

Bowmen of Backworth

Club Etiquette and Rules of Shooting

If in doubt, ASK

Archery is a sport utilising sophisticated modern weapons, and as such has a good system of rules to ensure the safety of everyone including the archers and spectators. The sport is practised by many people around the world and one of the reasons is because it is a very friendly sport. To help maintain this friendly and inviting atmosphere, the rules of shooting are backed up by rules of etiquette. The complete rules are available on the Archery GB (GNAS) and World Archery (FITA) websites; the Archery GB rule book also lists the main points of archery etiquette. Below are some basic guidelines which may be helpful for newcomers to the sport.

Etiquette

The GNAS Motto is "Union, True heart and Courtesy".

Etiquette helps a club to run smoothly and is a must at tournaments. Courtesy and good manners reflect on both you and our club and they enable other archers to enjoy their sport, hence the word Courtesy in the motto.

Most of archery etiquette is simple common-sense, meant to make the sport enjoyable and to preserve good humour and not spoil other people's concentration.

- Archers should try to arrive early to assist with setting up and stay after the event to help with putting away equipment and clearing up. This should be done before archers set up their own personal equipment. Do not just leave this to other people.
- When arriving at the club after the session has started, please remember to ask the Field Captain which targets are available. It may be that you could be interrupting a high scoring or qualifying round.
- If you arrive late, use only the targets already set out on the field.
 - Once started, shooting will not be interrupted to allow for extra targets to be set up.
- Do not "jump" onto any target without seeing that it is available. It is very irksome for an archer to set out a target for specific use and to find that it is usurped by others. Ask before using any target. If a target is in use ask if you can join it.
- Always check all your equipment before shooting. Never use anything that is damaged in any way or where you are uncertain if it is safe.
- Have spare arrows available on the field to cater for bouncers, breakage etc. (good practice should be to carry two more than the quantity required).
- Do not approach the shooting line just as an adjacent archer is coming up to full draw, and similarly, do not leave the shooting line under the same circumstances. Wait until they have completed their shot before you do anything that may distract them. (*World Archery (FITA) rules differ here - you MUST leave the line as soon as you finish your end.*)
- Leave appropriate space on the shooting line for your fellow archers.
- Do not allow your bow to interfere with an adjacent archer, keep you bow upright when loading an arrow or making adjustments.

- Do not talk or exclaim on the shooting line. Don't talk to an archer who obviously prefers to be left alone. Noise levels should be kept down while shooting is taking place. Foul language is not acceptable at any time.
- Do not inflict your problems on other archers while shooting is going on, they will probably have their own to contend with.
- If there is still one other archer shooting as you are preparing to leave the shooting line, stay with them for company. (*World Archery (FITA) rules differ here - you MUST leave the line as soon as you finish your end.*)
- Do not dawdle while retrieving arrows or while walking back from the target.
- Do not tread on foot markers or move aiming markers.
- Unless express permission is given by the owner, never touch other people's equipment, not even the arrows in the target. The exception to this rule is when the arrows are found in the grass. The correct procedure there is: draw the arrow carefully out of the ground and stand it point down in the ground where it was found.
- When scoring is in process, do not walk along the targets comparing results.
- Ask whether it is OK to draw the arrows once scoring is complete.
- When pulling arrows from the target ensure there is no-one behind you that might get injured by your action and stand to one side so as not to injure yourself.
- When drawing other archers' arrows from the target do so with as much care as if they were your own. Hand the arrows back carefully so you do not poke anyone with a sharp nock or pile.
- Help look for lost arrows on adjacent targets once your own target's scoring and arrow collection is complete.
- Archers requiring targets to be moved should ensure that they have the necessary help, at the end of the round, BEFORE advancing to the target.
- Practice on target days is permitted but must fit in with the rounds and the Field Captain informed.
- Only offer advice if it is asked for (or if you are coaching, anyway). You might be quite correct in your judgement but some people find it offensive to be corrected, so wait until your advice is sought.

Dress Code

- Our Club colours are registered with Archery GB and consist of bottle green coloured tops with yellow markings and dark lower clothing. This is recommended where possible, especially when representing the club at competitions, or at other events when mixing with other clubs or the public. Otherwise, comfortable casual clothing (jeans and a top) are generally fine.
- Loose clothing should be avoided and jewellery should be removed or protected where it might be caught in the equipment.
- Torsos and shoulders should be covered.
- Long hair should be tied back to prevent it being caught by the string.
- Footwear that fully encloses the toes and front of the foot must be worn at all times when shooting.
- At Record Status Target Archery Tournaments, the wearing of denim, khaki or camouflage is not permitted.

Rules

1. The Shooting Regulations as prescribed in the Archery GB “Rules of Shooting” shall be accepted as governing the relevant branches of the sport of Archery practised by the Club and its members.
2. Safety rules shall be observed at all times on penalty of immediate suspension by the Field Captain and possible expulsion after representation to the Club Committee and the BMW.
3. Target days, coaching and practice sessions shall be as designated by the committee. If, for operational reasons, shooting needs to be cancelled, then members will be informed. When the weather is inclement members should decide for themselves whether to shoot.
 - 3.1 Arrangements for introducing archery to the public or to visitors on specific days in or on the club’s premises or in public spaces must have prior approval of the committee.
4. All members must sign the shooting record each time they attend even if they are not shooting. This includes visitors and members that do not shoot such as coaches etc. Target fees must be paid before starting to shoot.
5. The Club shall not be responsible for loss or damage to members’ property except where, during an official Club shooting session and the requirements of rules 9 and 17.3, the fall of targets causes damage to members arrows, the replacement cost of which will be reimbursed by the Club.

Range Layout

6. For insurance purposes all Club ranges are required to conform to the latest Rules of Shooting and be registered in accordance with the process as directed by Archery GB.
7. All ranges are considered accessible by the public even if this involves trespass and we are required to safeguard anyone (including dogs and other animals) entering the shooting area.
8. It is up to the Field Captain of the day to ensure the safe set-up and running of the range and it is the Field Captain of the day who will be held responsible for any contraventions and consequences.
9. In setting up the range (indoor and outdoor) members must follow the instructions as defined in the following Standing Procedures
 - SP01 Field Marking
 - SP02 Field Layout
 - SP03 Target Placement
 - SP04 Tractor Safety
 - SP05 Field Encroachment
 - SP06 Indoor Range Safety Layout

Equipment

10. Bows acceptable at the Club venues are as follows: recurve freestyle, recurve barebow, recurve traditional, longbow and compound unlimited. They must conform to the description within AGB Rules of Shooting. Crossbows are NOT permitted.
11. Wooden, aluminium or aluminium-carbon arrows are acceptable for use at all of the Club venues. All-carbon arrows, whilst being acceptable for use at indoor venues, are discouraged from being used at the field because of the difficulty in finding them should the target be missed. Arrows must conform to the description within the AGB Rules of Shooting.
12. Members are not allowed to use any non-standard competition bows when shooting at the Club venues without first discussing with and obtaining agreement of a senior coach and the Records Officer.

13. Club members are responsible for the care and maintenance of their own equipment. No club member is permitted to shoot any bow or arrows that are not fit for purpose. Inspect all parts of your bow, limbs, string, servings, arrows and all accessories before you start to shoot to ensure that nothing is dangerously damaged or worn. If anything changes or sounds different during shooting, then immediately check your equipment. Continue shooting only when you are satisfied that everything is safe.
14. No archer should take, borrow, or hire from the Club any equipment for their or anybody else's use outside the Club, excepting for equipment needed by novices for tournaments during their first year. Permission for the use of Club equipment must be obtained from the Club Secretary.
 - 14.1 Novice archers joining the Club after completing a Beginners' course may be allowed to hire Club equipment for a limited period on payment of a nominal fee as determined by the Committee.
 - 14.2 Equipment loan/hire will be dependent upon Beginner course demand.

Numbers Present

15. Solo shooting is not permitted at any time.
16. For "standard" shooting a minimum of two Senior archers, or one Senior Archer and an adult, must be on the field.
 - 16.1 Where only two Senior Archers are present, they are required to shoot alternatively for safety reasons.
 - 16.2 Where one Senior Archer and an adult are present, it is the responsibility of the Senior Archer to ensure that the accompanying adult has been fully briefed in the safety rules.
 - 16.3 Juniors may only shoot when accompanied by a Senior Archer and a second adult must be present.
 - 16.4 A Senior Archer may not shoot if only accompanied by a Junior Archer.

Control of Shooting

17. Shooting must not commence until the range is set out in accordance with the relevant indoor / outdoor safety layout plan (QP02, QP06).
 - 17.1 Outdoors - All safety ropes and warning signs must be in place.
 - 17.2 Indoors - All access doors must be locked (except fire doors), warning signs in place and backstop netting in place behind the targets.
 - 17.3 When shooting outdoors due consideration must be made of weather-related issues e.g. high winds, fog etc and shooting must be stopped if
 - a) the range boundary is not visible or
 - b) targets stands cannot be safely secured from blowing over or
 - c) if archers cannot control their bows.
18. At all times, whenever shooting takes place, it must be under the control of a Field Captain who should be an experienced senior archer. It is expected that ALL senior archers will take a turn at the role in order that the load is spread evenly and fairly over the season.
 - 18.1 The Field Captain shall be in sole control of the shooting with an overall responsibility for safety.
 - 18.2 The decisions of the Field Captain must be respected and their instructions obeyed at all times.
 - 18.3 The Field Captain shall be empowered to exclude any archer if (s)he observes any breach of the Shooting Rules or has any such breach reported to him by another archer.
19. Obey any instructions such as shouts of "FAST", "STOP" or multiple whistles, no matter who the command comes from. If you hear such a command, you may repeat it so that people further away than you also get notified. If at draw, carefully bring down your bow and do NOT shoot

- your arrow. Remove the arrow from the bow and place it back in the quiver. Wait for the Field Captain's instruction before commencing to shoot again.
20. Archers and all their equipment must remain behind the waiting (equipment) line (at least 5yd behind the shooting line) when not shooting.
 21. Spectators and other non-participants must remain behind the tent line (at least 10yd behind the shooting line) at all times. They should not go forward to the targets with the archers. As you are responsible for your guests, you must always ask the field captain for permission for them to do so if you wish.
 22. Archers must count how many arrows they are shooting at the start and end of each session.
 - 22.1 Arrows must be identified as yours with your name or initials clearly marked on them.
 - 22.2 Fletching colour scheme must be the same for all your arrows which are shot together in a session.
 - 22.3 Spare arrows should be carried to cater for bouncers, breakage etc. (good practice should be to carry two more than the quantity required).
 23. Archers must not approach the shooting line until instructed by the Field Captain. If in doubt about the system of commands in use (verbal, whistles etc) then ASK.
 24. Never nock an arrow or draw your bow, except when on the shooting line, and pointing towards the target. An exception to this may be made during the affixing of nocking points provided that this is carried out inside one of the containers with the bow in the horizontal position and the arrow pointing toward the floor.
 25. Never draw an arrow if there is a risk of pulling it beyond the arrow rest. Use correctly sized arrows!
 26. Never draw and loose a bow without an arrow (called a "dry-fire"). This could damage the bow and may result in injury.
 27. Only ever point your bow down-range.
 28. Only shoot at the designated target and from directly in front.
 29. When drawing back the string of the bow do not use any technique which could, if accidentally loosed, allow the arrow to fly beyond a safety zone.
 30. Never shoot an arrow into the air or where you cannot see where the arrow might land.
 31. Never shoot when you see anyone within the safety areas. Shout "FAST" to warn other archers of the danger.
 32. Never step over the shooting line even to retrieve a dropped arrow. If an arrow is dropped, wait until shooting is finished before trying to retrieve it. If the arrow cannot be retrieved without stepping over the shooting line you must await instruction from the Field Captain before overstepping the shooting line.
 33. Normal outdoor shooting will be 6 arrows (other numbers depending on round shot). 3 and 3 arrows may be shot when an archer is fatigued or impaired. Before shooting 3 and 3 the Field Captain must be informed. Indoor shooting will be 3 arrows with the exception of the Worcester round which has 5 arrows.
 34. On completion of shooting archers must retire behind the waiting line and await instruction from the Field Captain before going forward to retrieve arrows. If in doubt about the system of commands in use (verbal, whistles etc) then ASK.
 35. No bow may be carried over the shooting line. (This rule will not apply to Field shooting, Double Clout and certain bow tuning procedures).

Scoring and Arrow Retrieval

36. Never run on the shooting range at any time.

- When walking to a target (especially outdoors) walk to the side of the target and watch out for arrows sticking out of the ground.
37. Do not go behind the target to retrieve missed arrows until after your score has been recorded.
 - 37.1 If you must go behind a target always ensure that someone knows you are doing so and can inform the Field Captain.
 38. Do not touch the target or any arrow (yours or anyone else's) during scoring, until all scores have been agreed and recorded. You do not want to be accused of cheating.
 39. Give your score to the target scorer in the following way: Highest score first, and in 2 groups of 3, e.g. 9-7-7 pause, 5-3-1, pointing at the nock of the relevant arrow as you do so.
Everyone should take their turn to record target scores.
 40. Scores for rounds shot by Club Members should be submitted to the Records Officer via the box located in the container.
 - 40.1 Scores will only be accepted when they are written on properly completed Club score sheets and signed by the archer.
 - 40.2 Scores from external sources must be on official scoresheets or official results sheets and signed by the organiser.
 - 40.3 External scores are to be notified to the Records Officer as soon as possible after the event.
 41. Ask whether it is OK to draw the arrows once scoring is complete.
 - 41.1 When pulling arrows from the target ensure there is no-one behind you that might get injured by your action and stand to one side so as not to injure yourself.
 - 41.2 Always pull arrows in a straight line directly out from the target to avoid any chance of bending or breaking.
 - 41.3 Only ever pull one arrow at a time.
 - 41.4 Use an arrow puller if required to safely pull a deeply embedded arrow from a target (or anything else it may be stuck in) to avoid hurting yourself when pulling.
 - 41.5 It is the archer's responsibility, when withdrawing an arrow without a pile, to mark the hole from which the arrow was drawn and inform the Field Captain. The Field captain will organise the removal of the pile. Under no circumstances must the boss or target face be damaged by sharp objects. The same applies to target frames, if the arrow or pile cannot be withdrawn with pullers and or by buddy-pulling the Field Captain will be informed and make the necessary decisions.
 42. The searching for lost arrows must not hold up the shooting rhythm of the rest of the field. Archers may search for lost arrows no longer than the last boss scored. At this time, they will return to the shooting line for the next end.
 43. All Archers are expected to assist in locating lost arrows at the end of the shoot.
 - 43.1 To minimise lost arrows Archers are expected to shoot distances according to capability and are asked not to consistently attempt to shoot out of their current range.
 - 43.2 If an arrow is unable to be found it must be noted on the Lost Arrows form available in the container. Archery GB and Backworth Miners Welfare may need to be informed.
 - 43.3 It remains the responsibility of the archer in question to arrange to come down and continue to search the field for the arrow.
 44. Archers should inform the Field Captain in a timely manner should equipment or safety issues arise.
 - 44.1 Any broken/unsafe/missing items of equipment must be withdrawn from use and be reported to the Equipment Officer as soon as possible.

45. No arrows (ends) lost as a result of being late may be made up, sighters or otherwise. Should weather conditions deem it necessary the round may be changed by majority decision of the archers present.

Accident Reporting

46. Any injuries received by a member, observer or visitor as a direct consequence of being on Club premises and involved in shooting or moving equipment must be reported immediately to an Officer of the Club or the nominated Field captain of the day so that an assessment can be made of the first and subsequent aid required to ensure the welfare of the injured person.
- 46.1 An entry recording the incident and the injury sustained must be made in the Accident Register maintained at the Club premises.
- 46.2 Each incident will be reviewed within 7 days by the Management Committee and revised procedures or preventative actions subsequently proposed to avoid potential repetition of the incident.
- 46.3 Any member wishing to register contact information in the event of illness or accident while on the Club ground may notify the Secretary who will maintain a folder of such information in a prominent position at the Club premises.

General

47. The Club relies on members to be proactive in doing their bit to help their Club throughout the year. Contributions are needed
- a) to keep the grounds and containers clean and tidy by removing rubbish and sweeping floors.
 - b) to refill the petrol containers for the tractor
 - c) to help on club workdays to repair / maintain equipment
 - d) help is also needed to prepare for, run and clear up after shoots, tournaments and other events.
48. Do not leave litter.
49. Smoking of all types of tobacco, including E-cigarettes, is prohibited on all club ranges. For the outdoor range a smoking area away from the shooting area will be designated by the Committee.
50. 'Tuck' is provided by the Club for the benefit of members on the basis that members pay for all items used/consumed at the notified charges. An 'honesty box' system is in operation.

Further Information is available at

www.archerygb.org

Proc-01-13 Rules of Shooting

Proc-02-03 Shooting Administrative Procedures