

ARCHERY – STANDARD OPERATING PROCEDURE

Version: 2.1	Approved by: Russ Jacobi
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This SOP refers to all Archery based activities

OBJECTIVES

- For each participant to enjoy an archery activity
- For each participant to learn and/or develop the technical skills required for archery
- For each participant to understand and follow the range of safety procedures

INSTRUCTORS MUST

- Ensure all participants adhere to range rules

TIME

1.5-2 hours

INSTRUCTOR REQUIREMENTS

Signed off in Archery

CLIENTS REQUIREMENTS

- Closed toed shoes
- Dressed for the conditions especially important if shooting outside
- Follow direction of instructor

PRIMARY LOCATION

Outside, south side of lake

SECONDARY LOCATION

YMCA Kaitoke gym

REQUIRED EQUIPMENT

Instructor needs to have access to the following equipment

- 1st aid kit
- Cell phone

Activity equipment

- Recurve Bows
- Arrows
- Targets
- Arm guards
- Whiteboard marker
- Balloons

PRE ACTIVITY CHECKS

If the secondary location is being used the Gym needs to be clear of sporting equipment, the range can be set which includes dividing the Gym with the black net and having the quivers in place, bows and arrows need to be locked away until start of Activity

BRIEF

The brief it is important to set the scene for the activity, this should include:

- A brief history of archery this could include war, hunting how long has archery been around for?
- The plan, parts of the bow and Arrow,
- learning how to shoot well

Safety:

Instructors **MUST** set up the below system to ensure participants do not accidentally walk into the live firing zone (red zone)

Describe and demonstrate the three zones.

- **Green zone** is the seat, this is where all participants stay at all times
- **Orange Zone:** is the firing line. No one is to come near the orange zone unless they have been asked to do so by an instructor.
- **Red zone:** in front of the shooting line “you could get hit by an arrow if you enter the Red zone”.

Explain the process from start to finish (leaving your seat to firing to collection of arrows then back to your seat):

1. When invited by the instructor participants will move from the green zone to the orange zone
2. The range is now “closed”
3. Instructor will give the command “fire when ready”
4. When you have fired all your arrows you need to stay in the orange zone and place your bow on the quiver stand.
5. When all bows are on the stands the instructor will say “range open, collect your arrows”
6. Collect arrows place them in the quiver then take a seat

BEGINNING

- It is important for the participants to have knowledge of the correct terminology of parts of the bow and arrow this should include the **type of bow, knocking point, arrow rest, String, Knock, fletch and arm guards.**
- Demonstrate how to load and shoot arrows
- Invite participants to join you to collect arrows, demonstrating correct retrieval (hand on target, pull arrow out same way as it went in, and carry with both hands).
- Group participants in pairs making sure left handed participants are together
- Decide which team member is shooting first, 2nd team member will act as trainer helping where needed
- Talk through loading and shooting as they take their first shot focusing on **Feet and Fletch**

MAIN CONTENT

Below are the teaching points needed to help the shooters get the most out of archery, it is recommended to introduce each teaching point separately allowing time to practice and digest the information.

- **T Form**, it is vital for consistent shooting , you must have upright posture, elbow raised, a straight front arm

- **Fingers and Face**, fingers need to be at same point on the string for each shot and pulling until hand is against your face
- **Aiming and Gap shooting**, Closing the non-dominant eye and looking down arrow and lining it up with the target, it is important to aim at the same point for all arrows, in most cases there will be a gap between where the arrows went and where they were aiming, this is normal adjust the aiming by the gap
- **Follow-through** It is common for shooters to move the bow as soon as they have released the string this can change the direction of the arrow, encourage the shooter to keep still until arrow is clear of the bow

COMPETITION/ GAME

Competition- Each participant has the same amount of arrows, works best on with two or three rounds

Balloons- One balloon is placed on the shooting wall; all six shooters will shoot for the balloon at the same time following the commands by the instructor, **Draw, Loose**. As everyone's arrows will be close together, the winning team will have popped the balloon; there is not always a winner.

This ties nicely into a debrief focusing on personal improvement.

DEBRIEFING

Debriefing is important part of the activity at YMCA Camp Kaitoke, it is important to involve and listen to all participants; some options of discussions are below

- What one thing that they have learnt that helped them the most
- What did they enjoy most about the activity
- What bit of advice would they give to someone about to start the activity

FINISHING

In-between sessions

- Bows and arrows need to be locked away

At end of each day

- Complete reports on any incidents or near misses
- All equipment put away in activity stores
- De string bows
- Remove targets
- Sweep shooting area

RELEVANT STANDARDS

- Archery GB Instructor award

Document History and Version Control			
Version	Date Approved	Approved by	Description
1.0	26 June 2014	Fabian Bunting	Redevelopment of activity management plans.
2.0	1 May 2015	Fabian Bunting	Reformatting document for consistency. Minor content changes.
2.1	30 May 2017	Russ Jacobi	Primary archery range change to outdoors Minor changes throughout
