

Malvern Archers Covid-19 return to shooting Phase 1

The club rules have changed - why?

The Committee has changed some of the existing club rules and introduced new ones in response to the recent guidelines from the Government and the Archery GB Phase 1 restart plan. The Archery GB guidelines require that the club carry out a review of our existing rules, our shooting procedures and range layout to reduce the risk of contracting Covid-19 while still maintain all the other aspects of safe shooting. There are requirements that **MUST** be met before we can sign off a plan to allow shooting at our field. If these cannot be met, then we /you will not be covered by ArcheryGB Insurance and we will not be able to allow shooting. These are essential to protect ALL of our archers and their families from un-necessary risk and to protect the club and committee from claims of negligence.

If you feel unhappy about any of the new rules, maybe feeling they are not safe enough, or too restrictive, then the committee encourage you to approach us in an open and frank manner. We will discuss them with you in a similarly open way. **However, it must remain clear that the committee is responsible for setting club rules for the benefit and safety of all. If you still feel unhappy then the option of not shooting remains open to you.**

This may sound draconian, but given the serious nature of the current situation, if the committee feel that any member is acting deliberately in breach of the rules or in a manner that endangers others we will act to minimize that risk, whether through individual disciplinary action or by totally shutting down shooting again.

Now that the growling is done, on to the new rules. Wherever possible there will be a brief explanation of why the rules have been changed.

1. Personal safety and personal responsibility

- 1.1. It is the personal responsibility of all archers (and for juniors your responsible parent) to use your own judgment to maintain your safety. If you feel that you are not safe, please stop shooting and leave the field. Please then contact the committee to explain why you did not feel safe so that we can try to address any issues of concern. We do have a club welfare officer who can be contacted. The details are at the end of this document
- 1.2. It is the personal responsibility of all archers (and for juniors your responsible parent) to respect the safety needs and emotional well-being of all other club members whether present at the field, or who may follow you to shoot later. If you feel someone is causing you a problem, please try to discuss it with them in the first instance (ensuring social distancing). If you cannot resolve the issue, or don't feel able to bring it up personally, then please approach the Welfare Officer (contact details at the end of the document) and we will come up with a plan to address the situation.
- 1.3. In order to be permitted to shoot under the new rules you will be required to confirm your understanding and your agreement to abide by these rules. Suitable agreement will be a reply by email confirming your understanding and agreement. If we have not had an email response, the club will endeavour to contact you by phone. Failing any agreement, you will **not** be permitted to shoot during this phase of the restart.

2. Booking System

- 2.1. We have developed an online booking system for the limited range space available. It is an **absolute** requirement to shoot, that a booking has been made. If you do not have a booking you **must not** come to the field and you **must not** shoot. A link to the booking system can be found on the club web-site (<https://malvernarchers.com/range-booking/>). There are also extensive instructions.
 - 2.1.1. This is an important requirement for various reasons
 - 2.1.1.1. The time slots have been set up to make social distancing much easier when arriving and leaving.
 - 2.1.1.2. It will allow us to try and ensure everyone in the club has a fair chance of getting to shoot.
 - 2.1.1.3. It allows us to monitor who has shot at any time so that we can make reasonable efforts to inform you in the unlikely (but unfortunate) case that a club member does catch Covid-19. We can inform all who have been at the field so that they can take isolation or testing precautions if it is appropriate. [Any notification of possible Covid-19 infection within the club will be anonymous. We will inform members without specifying who may have tested positive, or be self-isolating].
 - 2.1.1.4. Please do not just turn up at the field hoping for a free slot. This would be viewed as non-essential and the committee may take action. In the time since you last looked at the booking sheet someone might have booked a slot and will then arrive and take it meaning extra contact, cleaning etc.
- 2.2. Booking sheets will only be available for 1-2 weeks at a time to avoid long-term block booking of slots and allow everyone a chance at getting a slot they can use
- 2.3. **Booking before the day:** You will only be allowed to book 2 slots per week in advance of the shooting day. This gives everyone a reasonable chance to book at least 1 slot.

- 2.4. Booking on the day: On any day, if there are slots left that were not pre-booked you may book 1 additional slot (as above, please do not just turn up, book it in advance of coming to the field).
- 2.5. Please play fair #1: We do have tracking in place on the booking sheet. We can see all changes made and when. We will be checking to make sure that the 2 pre-booked slots per week are not being abused. We will also be able to see any changed bookings.
- 2.6. Please play fair #2: If you are fortunate enough to be able to shoot at almost anytime (retired, furloughed, school holidays, etc) please see if you can make use of the slots less likely to be popular. We have made the early morning slots longer for those who would like more shooting time.
- 2.7. Field maintenance: We will need time slots to keep the field and bosses in good condition. These will be shown on the booking sheets. Please ensure you have vacated the field before these time slots so the person working may do so in safety.

3. Who can/cannot shoot and who else can/must be present?

- 3.1. Visitors: At this time, we will **not** be accepting visitors from other AGB clubs to shoot at the field. The only archers allowed to shoot must be either full or associate members of the club.
 - 3.1.1. We have such limited space it needs to be kept available for club members.
 - 3.1.2. We can insist on club rules and obtain suitable agreements before shooting.
- 3.2. Spectators: At this time, spectators are not allowed at the field. The additional load and difficulty of social distancing precludes this. The only exceptions to this follow in section 3.3 and 3.4.
- 3.3. Parents/carers of juniors: Safeguarding rules mean that juniors under 14 must have a parent or other carer (meeting the government rules on households) with them. At this time, we require that only one parent/carers may be present. They will be required to follow all the regulations on social distancing and hygiene and all other appropriate rules in this document.
 - 3.3.1. A parent/carers shooting as part of a "family unit" (see section) counts as the required carer, and additional non-shooting parents/carers are not permitted, to meet social-distancing requirements.
 - 3.3.2. It should also be noted that we must still abide by the existing AGB rules regarding "solo" shooting of juniors. If a junior is solo shooting at the field (i.e. there are no other adult club members present), then the parent/carers **MUST** be a member of Archery GB. This is a rule of our national governing body and we cannot overrule it.
 - 3.3.3. If the parent/carers is not a member of Archery GB it is important when booking times to shoot that you have ensured that there will be another adult club member shooting.
- 3.4. Disabled archers: We currently have no club members who need an agent to collect arrows. If this changes, we will update this section.
- 3.5. Coaches from outside clubs: Any archery who has a personal coach from another club will be allowed to have them present for coaching. This will be under the strict coaching conditions laid down by Archery GB, and match the conditions in (section 8) below. Additionally, **before** coming to the club to coach they must contact the secretary, read and formally accept these rules in full. It will be the responsibility of the archer being coached to

log the coaching session on the appropriate page in the booking system. This will allow us to inform everyone who has been at the field in the unlikely case of someone testing positive for Covid-19 or needing to self-isolate (section 2.1.1.3)

4. Field Access

- 4.1. Please ensure you observe strict Social Distancing in the car park area. Staggered session times should make this easier to achieve
- 4.2. A distancing area around the small access gate at the top of the steps will be marked. Please keep out of this area while people are coming up the steps to leave the field.
- 4.3. People coming up the steps have right of way at all time.
- 4.4. The small access gate will be locked in the open position at all times so that people do not need to touch it.
 - 4.4.1. Please be aware that having the gate open means other people may enter the field, so keep an eye on your kit. We have however moved the shooting forward so there is more visibility.
- 4.5. Where possible, avoid touching the handrails for the steps. These will be impractical to disinfect on a regular basis - we cannot keep someone on hand to disinfect many times a day, and that would also increase the number of people on-site. While sunlight may kill the virus, you must assume that an infected person could have touched the rails immediately before you. You will be issued with a good pair of gloves if you do not have any, and hand-sanitizer.
 - 4.5.1. It is recommended that you wear gloves (either your own or a pair we can provide) from car to the bow setup area.
 - 4.5.2. You should also look to sanitize your hands if you have needed to touch the hand rail (see section 6 Personal protection).
 - 4.5.3. Obviously if you have physical requirement to use the rail for your personal safety, then please take care to follow the hand-sanitizing precautions.

5. Range layout

- 5.1. Shooting line: This has been moved forward to allow more space for social distancing. Unfortunately, this means that the maximum target distance for shooting under Phase 1 restart will be 70m.
- 5.2. Shooting Lanes: The Archery GB guidance on minimum lane spacing is available on their web site. We have followed this guidance which allows us to have just 4 shooting lanes spaced at 5m.
- 5.3. Buffer zones: In order to make social distancing behind the shooting line more obvious we have gone further than the recommendation and staked and taped 2m buffer zones extending from the shooting line back 10m. Please respect these, they are for safety of yourself and others.
- 5.4. Each shooting lane may only be used in the following manner during a single time slot
 - 5.4.1. Solo shooter: Only one archer per shooting lane. This means social distancing is maintained and no other archers' arrows or target faces need be touched.

- 5.4.2. Family unit: A family unit (following government guidance) may shoot together in a single lane as they are assumed not to require social distancing. Each lane has 2 bosses at different distances, and we have tried to ensure there is enough choice so that juniors can shoot as part of the family unit with the adults.
- 5.4.2.1. Where 2 bosses are used, then obviously there may be a requirement to clean both (see section 7.4 on session timings with regards to cleaning).
- 5.5. Bosses have been set up to try and provide enough choice for the preferences of different gender, age, ability and bow-style. Please play fair, so that everyone gets a chance to shoot. We must all try and help each other at this difficult time.
- 5.6. **No moving of targets:** Following a thorough risk assessment and to ensure most efficient use of time and safety of all concerned, at this time archers are **not** permitted to move bosses to different distances under **any** circumstances.
- 5.6.1. If there is a compelling reason to change the boss layout, then this must be communicated to committee who will arrange for suitable people to make the change.
- 5.6.2. Anyone found to be significantly changing the field layout without explicit permission from the committee will be considered in breach of the Phase 1 restart rules, and subject to disciplinary sanctions.
- 5.7. Boss damage/maintenance: If any boss is clearly damaged or in need of significant maintenance please contact the committee ASAP so we can rectify that and avoid disappointment of people not being able to shoot their allocated time slot.
- 5.8. Shooting multiple lanes in a single time slot:
- 5.8.1. No solo archer may shoot in multiple lanes in a single time slot. This will be viewed like shooting without a booking. Even if a lane appears to be unused or un-booked, at any time somebody else might have just booked that lane and so has a right to expect it to be free.
- 5.8.2. No family unit may shoot in multiple lanes in the same time slot unless that extra lane has been booked following all the booking rules.
- 5.9. Seating: We do not feel it is feasible for the seating to be used safely as we do not have dedicated people who could be cleaning many times a day. Please expect to bring your own seating if you need it (both archers and parents of juniors). The field seating will be taped off with hazard tape.

6. Personal protection

- 6.1. We cannot guarantee the cleanliness of any equipment from the metal container, or wooden shed and they are confined spaces so these will remain off-limits to general club members and locked throughout Phase 1 of the restart. This will allow us to keep access to essential ground maintenance personnel as safe as possible. This means that there will be no access to items like the metal detector and rakes.
- 6.1.1. Some people have their own metal detectors which obviously they are free to use, but only while looking for their own arrows to maintain social distancing
- 6.1.2. Anyone wanting to bring their own rake for searching is free to do so, providing they observe rule 7.1 on shooting timings.
- 6.2. We cannot guarantee your safety from the virus, but we are trying to minimize your risk. We will be providing access to a "personal kit" of things we require you to bring to the field

and use. You may have your own, and providing they match the requirements you are free to use them. However, the club has bought a stock and will provide them to you as needed (as you have not been able to shoot at the field for many weeks, we feel this is a fair and reasonable use of club funds). We require you to have the following items

- 6.2.1. Gloves: Treat all surfaces as a potential infection risk. We have assessed and are trying to minimize all risks. Gloves are an effective way of minimizing the chances of infection providing you use them appropriately.
 - 6.2.1.1. Wear them to touch any surface you are unsure of (handrails, target bosses etc)
 - 6.2.1.2. Once you have touched suspect surfaces, do not then touch your face with the gloves. This is just as bad as not using them at all. Do not use bare hands on the fingers/palms to pull the gloves off. Again, you risk picking up anything you touched with the gloves.
 - 6.2.1.3. Take them off as soon as you can to reduce the risk of touching your face.
 - 6.2.1.4. At the field lay them in direct sun when not in use as the UV may start killing the virus though this is not certain.
- 6.2.2. Your own target face: With the new range layout and use rules you will either be shooting on your own boss, or else in a family unit where it is assumed you do not need to socially distance. By using your own target face and only pulling your own arrows, you will not be touching another person's equipment (minimizing the risk for all).
 - 6.2.2.1. A target face should hopefully last you for many sessions. After a thorough risk assessment we have concluded that it is not practical or safe to be leaving cleaning materials by the bosses. In order to be effective, these have to be strong. We cannot leave them out where the stray children may find them. **So you must assume there is a chance of virus transfer on to the target face. Please wear your gloves putting faces on and taking them off and taking them back to the car. Or if you decide against gloves, sanitize your hands as much as needed. Remember in the end, it is up to you to do everything you can to feel comfortable with your own level of risk. And abide by all the rules we are requiring to minimize the risk you pose to others. If you wish to bring your own supplies so that that you clean the boss before putting your target face on that is OK, but you must then take them away again afterwards.**
 - 6.2.2.2. We would recommend you keeping the target face outside in the sunlight for a day after shooting which may deal with the virus. Remember though, always make sure you feel safe with our recommendations and make your own decision.
 - 6.2.2.3. Please do not leave your target face behind on the boss as someone else may be using it immediately after you and they should not touch your target face and pins.
 - 6.2.2.4. If your target face needs replacing let us know we are likely to have spares and we would rather you are safe by having a new face.
- 6.2.3. Your own target pins: By using your own target pins you will not be touching any recently touched by other people.
- 6.2.4. Hand sanitizer meeting the World Health Organizations recommendations (minimum 70% alcohol): Sanitizing hands before possibly touching your face is a key factor in preventing spread of the virus. We do not feel there is a safe way to open the toilet for use, so no hand washing is available at the field. Please bring and use hand sanitizer.

We are buying in a stock so you can have your own bottle if you do not have any already.

6.2.5. Toilet facilities: The committee do not believe we can make toilet facilities available in a safe manner at this time. We are not in a position to say whether safe toilet facilities are available within the main Manor Park buildings. You must assume that you will not have access to a toilet for the duration of your time at Manor Park.

7. Shooting timing, arrows per end, lost arrows etc.

- 7.1. While we are unsure on how great the demand for shooting will be, the goal is to let as many people shoot and to get as much shooting done as possible. With this in mind, it is requested that all archers are mindful of others and aware of their shooting habits.
 - 7.1.1. Arrows per end: While it can help to shoot more arrows per end not all archers have that many arrows and may not be fit enough to shoot many arrows per end without injury. Unless shooting as the only archer on the field, we request people to shoot a maximum of 8 arrow ends unless you have the freely given agreement of all other archers shooting at the time.
 - 7.1.2. Please do not step on the line to shoot your 6-8 arrows just as all other archers have finished. The only exception is if the archer is part of a family unit where it is essential to shoot as a double detail. Wherever possible please try to avoid this situation. We are going to be restricted on time.
- 7.2. If you lose arrows in the grass, it is fine to make a quick search (each end), but please be aware that time slots are time-limited for you and others. A couple of minutes per end is probably OK but check with any other archers present (at a distance), and please be thoughtful that they may feel awkward asking you to stop looking so they can shoot. To maintain social distancing and not touching other people's equipment please do not go to help others search even though it may feel mean.
- 7.3. If at the end of your session you have missing arrows and others are waiting to start their time slot (or are still shooting because of the staggered start time) you must leave the field to ensure social distancing and to allow others their allotted shooting time.
 - 7.3.1.1. Please then inform the committee so that we can try and find the arrows as part of the designated field maintenance (designated members only). You can report the missing arrow(s) by email to the secretary (details at the end of the rules) or on the dedicated arrow reporting sheet in the booking system. You should provide as much detail as possible, but this must include the following. A) How many arrows you have lost, B) the rough type of arrow (aluminium, Carbon, wood). C) The shooting lane you were using D) The target distance you were shooting. E) Fletching colours. F) Ideally any idea you have about whether the arrow went high/low/left/right
- 7.4. Equipment setup/take-down and Cleaning bosses: Your booked session time covers the whole length of your stay at the field to maintain social distancing. Please allow sufficient time to pack away your kit and clear the lane before the next person arrives. Their time slot is for them, and they must not be forced to setup away from their booked lane.
- 7.5. If anyone accidentally leaves equipment at the field, everyone must assume it could be contaminated. If you know for sure who it belongs to and if you can, then please do contact

them directly to let them know (but please also notify committee through the secretary). Do NOT take the equipment, it is their responsibility to collect it.

7.5.1. If you have left equipment and need to collect it, please ensure that you do not break the other social distancing and infection control rules in this document. Please also be considerate not to impact on the limited time others have at the field to shoot. Once equipment has been collected, please let the secretary know .

7.5.2. Any equipment left at the field is solely at the risk of the owner as we cannot remove it and so it could be taken by anyone.

8. Coaching

8.1. Archery GB have laid down guidelines regarding coaching during phase 1. The club coaches met separately to discuss whether we are able to meet the requirements. It is felt that the range layout, booking system and clear guidance on distancing provide a suitable basis to allow some coaching to take place. The basics of this are as follows

8.1.1. Coaching will be on a 1:1 basis only. Within a single lane.

8.1.2. If coaching is to be provided to more than one person in a family unit at the same time, then each must book a lane in order to allow proper social distancing, without inadvertent breaches. This obviously impacts on the number of lanes used, so people are requested to be thoughtful about arranging their times wherever possible to be outside of peak demand.

8.1.3. Social distancing of 2m is to be maintained at all times, with the sole exception of preventing dangerous situations. However, coaching may only be provided (in line with Archery GB rules) to archers capable of safely shooting without supervision, so this should not arise. Under no circumstances should the coach be directing form change through touch.

8.1.4. If any equipment adjustment is needed to be made by the coach rather than the archer, then the equipment must be thoroughly disinfected before the coach touches it, and before the archer touches it again. However, this is strongly discouraged in all case.

8.1.5. The decision to perform 1:1 coaching is solely at the discretion of the coach concerned. There will be people who would like coaching, and some of our newest archers will benefit greatly from coaching after a long lay-off. However, this situation is difficult, changing and potentially a risk for all. Please treat our coaches with care and respect. They put a lot of time, care and effort in to help us all. We need to keep them happy and healthy. If we all play our part, and the situation continues to improve, we may be able to make things less restrictive in the future.

Contact Details

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