

## Cambridge University Bowmen Safety Form – Membership 2017/18

### 1. Safety Guidelines

Safety is the responsibility of all archers, whether they are committee members, members of the club or just beginners. Most rules are based on simple common sense. Below are listed some of the major concerns that should be kept in mind.

- Archers must obey the orders of the field captain. Failure to do so may result in being expelled from the shooting range. A suitably qualified field captain must be present whenever shooting takes place.
- The field captain will tell you when it is safe to shoot and when you can collect your arrows. One blow on the whistle, or the verbal command 'SHOOT', indicates that it is safe to commence shooting. Two blows on the whistle, or the verbal command 'COLLECT', indicates that it is safe to collect arrows from the targets.
- At any time if repeated whistle blasts are heard, or the verbal commands 'FAST' or 'STOP' are given, by any archer then everybody must cease shooting immediately. This indicates that someone has spotted a danger and that it is no longer safe to continue shooting. All people who have their bows drawn and are in the process of shooting must let the bow down without shooting the arrow. All arrows must be denocked and bows pointed downwards to indicate that the individual has heard and understood the order. It is the responsibility of all archers to call for shooting to be stopped if they have noticed a danger.
- Shooting should not commence unless the range has been set up according to the ArcheryGB Rules of Shooting. When outdoors, this includes the designation of a suitable overshoot line and side-safety areas, which must be roped off. An experienced member should be asked if you are unsure about this.
- During shooting individuals should point arrows down the range and towards the targets, including when drawing the bow and coming down.
- Should an arrow drop just beyond the shooting line, no attempt should be made to retrieve it, unless it can be reached without crossing the line using the bow or long-rod.
- Persons, other than those actually shooting or coaching, must remain behind the waiting line. Before or after an archer has shot they must remain behind the waiting line. All equipment apart from ground quivers must be left behind the waiting line when not in active use. This ensures that the shooting line is clutter free and that archers can move around it freely. It also allows the field captain a clear view of the whole shooting line.
- Bows should only be drawn on the shooting line, regardless of whether or not an arrow is nocked on the bow at the time.
- Never 'dry fire' a bow, i.e. shoot a bow without an arrow nocked on the string and resting on the arrow rest. There is a danger that the bow limbs may shatter and cause major injuries.
- Arrows should not be nocked on the bow-string when not on the shooting line, unless it is to create a nocking point or check equipment. Beginners should not need to do this as the equipment officer or novice coach will do this for you if you have any concerns.
- While drawing the bow, never aim above the line of the target. If you accidentally release the arrow at this point there is a danger that it will fly outside the bounds of the safety zone. This is especially so when using release aids with compound bows.
- Never run on the shooting range.
- When collecting arrows, approach the targets slowly and to the sides of the boss as the ends of arrows can be dangerous. Look out for arrows in the ground around the target.
- Care should be taken when removing arrows from a boss. If in doubt ask an experienced archer to demonstrate the correct technique. Failure to do so can result in injury or the destruction of arrows. When removing carbon arrows an arrow puller should be used to avoid injury from carbon splinters. The correct technique is as follows:
  - i. All archers stand either side of the boss.
  - ii. Two archers remove arrows from the boss, working from the sides into the centre.
  - iii. The arrow should be removed from the target by placing one hand palm flat against the boss so that the arrow shaft is situated between two fingers. The second hand firmly grasping the shaft as close as possible to the arrow tip when pulling the arrow clear of the boss. Don't bend the arrow whilst doing this.
  - iv. When pulling arrows ensure that nobody is standing behind you to prevent injury. Arrows are normally situated at eye level!

- V. Ensure that all arrows are collected and that none are damaged, paying particular attention to check that no arrows are missing points. Report all missing or damaged arrows to the field captain. It is imperative that we don't leave arrows in the ground after practice when shooting outdoors, as other sports take place on the field and untended arrows can cause injury!
- All damaged equipment should be reported to the equipment officer or the field captain. It is dangerous to shoot with damaged equipment as this may result in injury to either yourself or others around you. Particular notice should be paid to arrows that are bent or have broken nocks. All arrows should have 3 fletchings (or feathers) that are firmly fixed to the arrow shaft.
- Always use a stringer to string/destring a bow. If you don't know how to do this, ask an experienced archer to demonstrate.
- Wear appropriate clothing. Loose, baggy tops can catch the bowstring as it is released. Either wear a tighter top or make use of a shoulder guard. For the same reason long hair should be tied back to prevent it getting ensnared with the bowstring. Earrings, necklaces and badges can also cause problems so it's best to take them off. Open soled shoes, e.g. sandals, should not be worn as you may accidentally stand or trip on an arrow in the ground.
- Always use a tab and bracer/armguard while shooting. Consult an experienced archer if you don't know how to use these. If you don't then you may end up with very sore hands and arms after shooting.

**2. Cambridge University Bowmen First Aid Code of Practice**

The nature of archery as a sport means that injuries are likely to be either very minor, or major and therefore requiring emergency attention.

**Locations**

- University of Cambridge Sports Centre  
Minor cuts and abrasions – Use Sports Centre first aid kit  
Otherwise – Find Sports Centre trained first aider (always on site) or call ambulance
- CSA Rifle Range on Elizabeth Way  
Minor cuts and abrasions – Use CSA first aid kit  
Otherwise – Call ambulance
- Churchill College Playing Fields (Outdoor shooting)  
Minor cuts and abrasions – Use CUB first aid kit in shed  
Otherwise – Call ambulance

**Treating Injuries**

Only a qualified first aider should treat another person's injuries. However, any person can apply first aid on themselves. When treating an injury the first aider should always be careful to protect themselves. It is important to wear the gloves provided in the first aid kit, especially when treating open wounds. Gloves should then be disposed of appropriately.

**Accident Reporting**

- Incident/Accident Report Forms are available at all shooting locations. Any accident where there is cause for concern, when an ambulance is called, or when the injured party is advised to seek further medical attention, should be recorded on an Incident/Accident Form. Any form of head injury must always be reported on an Incident/Accident Form. Near misses or incidents should also be recorded on an Incident/Accident Report Form.
- Committee members are responsible for the secure storage of completed forms as per the Data Protection Act 1998. Committee members are responsible for returning forms to the Safety Officer, Physical Education Department.
- If an archer from a visiting club is injured during a competition hosted by Cambridge University Bowmen, the club has a responsibility to record the accident

By signing, I confirm I have read and agree to abide by these safety guidelines:

Name (PRINT):..... College:.....

Signed: ..... Date:.....