

**Bowmen of Backworth
STANDING PROCEDURES**

- SP01 Field Marking**
- SP02 Safety Procedure - Field Layout**
- SP03 Safety Procedure - Target Placement**
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- SP05 Safety Procedure - Field Encroachment**
- SP06 Safety Procedure - Indoor Range Safety Layout**

Bowmen of Backworth STANDING PROCEDURE

SP01 - FIELD MARKING

If in doubt, ASK

1. SCOPE.
This procedure covers the marking of the distance lines and target positions on the archery field to conform to the requirements of Archery GB's Rules of Shooting.
2. SAFETY PRECAUTIONS:
All work to be carried out with due regard to health and safety.
Eye and hand protection should be worn.
Wash hands immediately after contact with weed killer.
If any enters the eye(s) wash immediately with clean water and seek medical assistance.
3. MATERIALS REQUIRED.
The following materials are stored in the equipment container at the top of the field:
String (min 120 yd required) for laying the lines.
Steel ground pegs for laying the lines
Measuring tape, marked with centre distances.
Weed killer (20% mix). A suitable weed killer will be supplied by the head groundsman.
Long handled 2" paint brushes (x2).
Paint kettles (x2)
Protective gloves and eye goggles.
4. PROCEDURE (Distance and safety lines).
 - 4.1 The head groundsman (contact via the Hall office) will lay down the shooting, target lines, side lines and other major lines as required. He will be requested to do so **BEFORE** the existing lines disappear.
 - a) The shooting line will be solid.
 - b) The line 3yd in front of the shooting line will be broken.
 - c) The waiting (equipment) line (5yd behind the shooting line) will be broken.
 - d) The tent line (10yd behind the shooting line) will be solid.
 - e) The smoking area will be solid.
 - f) The safety lines at the bottom of the field (110yd and 170yd) will be solid.
 - g) Target distance lines - Imperial (yards) lines will be solid and metric (metres) lines will be broken.
 - 4.2 If the lines are not visible the field will be required to be "re-strung" with great care taken to ensure accuracy. This will need to be undertaken with due consultation with the head groundsman from the hall.
Set out all lines with string and ground pins. The ground pins to be about 24" outside the side-lines to allow for the marking machine.

5. PROCEDURE (Target spacing markers).

It is the responsibility of the Club members to mark and maintain the target position markers.

Do not carry out this task when the ground is wet or rain is forecast within 24 hours.

5.1 Target position indicators will be marked on the shooting line and all target distance lines (both imperial and metric) starting from the **RIGHT-hand** side of the field, when viewed from the shooting line.

5.2 The shooting line, 50yard line and 100yard line should be marked out first using Creoseal.

5.3 The first marker is to be positioned 1.25m from the side-line. The second marker is to be 2.5m measured from the first mark (i.e. 3.75m from side-line). Thereafter all target centres will be 2.5m apart.

5.4 Each position will be marked with a **SINGLE** line, running up and down the field, about 12" (300mm) long bisected by the lines.

The lines will be the width of the paintbrush.

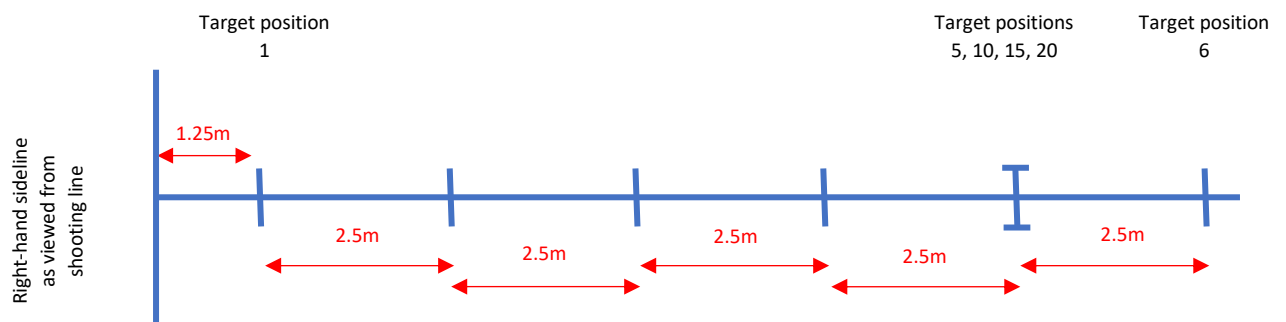
5.5 Laying the string. Using the marks on each of the three lines as guidance, run a string lengthwise down the field from the shooting line to the 100yd line. The string should be secured to ground pins positioned approx. 24" outside the shooting and 100yd lines and to a pin on the 50yd line. Ensure the string is taut and straight.

5.6 Using weed killer, mark each target position where the string intersects the shooting line, and every distance line, both imperial (yards) and metric (metres).

5.7 Where there is no line on the broken metric lines the target position is to be marked with a cross 12" (300mm) x 12" (300mm).

The lines will be the width of the paintbrush.

5.8 Starting from the **RIGHT-hand** side of the field, when viewed from the shooting line, the target position marks at position 5, 10, 15 and 20 will be made into an "I" with the top and bottom of the "I" being 5" (127mm) across. **The lines will be the width of the paintbrush.** This will also apply to the shooting line.



6. PROCEDURE (Safety zone lines).

6.1 Positions for the poles used to support the safety rope are to be marked on each of the overshoot safety lines.

6.2 The safety lines will be positioned in accordance with the field safety maps.

- a) For distances up to 60 yd or bows without a mechanical release – 110 yd
 - b) For distances over 60 yd or bows with a mechanical release – 170 yd
- 6.3 Each position will be marked with a **SINGLE** line, running up and down the field, about 12” (300mm) long bisected by the lines.
The lines will be the width of the paintbrush.
- 6.4 A spike-hole, made by driving one of the red safety poles, will be made at the centre of each intersection and at the **RIGHT-hand** side of the field, when viewed from the shooting line. The left-hand end of the rope will be supported by the trolley.

7. CLEARING UP:

After all the marking is concluded

- 7.1 The brushes must have the heads placed in a plastic bag and returned to storage.
- 7.2 All the residual fluids are to be returned to the appropriate containers, the lids secured and returned to storage along with the paint kettles.
- 7.3 Once all equipment is stored all those assisting in the field marking will thoroughly wash their hands.

Bowmen of Backworth STANDING PROCEDURE

SP02 – SAFETY PROCEDURE - FIELD LAYOUT

If in doubt, ASK

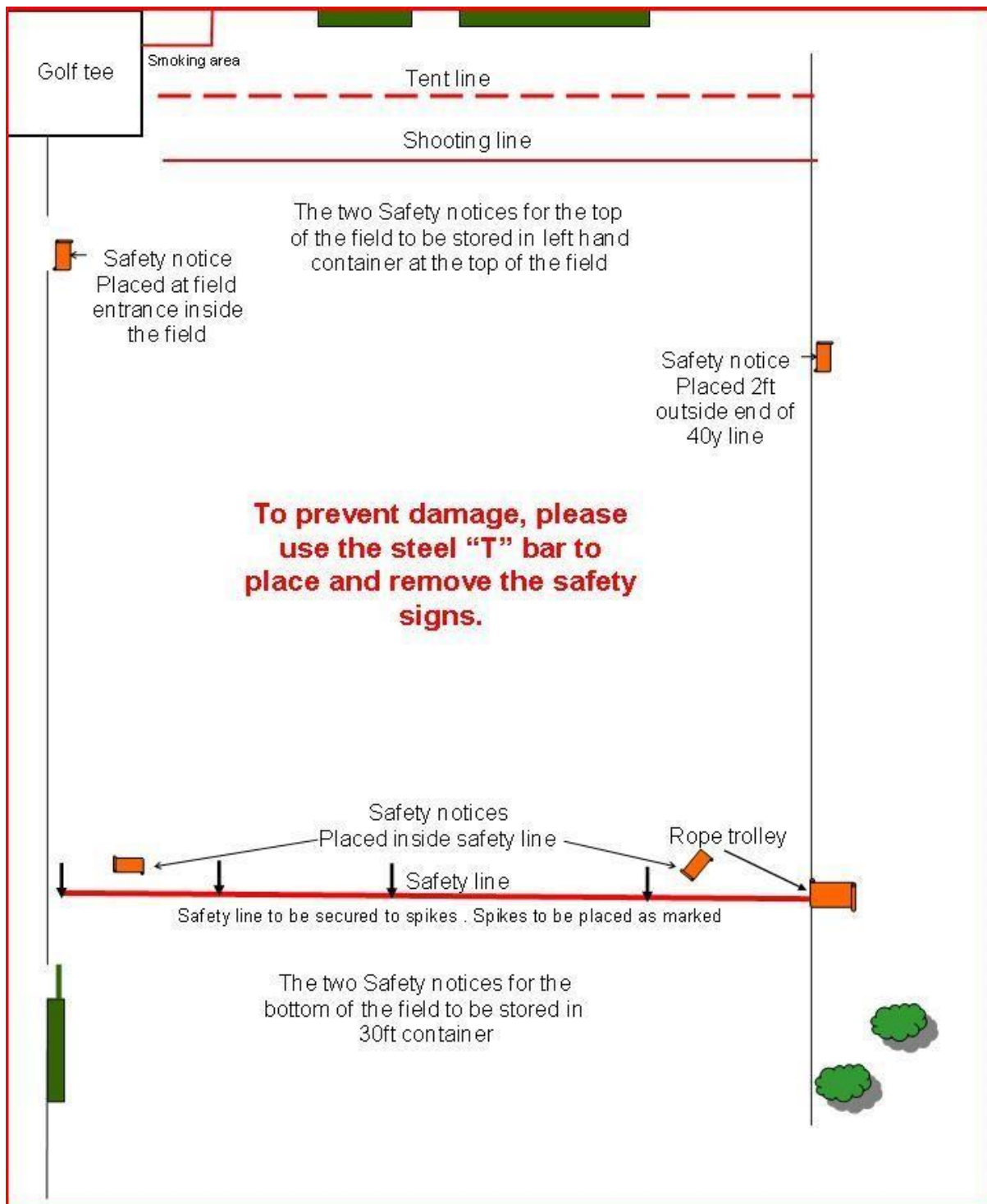
1. SCOPE.
This procedure covers the laying out of the archery field, before placing targets, to conform to the requirements of Archery GB's Rules of Shooting.
2. SAFETY PRECAUTIONS:
All work to be carried out with due regard to health and safety.
Hand protection should be worn if necessary.
Extra care should be exercised when opening the target storage container due to the possible position of the ramp and the weight of the ramp when lowering.
Care should be exercised when handling and/or placing and driving steel pins..
3. MATERIALS REQUIRED.
Safety notice (x2) stored in equipment container (top of field).
Safety notice (x3) stored in target storage container (bottom of field).
Rope trolley with steel pins stored in target storage container.
4. PROCEDURE 1
(for short distances (up to 60yd) and for bows shot without mechanical releases).
 - 4.1 The container at the bottom of the field will have its right-hand door secured, by a steel pin, at 90° to block access to the field.
 - 4.2 The overshoot safety line must be positioned 110yd from the shooting line.
 - 4.3 Start by placing a steel pin in the hole at the **RIGHT-hand** side of the safety line, when viewed from the shooting line, and securing the rope to it.
 - 4.4 Continue to run the safety line out across the field, securing it to steel pins positioned at the marked locations along the line.
 - 4.5 At the end of the line, secure the rope to the rope drum by wrapping it around the handle and pulling the trolley backwards for tension.
 - 4.6 Two safety notices, one at each end, are required at the safety line, placed on the marked positions far enough inside the line to deter vandalism. (Range Safety Map 1a).
 - 4.7 A safety notice is not required at the container, when using the "short" 110 yd line.
5. PROCEDURE 2
(for long distances (over 60yd) and for bows shot with mechanical releases).
 - 5.1 The container at the bottom of the field will have its right-hand door secured, by a steel pin, at 90° to block access to the field.
 - 5.2 A safety notice is required at the container (Range Safety Map 1b).
 - 5.3 The overshoot safety line must be positioned a minimum of 150 yards from the shooting line.

- 5.4 Start by placing a steel pin in the position indicated in the layout plan forward and to the **RIGHT-hand** side of the safety line when viewed from the shooting line. Secure the rope to it.
 - 5.5 Proceed down to the marked point on the safety line, place another steel pin and secure the rope to it.
 - 5.6 Continue to run the safety line out across the field, securing it to steel pins positioned at the marked locations along the line.
 - 5.7 Before reaching the very end of the line, turn back up the field and position the trolley as indicated on the safety map. Secure the rope to the rope drum by wrapping it around the handle and pulling the trolley backwards for tension.
 - 5.8 Two safety notices, one at each end, are required at the safety line, placed on the marked positions far enough inside the line to deter vandalism. (Range Safety Map 1b).
6. PROCEDURE 3
(Position of safety notices at top of field).
- 6.1 Two safety notices are required at the top of the field.
 - a) One placed at the entrance to the field.
 - b) One placed on the mark approx. 2' from the left-hand end of the 40 yards line, when viewed from the shooting line.
7. PROCEDURE 4
(Independent Ranges)
- Where two adjacent ranges are in use independently (e.g. Beginner's Course being run at the same time as Club shooting), the following additional requirements must be put in place:
- 7.1 A safety area with a minimum width of 20 yards (8 target centres) must be designated between the two ranges.
 - 7.2 The two ranges must be separated by a safety rope running from the tent line down the length of the field.
 - 7.3 No access is to be allowed between ranges until both ranges have finished shooting. (Range Safety Map 1c).

With the above measures in place the field should be safe to use for archery practice in accordance with Archery GB's Rules of Shooting.

Shooting must not commence without the above requirements being in place.

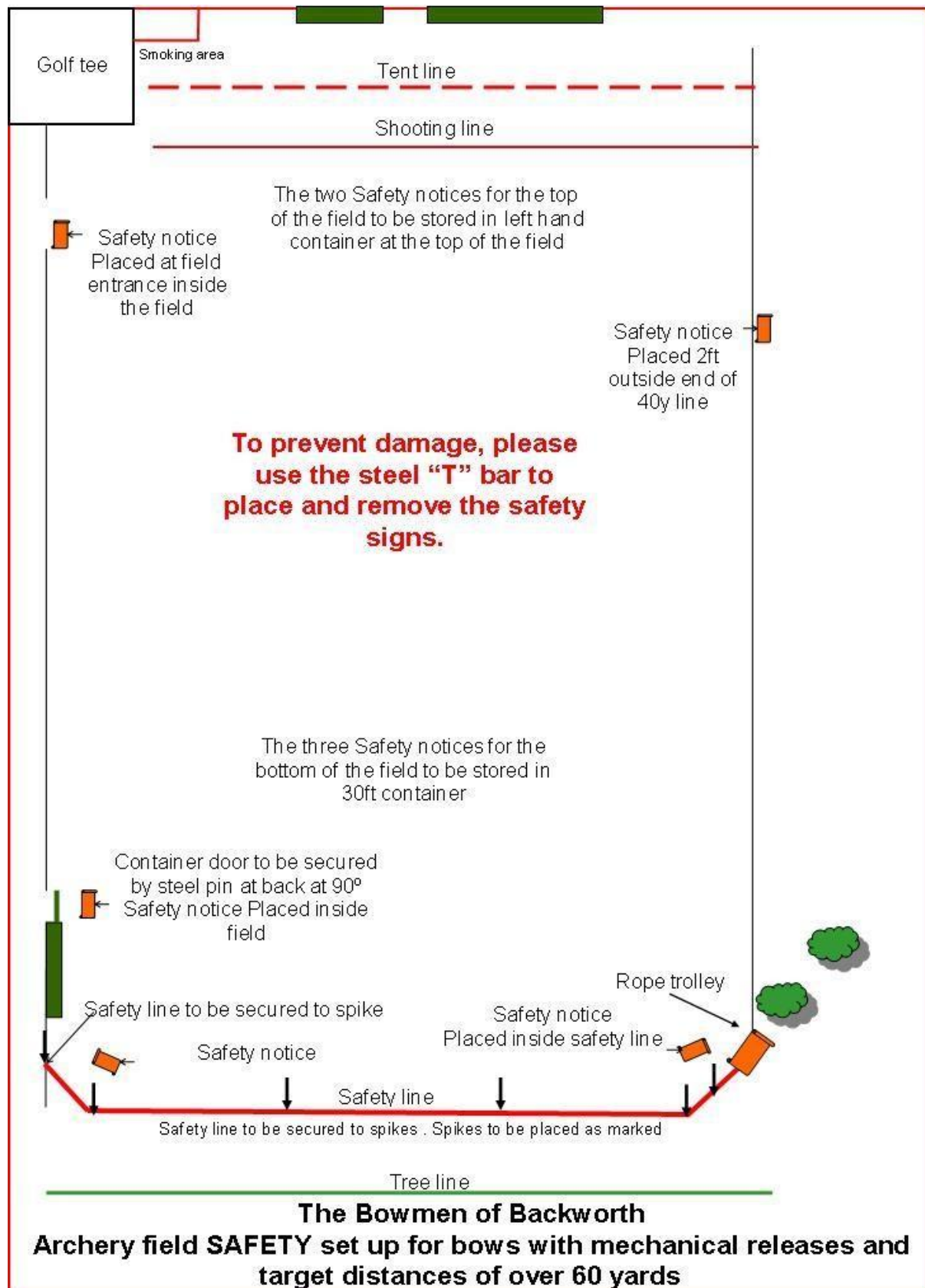
RANGE SAFETY MAP 1a -



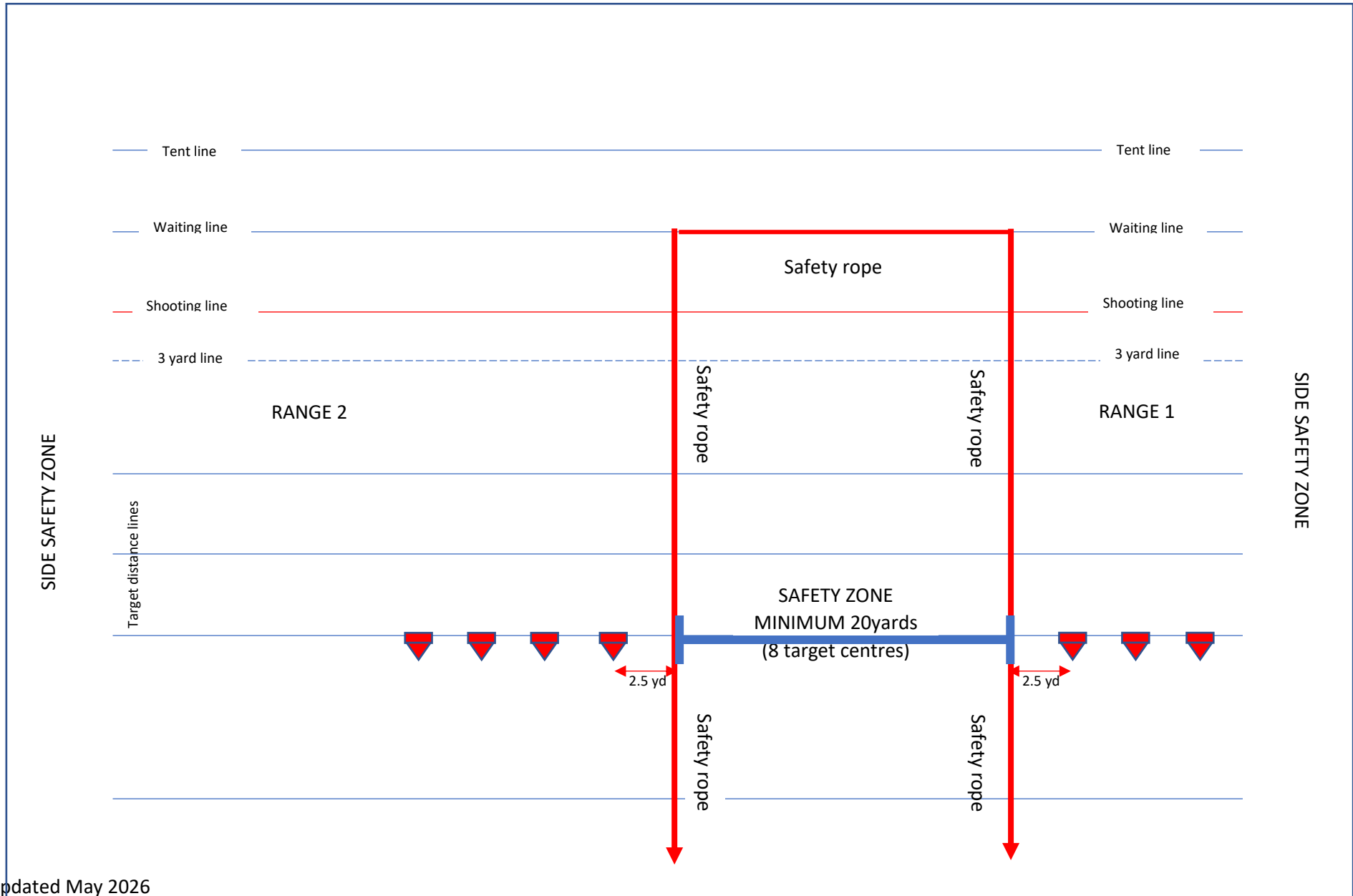
Tree line

The Bowmen of Backworth
Archery field SAFETY set up for bows without mechanical releases
and target distances of under 60 yards

RANGE SAFETY MAP 1b -



RANGE SAFETY MAP 1c - Independent Ranges



Bowmen of Backworth
STANDING PROCEDURE

SP03 – SAFETY PROCEDURE – OUTDOOR TARGET PLACEMENT

If in doubt, ASK

1. SCOPE.

This procedure covers the setting out and security of target stands and bosses to conform to the requirements of Archery GB's latest Rules of Shooting.

2. SAFETY PRECAUTIONS:

All work to be carried out with due regard to H&S.

Hand protection should be worn if necessary.

Care should be exercised

- when opening the target storage container due to the possible position of the ramp and the weight of the ramp when lowering.
- when handling straw and foam bosses because of their weight. A minimum of two people is required to lift straw and foam bosses and to lift wooden stands on/off the trailer.
- when handling and/or placing and driving ground pegs.

Bosses and stands should be transported to/from the container/target positions using the trailer.

Before attempting to put out any target(s), assess the wind conditions. If it looks as if the target(s) will not be stable, do not put them out.

3. PROCEDURE (Trailer safety)

3.1 The trailer will only be loaded when attached to the tractor.

3.2 The trailer will only be loaded or unloaded with the tractor engine turned OFF.

3.3 A maximum of 6 wooden target frames or 1 foam and 4 wooden target frames may be carried at any time.

3.4 A maximum of 3 foam or 6 straw or 1 foam and 4 straw bosses may be carried at any time.

4. PROCEDURE (Trailer loading)

4.1 The required number of wooden target frames and/or foam bosses to be loaded first and taken to the field and set in the required positions.

4.2 All wooden stands and foam bosses will be orientated with the legs towards the tractor.

4.3 Straw bosses will be placed face to face and straw to straw, starting with the straw down on the trailer.

4.4 If a foam boss is on the bottom of the stack then the orientation will match the foam boss.

5. PROCEDURE (Setting out)

5.1 The field will be set out in accordance with the latest field layout map, with due regard to the requirements of the archers present at time of set-up.

- 5.2 With the exception of the V.I. set up, targets will be placed with the longer distance first and to the right-hand side of the field when viewed from the shooting line.
 - 5.3 The required targets will be placed in decreasing distances across the field.
 - 5.4 A minimum of two people is required
 - a) to lift a stand into place.
 - b) to lift a straw boss into place.
 - c) to lift a foam boss into place.
 (If you do not think you can lift it, DO NOT TRY)
 - 5.5 The wooden stands and/or foam bosses are to be placed on the required distance line with the legs equidistant over the positioning mark.
 - 5.6 In positioning stands, ensure the front/rear legs are placed as far apart as possible to aid stability. Once in place they must be pegged down **before** the straw bosses are lifted into place.
 - a) Pegs must be inserted through the metal eyelet attached to each leg.
 - b) Foam bosses must be pegged down using long pegs through the wooden legs.
 - c) Pegs must be driven securely into the ground using a mallet if necessary.
 - 5.7 ALL straw bosses must be secured to the stands using either the wooden chocks or by pins and cord ensuring they are flat against the frame.
 - a) Using the wooden chocks; place the hole in the chock over the bolt in the frame and slid down to secure the boss. The small block that secures the boss must be placed to the inside of the arm.
 - b) Using the pins and cord; two metal “spiral pins” should be used; one driven, with 10mm stand-out, onto each side of the boss. Either attach a bungee cord between the two pins around the back of the frame for tension or attach a guy rope to each pin and secure the guy ropes to the ground several feet behind the target.
6. PROCEDURE (Re-positioning targets)
 - 6.1 Ensure all arrows are removed.
Straw Boss / 4-legged stand
 - 6.2 Leave the boss secured to the stand but remove the metal pegs securing the stand to the ground.
 - 6.3 One person should stand in front with their back to the target and take a secure grip on the bottom crossbar on the front legs of the stand. DO NOT take hold of the boss.
 - 6.4 A second person should stand behind the target and take a secure grip on the bottom crossbar of the rear legs. They should then gently lift so that the target tips forward and rests on the back of the first person with the rear target legs lifted clear of the ground.
 - 6.5 The person at the front should then lift the front legs clear of the ground and together with the second person walk slowly forward to the required new position.
 - 6.6 On reaching the new position, the front legs should be lowered to the ground first before lowering the back legs ensuring that the front/back legs are spaced as far apart as possible.

6.7 Secure the stand to the ground with the metal pegs.

Straw boss / 3-legged stand

6.8 Remove the straw boss from the stand and roll it to the new position.

6.9 After removing the pegs securing the stand to the ground, re-position the stand and re-secure it to the ground before placing and securing the boss in position.

Foam target

This method can also be used for straw bosses / 4 legged stands if the weight is too heavy for people using the first method.

6.10 Remove the metal pegs securing the target to the ground.

6.11 With one person on each side of the target and one person standing behind it, carefully tilt the target backwards and lower it into a horizontal position.

6.12 With the weight of the target distributed between all three persons, slowly carry the target to the new position.

6.13 Placing the rear legs on the ground, slowly tilt the target up and place the front legs on the ground ensuring the front/rear legs are spaced as far apart as possible.

6.14 Secure the legs in place with the metal pegs.

7. PROCEDURE (Clearing the field)

7.1 A minimum of two people is required

- a) to remove a boss from the stand
- b) to lift a boss onto the trailer.
- c) to lift a stand onto the trailer.

7.2 Bosses should be removed from the stand **before** the securing pegs are removed from the stand.

7.3 Bosses must be placed on the trailer face to face and straw to straw.

7.4 Stands must be orientated with the legs towards the tractor.

8. RESPONSIBILITY

8.1 It is up to the Field Captain of the day to ensure the safe set-up and running of the field and it is the Field Captain of the day who will be held responsible for any contraventions and consequences.

8.2 Safety is the responsibility of ALL Archers on the field.

**Bowmen of Backworth
STANDING PROCEDURE**

SP04 – SAFETY PROCEDURE – TRACTOR DRIVING and SAFETY

If in doubt, ASK

You **MUST** receive instruction from a senior club member before being allowed to drive the tractor.

1. SCOPE.

This procedure covers the safe use of the tractor and trailer.

2. SAFETY PRECAUTIONS:

All work to be carried out with due regard to health and safety.

Only those members over 18 years of age may drive the tractor.

No passengers may be carried on the tractor or the trailer.

Do not run the engine in the confined space of the container because of the carbon monoxide gas from the exhaust.

Whilst driving or manoeuvring the tractor be observant of those around you.

3. STARTING PROCEDURE

3.1 Always ensure that the tractor has enough fuel for at least the day of use.

a) The tractor must **NOT** be refuelled inside the container or with the engine running.

b) Be careful when topping up the tank and make sure that petrol does not spill on to the engine - this could cause a fire when you start the engine.

c) If the petrol container is empty, please take it away and refill it with unleaded petrol. Send the receipt to the Treasurer who will refund the cost.

3.2 The ignition key is normally on top of the battery, under the seat.

3.3 Before attempting to start the tractor

a) Adjust the seat position by releasing the lever on the right underside of the seat and sliding the seat to the required position.

b) Ensure the footbrake/clutch lever is in the fully depressed position, preferably locked in place (red lever).

c) Ensure the gear lever is in neutral.

3.4 Move the choke/throttle lever about two-thirds up, towards the front of the tractor.

3.5 Insert the ignition key and rotate clockwise.

3.6 As soon as the engine fires pull the choke/throttle lever to the off position (to the rear)

4. DRIVING PROCEDURE

The tractor has a hydraulic gearbox and a cone clutch.

4.1 Ensure the gear lever is in neutral.

4.2 Depress the footbrake/clutch lever fully and allow it to come up to its top position.

- 4.3 Engage the gear lever to drive the tractor. Push the lever fully forward to go forward or fully backwards to go backwards.
 - 4.4 Adjust the choke/throttle lever if necessary to ensure the engine speed is enough to take the weight of the engine/trailer but not over-revving.
 - 4.5 The engine may be stopped by placing the gear lever into neutral and turning the ignition key anti-clockwise.
 - 4.6 Alternatively, the seat has a safety pressure sensor. If the footbrake/clutch lever is in the fully upright position, vacating the seat will stop the engine. If stopped by vacating the seat the ignition must then be turned off.
N.B. If the footbrake/clutch lever is locked in the fully down position, vacating the seat will NOT stop the engine.
 - 4.7 Normally there should be no need for the lights.
5. PARKING UP (in the container)
 - 5.1 Ensure that the tractor and trailer are parked centrally in the container and far enough forward to allow storage of the rope trolley and for the ramp to be safely raised and left without any danger of it falling forwards.
 - 5.2 Depress the footbrake/choke pedal fully and lock in position by pulling the red lever up.
 - 5.3 Turn the engine off.
 - 5.4 Remove the ignition key and place it under the seat, on the top of the battery.

Bowmen of Backworth
STANDING PROCEDURE

SP05 – SAFETY PROCEDURE – FIELD ENCROACHMENT

If in doubt, ASK

1. SCOPE
 - 1.1 We are required to safeguard anyone (including dogs/animals) entering our shooting area, even when this is by trespass.
 - 1.2 Shooting must not commence without the field being set out in accordance with SP01 – FIELD LAYOUT and the associated Field Safety Map.
2. PROCEDURE (Cessation of shooting, due to field encroachment)
 - 2.1 Upon any person/persons/dogs/animals being seen to encroach onto the field **“FAST”** will be shouted and **ALL** shooting will cease immediately.
 - 2.2 Any Archer at full draw will come down and **ALL** arrows returned to the Archer’s quiver and the field will wait for the hazard to clear and instructions given, by the Field captain, for shooting to recommence.
3. PROCEDURE (Cessation of shooting, due to field conditions)
 - 3.1 In the event of poor visibility, which may be caused by mist, fog, snow, or hail, obscuring the safety (overshoot) areas the Field Captain will declare the field unsafe to shoot on.
 - 3.2 In the event of strong wind, which may cause the target stands and bosses to become unstable, the Field Captain will declare the field unsafe to shoot on.
4. SIGNALS
 - 4.1 Signals shall be by electronic whistle or other very audible whistle or by voice commands
 - 4.2 FAST will be shouted by anyone on the field. FAST will be passed down the shooting line to ensure all Archers are aware. The Field Captain may give several short blasts on a whistle.
5. RESPONSIBILITY
 - 5.1 It is up to the Field Captain of the day, to ensure the safe set-up and running of the field and it is the Field Captain of the day, who will be held responsible for any contraventions and consequences.
 - 5.2 Safety is the responsibility of ALL Archers on the field.
 - 5.3 The instructions of the Field Captain will be obeyed by all on the field at ALL times.
6. “UNAUTHORISED” ACCESS
 - 6.1 Any unauthorised access to the field is to be challenged.
 - 6.2 Any “trespasser” claiming to have the Hall’s permission can be verified by contacting the Hall office 0191 268 4247
 - 6.3 If they refuse to leave the field; contact the Police (999).

Bowmen of Backworth STANDING PROCEDURE

SP06 – SAFETY PROCEDURE – INDOOR RANGE SAFETY LAYOUT

If in doubt, ASK

Indoor Venue – North Shields

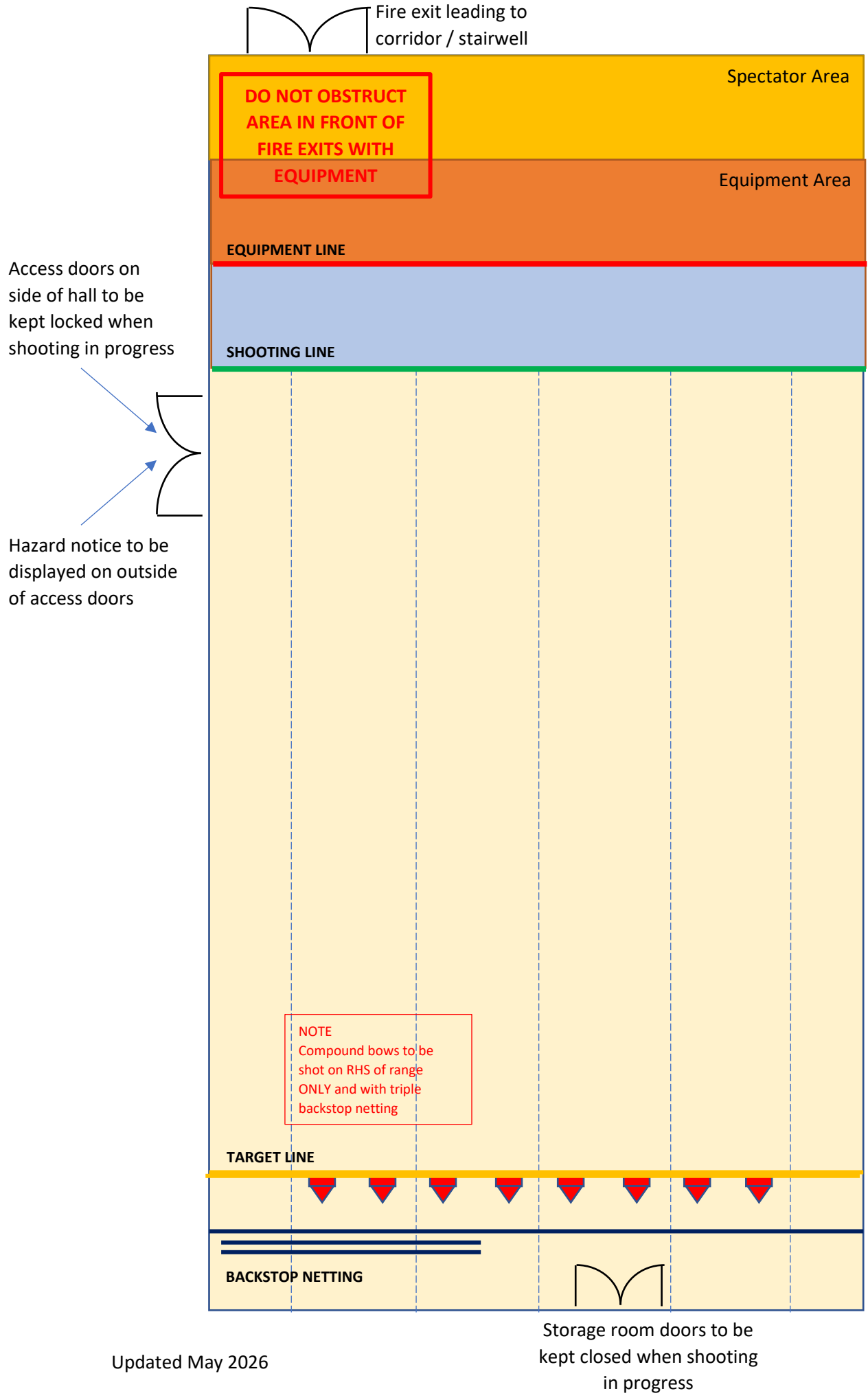
1. Shooting must not commence without the range being set out in accordance with the Range Safety Plan.
2. The green line at the top of the hall (to the left as you enter) will be designated as the shooting line.
3. The red line between the shooting line and the wall will be designated as the equipment (waiting) line.
4. The yellow line at the bottom of the hall (to the right as you enter) will be designated as the target line.
5. A maximum of four bosses/stands can be positioned along the target line. The minimum spacing between target centres must be 2.5 metres.
6. It is not possible to secure the target stands to the floor so care must be taken to position the support legs to provide maximum stability. Ensure the connecting bolt at the top of the stand is tightened securely (use a spanner).
7. Bosses are heavy and require 2 people to lift them onto or remove from the stand.
8. Each target boss must be securely anchored to the stand to prevent it from either falling over or being pulled over (e.g. when an archer retrieves an arrow).
 - 8.1 Push a long metal pin into each side of the boss at approximately mid height. Leave the pin protruding from the boss by about 1 cm.
 - 8.2 Clip a bungee cord to the pins, stretching the cord around the back of the boss and behind the front supporting legs.
 - 8.3 Ensure the boss lies flat against the stand.
9. A safety net (minimum height of 3 metres) must be suspended behind the targets and across the entire width of the hall. The net must be supported at its mid-point by hooking it to the basketball hoop.
10. The doors of the storage area at the bottom of the hall should be kept closed whilst shooting is in progress.
11. A hazard safety notice must be displayed on the outside of both access doors to the hall.
12. The access doors to the hall must be kept locked at all times whilst shooting is in progress.
13. Access to the exit doors must not be obstructed by equipment.

Indoor Venue – Kings School, Tynemouth

1. Shooting must not commence without the range being set out in accordance with the Range Safety Plan.
2. The line marking the edge of the court at the top of the hall (climbing wall end) will be designated as the shooting line.
3. The court centre-line between the shooting line and the wall will be designated as the equipment (waiting) line.

4. The target line will be aligned with the black markers on the wall at the bottom of the hall.
5. A maximum of eight bosses/stands can be positioned along the target line. The minimum spacing between target centres must be 2.5 metres.
6. It is not possible to secure the target stands to the floor so care must be taken to position the support legs to provide maximum stability.
7. Bosses are heavy and require 2 people to lift them onto or remove from the stand.
8. Each target boss must be securely anchored to the stand to prevent it from either falling over or being pulled over (e.g. when an archer retrieves an arrow). Use either the wood anchor clips or metal pins and bungee cord. Ensure the boss lies flat against the stand.
 - 8.1 Using the wooden anchor clips. Two clips are required, one on each side of the target. The small block on the front of the clip must be placed to the inside of the arm. Position the hole in the clip over the bolt in the inside rear of the frame and slide down to secure the boss.
 - 8.2 Using pins and bungee cord. Push a long metal pin into each side of the boss at approximately mid height. Leave the pin protruding from the boss by about 1 cm. Clip a bungee cord to the pins, stretching the cord around the back of the boss and behind the front supporting legs.
9. A safety net (minimum height of 3 metres) must be suspended behind the targets and across the entire width of the hall. The net is very heavy and must be supported at various points using the wooden poles.
10. The safety net must be of triple thickness behind the 3 targets to the right-hand side of the range to allow for the use of compound bows.
11. The doors of the storage area at the bottom of the hall should be kept closed whilst shooting is in progress.
12. A hazard safety notice must be displayed on the outside of both the access doors to the hall.
13. The access doors on the right-hand side of the range must be kept locked at all times whilst shooting is in progress.
14. Access to the exit doors must not be obstructed by equipment.

King's, Tynemouth



Fire exit leading to corridor / stairwell

DO NOT OBSTRUCT AREA IN FRONT OF FIRE EXITS WITH EQUIPMENT

Spectator Area

Equipment Area

EQUIPMENT LINE

SHOOTING LINE

Access doors on side of hall to be kept locked when shooting in progress

Hazard notice to be displayed on outside of access doors

NOTE
Compound bows to be shot on RHS of range ONLY and with triple backstop netting

TARGET LINE

BACKSTOP NETTING

Storage room doors to be kept closed when shooting in progress