



# *Returning to Archery*

Phase 1 – Restricted  
Shooting

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**Guidance Notes for Clubs**

Version 1.4  
Issued: 4 July 2020



FOR THE **LOVE** OF ARCHERY

# INTRODUCTION

UPDATED FOR 4 July 2020

We have indicated the key additions and updates to these guidelines with **[NEW]** and **[UPDATED]** on the following pages.

These guidelines currently apply to England, Guernsey, Jersey, Isle of Man, **Northern Ireland** and **[UPDATED] Wales**, and relate to the first phase of returning to archery (restricted shooting). They have been produced in line with the English Government guidance on public spaces, outdoor activity and exercise published on 23 June 2020, which can be read on the Gov.uk website - [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

**[NEW]** The announcement by the UK Government for England, changing on 4 July, mean that we still remain in Phase 1 of this guidance.

## **[UPDATED] Wales**

In line with the First Minister's announcement, the Welsh Archery Association (WAA) is pleased to confirm that **clubs can now take the necessary steps to re-open and welcome archers back to archery from Monday 22 June**. Only outdoor shooting is currently allowed and everyone will need to follow the current [Welsh Government guidelines on social distancing and travel](#). Clubs in Wales will need to follow the Archery GB Guidelines on returning to archery.

## **Scotland**

**[UPDATED]** Scotland's First Minister (FM) has confirmed that Scotland will move into Phase 2 of the "Route Map out of Lockdown" Scottish Archery has published their Phase 2 guidance for archery: [The phase 2 guidance for Scottish Archery can be found by clicking here](#).

Archery is a sport where close contact with others can be avoided. Archery GB has developed a set of practical guidelines for clubs to follow so that restricted shooting can take place in England, Guernsey, Jersey, Isle of Man, Northern Ireland and **[UPDATED] Wales** during lockdown, where the local environment allows.

The choice to return to archery at this time is one that needs to be made locally by clubs, after considering their own circumstances. There are many clubs who are keen to return to archery as soon as possible, but we appreciate there will be those that have genuine concerns, or their local environment will make shooting safely impossible at this stage. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

These guidelines should be read in conjunction with the guidelines for archers and coaches, and all elements of the guidelines should be considered to ensure activity can be delivered safely.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery as safely as possible during this current phase.

**Please do not feel pressured to open your club until you are confident you can do so safely, by following both the Archery GB guidelines and the current government advice.**

## STAY ALERT

The clear Government message is that we can all help to control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly

Do not leave home if you or anyone in your household has symptoms.

**At all times, clubs need to remain flexible and have the ability to communicate changes to their members quickly. Clubs must respond quickly if there is an increase in the virus locally, nationally or if any of club's members or visitors to the range test positive for coronavirus.**

## PHASED RETURN

A return to archery is taking place on a phased basis, the phases will change in line with the latest government guidelines once it has been published. Currently we are working on a three-phase approach. Please note, these phases are subject to change as the government exit strategy becomes clearer.

**Phase 1** - Outdoor only. Family units or individual shooting. Social distancing of 2m maintained between anyone not in the same household. No social activities, "turn up, shoot, go home", minimise contact with others. **[UPDATED]** Coaching 1:5 allowed while maintaining social distancing.

**Phase 2** – Indoor or outdoor shooting. Limited numbers with appropriate social distancing between archers – Further details to follow.

**Phase 3** – Full training and competition. Indoor and outdoor shooting. Social activities permitted – Further details to follow.

These guidelines cover **Phase 1 only** and will be updated as necessary to reflect future phases of returning to archery led by the latest government advice.

If you have any questions then please email [membership@archerygb.org](mailto:membership@archerygb.org) and a member of staff will get back to you, please note a number of the team are furloughed and this may take a longer than usual.

## ***SAFE RE-OPENING OF ARCHERY CLUBS***

Whilst the re-opening of archery clubs is managed at a local level, Archery GB has the responsibility to support clubs to make informed decisions. We have created an eight-step plan to provide a simple way to decide whether to open or remain closed for now.

If you are not able to confirm **all** of the following steps, then your club may need to wait until restrictions are lifted further. In this case, perhaps contact your County Association and/or other clubs to see whether they are in a position to offer your members the opportunity to shoot in the short-term.

### ***Eight steps to re-opening***

#### **The club has:**

1. Gained consensus on re-opening from the committee
  - Committee approve re-opening plan
  - Volunteers and coaches have been consulted and are comfortable with re-opening
  - Safeguarding/Welfare officers briefed (if not on committee)
  - Field Captains and Coaches briefed on additional range rules (i.e. social distancing, 5 metre spacing)
2. Read the guidance from Archery GB.
  - Guidance Notes to Club/Coaches/Archers
  - Risk Assessment Template
  - Example Range Layout
  - Implementing Booking Systems
3. Where applicable, sought confirmation from the land owner on re-opening and shared Archery GB guidance.
4. Undertaken a risk assessment on the range and ability to re-open and manage your members.
5. Preferably targets can be left out and not moved where possible. If moving targets is necessary, then the guidance on moving targets below should be followed.
6. Sufficient hand washing or sanitiser available.

7. A booking system to minimise contact and ensure there is a sufficient capacity.
  - We want to ensure social distancing guidelines are maintained.
8. The ability to mark out the range in line with the guidelines.

If you have answered YES to the eight steps above, then your club may be able to re-open. We encourage you to use the guidance below and please contact us if you require support.

## **PREPARING THE RANGE**

Maintenance of the range may be required prior to opening. The primary consideration should be to ensure volunteer safety when undertaking any maintenance.

The club should undertake a range safety check and update the risk assessment **BEFORE** allowing archers to shoot. All activity should be consistent with the government guidance regarding health, travel, social distancing and hygiene at all times.

Measures for opening the range should include but not be limited to:

- Ensure suitable disinfectant and hand sanitiser is provided
- Disinfect / sanitise all surfaces that are touched, for example door handles/gates, targets
- Allocate individual equipment/machinery to one volunteer, and fully sanitise all equipment/machinery after use
- Grass cutting as appropriate
- Provide sanitiser spray/cloths at each target

\* Any sanitiser should be a minimum of 70% alcohol based.

## **RISK ASSESSMENT**

Clubs need to record how they are implementing the guidance, mitigating the risks and ensuring that they are meeting the Archery GB and Government requirements.

If a club cannot adhere to the Government's safety and distancing guidance the club may have to consider if they can return to archery safely, and if not may have to wait for the next phase or review again, as guidance changes.

Archery GB has provided a template risk assessment for clubs to use and adapt for local circumstances. This must be shared with all volunteers and coaches before they return to the club.



A nominated club volunteer should manage this process and ensure that sessions and archers observe the social distancing and other Government guidelines. An example risk assessment can be downloaded from the Archery GB website.

## STAY ALERT

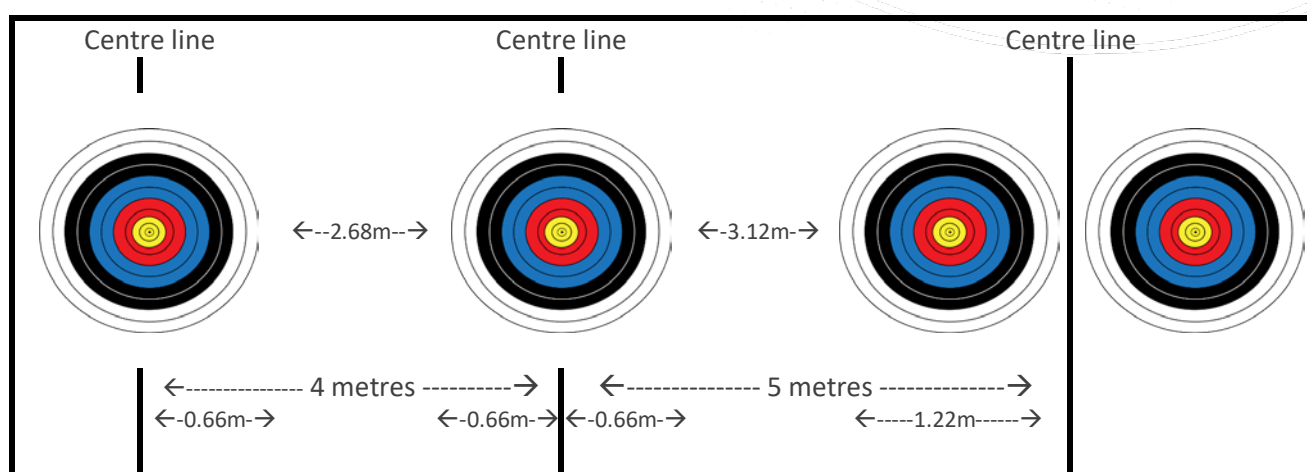
- Archers **MUST NOT** come to the range/club if they show symptoms of any illness but in particular of Covid-19. [These are highlighted on NHS Direct](#) and include:
  - A new persistent and dry cough
  - A temperature
- **[UPDATED]** If you are symptomatic, living in a household with a possible COVID-19 infection then guidance is that you should remain at home. If you are classified as extremely vulnerable on health grounds, although you can meet people outdoors and, from 4 July, indoors, you should be especially careful and be diligent about social distancing and hand hygiene. For those shielding, you can now consider taking safe exercise outdoors and meeting up with one person outside your household, always maintaining social distancing and robust hand and respiratory hygiene.
- Archers should notify the club should they develop symptoms after attending the archery range.
- After the session, archers should sanitise their hands, clean their equipment and anything else used at the session.

## CLUBS

These guidelines will cover the majority of archery clubs; however, we recognise that not all clubs will be able to open during Phase 1 for various reasons, and clubs should only open if they can confidently meet the guidelines.

- A return to archery in **Phase 1** is outdoor shooting only. Coaching can take place on a **[UPDATED]** one to five basis as long as social distancing is observed.
- Archers must practice social distancing at all times and maintain a distance of at least 2 metres apart. People from different households should not travel in the same car.
- **[NEW]** Targets may be used by two archers from different households, shooting in two single details (as long as 2m social distancing is maintained), one archer or one group of archers of any size if from the same household **[ENGLAND ONLY]**

- **[UPDATED]** Where appropriate provide target faces and target pins to archers for them to keep, and ask that they re-use or dispose of at home after use. If this not possible then ensure any shared equipment is cleaned/sanitised after contact.
- An example range, showing how individual and archers from the same household can be set up is provided.
- **[NEW]** Individual targets can be positioned 4 or 5 metres from each centre (depending on available space). If two targets are placed in a lane for use by a household, then 5 metres should remain between the centres of the adjoining targets. This minimum spacing take effect from 4 July 2020 until further notice, and supersedes **Rule 301 (b) (i) and (ii)**.



- **[UPDATED]** Club facilities, and indoor shooting areas, should remain closed and there should be no group archery or club social activity at this time. More information about the re-opening of clubs will be shared as it becomes available.
- **[UPDATED]** Indoor facilities should be kept closed, apart from toilets and throughways. Toilets may be used where [adequate cleaning measures have been put in place](#).
- The *Guidance Notes for Archers* should be provided to all club members.
- We advise clubs, and coaches, to use a booking system that will support lane management, avoid disappointment and stagger timings to minimise encounters between people, including in car parks and at entrances. Turning up at the range without a slot should be discouraged. Please see the *Implementing a Booking System* information at the bottom of this guidance.
- **[UPDATED]** It has been encouraging to see clubs with sufficient facilities partnering with other clubs in their locality to enable them to shoot where their facilities are closed. There are many clubs still unable to open. This will be for a variety of reasons, including being located on an education site that is not reopening at this time to external groups. We recommend that clubs work together where possible to help the archery community get back to archery.

- **[UPDATED]** It is preferred that targets can be left out and not moved where possible. Clubs that are unable to leave targets out, must carefully manage the movement of targets in between sessions and minimise the number of times they are handled. Where 2m social distancing can't be maintained during this process, you should put in place the 1m plus mitigations (such as face coverings or avoiding face-to-face contact). Where possible, clubs should continue to use members of the same household/social bubble to move targets.
- Clubs may wish to allow archers to shoot as many arrows as possible during each end, reducing the number of times archers have to collect arrows.

**Field Archery** – In addition to the general guidance above, field archery can take place with archers shooting with one other person not from their household (observing social distancing) or with members of the same household on each target, and at all times keep at least 2 metres from other archers.

**[UPDATED] Clout, flight and other disciplines** – All archery disciplines can take place, following the generic guidance above. Social distancing measures should apply all times. Any equipment should be handled as little as possible, and cleaned before and afterwards.

## COACHING

Coaching can take place as long as the restrictions described within this guide are adhered to.

You may coach:

- **[UPDATED]** Sessions limited to group sizes of no more than six, including coach(es)
- Archers that are able to shoot safely on their own without intervention.
- **[UPDATED]** Archers that have partially completed a Beginners' Course and have therefore already been taught to shoot safely. Coaches should consider if the individuals are able to shoot safely without physical intervention. If this is the case, you may continue to provide them coaching sessions within the guidelines provided.
- **[NEW]** Beginners with no prior experience of archery.
- Only on a prearranged basis.
- **[UPDATED]** You can meet with different archers in a single day as long as it is in gatherings of no more than six and you are maintaining social distancing.
- Coaching can take place so long as the restrictions described within this guide are adhered to.

The coaching you provide will naturally need to adapt, and you'll need to get used to doing things a bit differently.

Please ensure that you're still working within our policies and codes of conduct. You can re-familiarise yourself with these [here](#).



### When you are instructing / coaching:

- **[UPDATED]** Stay at least 2m away from your archer(s) and other people as your normal practice, except in the case of an emergency. When instructing / coaching beginners you may directly supervise from 1m away whilst wearing a face mask, until it is no longer necessary (i.e. the archer is familiar with the shot procedure and so you are able to move to 2m away)
- Do not use physical contact, for example to correct shooting technique. Instead, use non-tactile coaching cues and feedback.
- Do not touch equipment that other people touch, for example, avoid pulling out someone else's arrows, moving sights.
- **[UPDATED]** Avoid sharing equipment where possible. Archers should use their own equipment if possible (or equipment that is loaned to them by the club and is kept by the archer for a period of time). Where this is not possible and is deemed a barrier to participation, clubs, coaches & archers need to do everything practical to minimise the risk of transmission. These include:
  - The frequent cleaning of objects, equipment and surfaces that are regularly touched, ensuring there is adequate disposal arrangements for waste.
  - Sanitisation of all equipment after every use, before being used by someone from a different household.
  - Wash/sanitise your hands thoroughly before and after using, handling or cleaning equipment.

## **PREPARE YOUR RETURN TO COACHING**

Archery is a great way to improve our physical and mental health at this time. Remember that everyone is experiencing the impact of the COVID-19 situation differently, so it's important to prepare for coaching slightly differently to what you may be used to.

- Reflect on your own needs at this time as well as taking some time to understand the needs of the people you instruct / coach. Be adaptable to help yourself and them take part in an enjoyable way.
- Plan your session to consider how you will meet the restrictions.
- Use the risk assessment that your club / organisation has made.
- Inform your archers about what measures are being taken to ensure theirs and your own safety. This will give them confidence to take part and help them understand how the session will take place.
- Think about the session afterwards and ask for feedback, so you can continue to adapt and improve.

## **[NEW] COACHING BEGINNERS**

We recognise that some clubs and organisations are ready to resume the delivery of archery experiences for beginners. Please refer to the *Guidance Notes for Coaches* for more information.

## [NEW] COMPETITION

Although record status competitions may be some weeks away, there are other opportunities you can do to increase variety of activity within the club.

- We have released the Summer Metrics for July & August, and this is available to all archers – using the Ianseo Scorekeeper app.
- The Progress Awards has been updated to include adults.
- Competitions at the club can be done in the time available either shooting a complete or partial round, or making up your own round!
- Any scorecards should be kept by the archers, and any collation of scores could be done online.

Further details on a Return to Competition will be available on the website early July 2020.

## ARCHERS

The *Guidance Notes for Archers* should be circulated to all club members. This guidance is a summary of the notes in this document.

- [NEW] Targets may be used by two archers from different households, shooting in two single details (as long as 2m social distancing is maintained), one archer or one group of archers of any size if from the same household [ENGLAND ONLY]
- [UPDATED] Where appropriate provide target faces and target pins to archers for them to keep, and ask that they re-use or dispose of at home after use. If this not possible then ensure any shared equipment is cleaned/sanitised after contact.
- [UPDATED] Archers should use their own equipment if possible (or equipment that is loaned to them by the club and is kept by the archer for a period of time). Where this is not possible and is deemed a barrier to participation, clubs, coaches & archers need to do everything practical to minimise the risk of transmission.

These include:

- The frequent cleaning of objects, equipment and surfaces that are regularly touched, ensuring there is adequate disposal arrangements for waste.
- Sanitisation of all equipment after every use, before being used by someone from a different household.
- Wash/sanitise your hands thoroughly before and after using, handling or cleaning equipment.
- If the club is providing timed slots, please ask that members follow your club's guidance by arriving shortly before their designated time, wearing and with the correct gear and be ready to shoot. After their slot, archers should leave as soon

as they have packed away their equipment. Clubs are advised to stagger start times to minimise the risk of archers meeting others outside of their household.

- In order to minimise contact, there is no need for archers to remain at the club if they are not shooting.
- **[UPDATED]** In some cases archers should come prepared not to use the toilets. Toilets can be used as long as the club can implement the [Government guidelines for keeping facilities and equipment clean](#).

## **[UPDATED]** *SUPPORTING DISABLED ARCHERS*

Archery is an inclusive sport and Archery GB is proactively working on solutions to ensure people with disabilities or long-term health conditions can continue to participate safely in the sport. For people who are shielding, we strongly recommend you follow [the Government guidelines on shielding and protecting yourselves which can be found here](#). It is an individual decision to return to archery which should be made in conjunction with the latest medical and government advice.

We encourage clubs to work with their archers to determine whether sufficient procedures can be put in place to accommodate their individual needs. Clubs should do everything practical to manage the risk associated with the transmission of COVID-19 and all risks need to be logged in a risk assessment with reasonable measures implemented to mitigate the identified risks.

If an archer requires additional support, where possible their carer or a member of their family or household is the preferred solution to providing the support required. If this is not possible, then please talk to the person concerned about how best to support them. Find solutions to enable them to participate, while providing appropriate protection for your workforce. Clubs/volunteers will need to use their discretion, in association with completing a risk assessment to identify the risks and possible solutions. Please be mindful that most clubs are run by volunteers, and individual decisions should be made and respected when it comes to managing personal risk.

The sharing of equipment should be strictly limited, archers should use their own equipment where ever possible (or equipment that is loaned to them by the club and is kept by the archer for a period of time). Where this is not possible and is deemed a barrier to participation, clubs need to do everything practical to minimise the risk of transmission. These include:

- The frequent cleaning of objects, equipment and surfaces that are regularly touched, and make sure there are adequate disposal arrangements for waste.
- Sanitisation of all equipment after every use, before being used by someone from a different household.
- Wash/sanitise your hands thoroughly before and after use.

The COVID-19 Secure guidelines can be found by [clicking here](#).

To minimise potential cross-contamination, we recommend that for each session, a disabled archer is allocated a specific volunteer, or agent, who is responsible for providing support for that one archer. That volunteer will also be responsible for managing the target face (and target pins). A booking system may help facilitate the partnering of archers and volunteers.

An important task associated with supporting disabled archers is the collection of arrows.

**This is a recommended procedure for arrow collection:**

- Prior to shooting, the arrows and other equipment are cleaned thoroughly.
- Agents to consider face covering, and where possible avoid touching the target, pulling out arrows using an arrow puller, to reduce the direct handling of the archer's arrows.
- Where possible, maximise the number of arrows shot by the archer, to help minimise the amount of handling by the agent.
- The agent would transfer the arrows in a tube quiver which will be used when carrying the arrows back from the target to the archer.
- The quiver to be safely positioned by the archer so they can access their arrows.
- The archer can then take the arrows from this quiver and place them into their own quiver for the next round of shooting. This further reduces the handling of the arrows by the volunteer.
- The archer and agent frequently wash/sanitise their hands, before and after the collection of arrows.
- Physical contact with anyone outside of your household is not permitted.

Activity Alliance have produced guidance [Reopening Activity: An inclusive response](#), in consultation with partners across sport, leisure and disability equality. The resource covers areas such as session planning, engagement, and workforce. It complements and builds on other guidelines from government, Sport England, professional associations, and governing bodies.

For further information or support please email [membership@archerygb.org](mailto:membership@archerygb.org)

## **SPECTATORS & NON-ESSENTIAL VOLUNTEERS**

Spectating should be actively discouraged.

Where attendance of a parent/guardian (non-participant) or a carer for a disabled archer is required, it should be limited to one per archer, with social distancing strictly observed while watching the sessions (consider marking out specific boxes/areas for this purpose).

**[UPDATED]** Consideration should be given to single parents or carers, in order to enable participation by all. Parents are responsible for supervision and in line with social distancing guidelines. Children are not always good at hand hygiene; the virus can be

spread by touching contaminated surfaces. Therefore, pay special attention to children's hand hygiene.

Only essential volunteers should be at the range, and their roles during practice sessions should be logged in the risk assessment.

## **IMPLEMENTING A BOOKING SYSTEM**

It's really important that the number of people visiting an archery club is minimal and shooting opportunities are limited and controlled to ensure the safety of all members.

Where possible, Archery GB recommends the use of booking system, to manage access to the shooting range. There are various booking systems available from a basic email and Excel Spreadsheet to a specific ticketing system.

Facebook offer an event booking system, but it's more aimed at individual appointments for Facebook for Business accounts.

There are a number of online booking systems, which offer a free ticket (and cost you and person making the booking nothing) and a paid option. Each will take a small charge for making the booking – check the fine print.

There are a variety of include Bookwhen, Eventbrite, Clubevent, Bookitbee, TicketTailor, Contigofoms, Openplay and many others.

Things to consider:

- Implementing a short buffer period (e.g. 15 minutes) between lane/session booking slots to allow time for archers to leave before the next archers arrive.
- Consider staggering the start time of lane bookings so that archers do not all arrive/leave at the same time.
- Where possible any payments should be taken online, to avoid handling cash.
- In the long-term booking platforms could be used for other activities e.g. coaching sessions, Have-a-Gos & Beginners Courses, thereby reducing admin for volunteers.

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at [www.archerygb.org/covid19](http://www.archerygb.org/covid19)