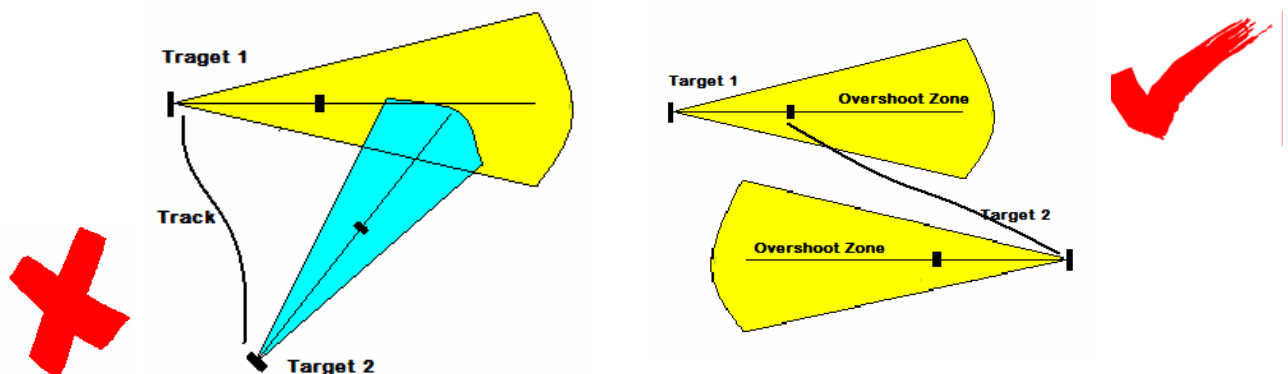


Field Course Field of Play

- For safety the field course should be laid out to ensure there is no possibility of arrows overshooting into another target shooting/overshot zone.
- The course should be set up so competitors can easily follow paths and tracks without straying into another target lane or overshoot zone.
- To prevent overshoot hazards each target should be set up using an overshoot zone funnel.



- This overshoot zone is the same of that for target archery but should be long enough to cover the potential flight path of a missed arrow.
- Extra distance must be added to the overshoot zone when shooting up hill, the steeper the angle the longer the overshoot zone.
- Extra care must be taken if rocks and landscape are within the overshoot zone that may cause a missed arrow to skip or ricochet.
- The use of backstops and blinds should be considered for steep uphill shoots or shots where rocks and landscape may cause skips and ricochets.
- A field course should be set up to ensure there is no possibility of a competitor straying from one target into an overshoot zone of another target.
- A field course should also be designed to avoid placing targets in the overshoot zone of another target.



- If a club is unable to comply with safety zones they should undertake a risk analysis, establishing an action plan to overcome any deficiency.

Section 6

Tournaments

Target, Indoor and Clout Tournaments.

- *Target tournaments must be held under the direction and supervision of the Director of Shooting (DOS).*
- *All tournaments must be controlled using a sound signal.*
- *Archers must only remove an arrow from their quiver and load the arrow on the bow when on the shooting line.*
- *If an arrow falls forward of the shooting line, the archer must wait until all shooting has finished to retrieve an arrow.*
- *When archers have completed shooting their end, they must step back from the shooting line (behind the waiting line is provide) so that the Director of Shooting has an unobstructed view.*
- *If a Waiting Line is not provided archers should step back a minium of 5 metres behind the Shooting Line when completed shooting.*
- *When shooting Clout, care should be taken when approaching the Clout. Look for arrows that have fallen short. Non-scoring arrows should be stood up and stuck in the ground by the first person encountering them.*
- *If a staggered shooting line is being used in Clout, ensure a safe distance is allowed between the multiple clout shooting lines.*

Field Tournaments.

- *The field course is to be travelled in only one direction (with target butts ascending in numerical order).*
- *Archers may only enter and exit the field course via an approved entry / exit point and must keep to the marked tracks.*
- *There should be no skipping of targets. If archers are held up they should ask permission to shoot through. There must be no doubling-back.*
- *Archers must never walk back along tracks.*
- *No archer is to move forward of the shooting position until all archers have shot all their arrows.*

Section 7

Tournament Cancellation and Postponement

Clubs, Regional Governing Body's and Tournament Organising Committees are encouraged to introduce Tournament Cancellation and Postponement Policy for all events. This policy should be publicly available and displayed at all times.

This policy should clearly identify the course of action that must be taken in the case of excessive, inclement or dangerous weather conditions or an emergency.

These weather condition could include - heat, rain, wind, hail and lightening.

As archery is largely an outdoor sport care must be taken and appropriate action undertaken to ensure the safety of competitors, officials and spectators in extreme weather conditions.

HEAT

It is strongly recommended in summer that temperatures are checked every 15 minutes. Thermometers should be place around the Field of Play in a well ventilated area out of direct sunlight.

When the air temperature becomes in excess of 38°, shooting should be halted, archers, officials and spectators moved to a shaded area until the temperature drops.

RAIN

Archers are well known for their ability to "solder on" in rain and wet conditions. Generally it is commonly accepted that rain should not cause a cancellation or postponement but the Organising Committee should consider the general safety of competitors, officials and spectators.

Consideration should be given to slip and trip hazards, damage to personal and tournament equipment. In cold and wet conditions consideration should also be given to hypothermia.

As power is required for many tournaments consideration should be given to the hazard of water and electricity and appropriate action taken.

WIND

As archery is generally an outdoor sport wind is ever present and generally an unavoidable part of archery.

Strong gust winds create hazards in archery, such as blowing arrows from arrows rests, blowing over telescopes, umbrellas, tents, target butts and causing objects to become air borne.

Air borne objects create a major hazard with people being struck, as a general rule when wind gusts reach the maximum recommended threshold (refer to your local Work Cover Authority) shooting should stop and archers, officials and spectators should leave the Field of Play.

HAIL

Although not common hail storms present a potential for serious injury. In many cases hail storms arrive without warning.

Archer, officials and spectators should be immediately evacuated to a sheltered area until the storm has passed.

LIGHTENING

Lightening poses a major risk, in the first sign of lightening even in the distance all shooting should immediate cease and the Field of Play should be evacuated until the threat has passed.

EMERGENCY PROCEDURE

Clubs, Regional Governing Bodies and Tournament Organising Committee's should consider developing an evacuation procedure for each venue. This should be clearly displayed and should be followed in the case of an emergency.

A First Aid Kit should always be available and for major events a trained and certified First Aid provider should be in attendance.

A list of emergency numbers and telephone should be readily available.

Section 8

Club and Social Shoots

- All organised shooting at a club must be carried out at the direction of a Field Captain or suitably trained and experienced Club Official.
- Archers must pay attention to and cooperate with Officials at all times.
- If a staggered shooting line is to be used then adequate separation and safety zones between targets must be provided.

Section 9

Working Bees and Club Maintenance

- All shooting should be stopped during working bees and club maintenance. "A RANGE CLOSED" sign should be displayed prominently.
- When general maintenance is being undertaken, shooting will take place at the discretion of the Field Captain or suitably trained and experienced Club Official.
- When using lawn mowers and other suitable equipment only experienced and authorised person should use this equipment.
- While using electrical or other equipment during working bees and general maintenance, those using the equipment are responsible for their personal safety and the safety of those in proximity to the work being undertaken.
- When undertaking works more than 1.8 m off the ground, or work, which involves overhead powerlines, extra care must be taken and the use of safety harnesses should be considered. Always carry out this with the assistance of other members and with the approval of the Club Executive.
- Power tools and electrical equipment must be checked regularly to ensure they are in safe working order.

ACKNOWLEDGEMENTS

**Illawarra Archers
Archery Victoria
James Park
James Larven**