

Aide-Memoire WA001

Using the Outdoor Range



Index

1. Our Facilities.....	2
2. Shooting Tickets.....	2
3. Finding the Range and Gaining Access.....	3
3.1. Finding the Outdoor Range.....	3
3.2. Gaining Access when the Gates are Locked.....	3
4. Parking at the Outdoor Range.....	3
5. Archers Etiquette.....	3
6. Smoking and Vaping.....	3
7. The Shooting Shed & Shooting Shed in-use Warning Sign.....	3
7.1. The Shooting Shed.....	3
7.2. Safety First - Using the Shooting Shed.....	4
7.3. Use and Courtesy - Using the Shooting Shed.....	4
8. When We Do Not Shoot at the Outdoor Range.....	4
9. Toilet Facilities.....	4
10. Lone Shooting.....	5
11. First Aid Box.....	5
12. Setting Up your Kit.....	5
13. Range Lines.....	5
13.1. Spectator Line.....	5
13.2. Waiting Line.....	6
13.3. Shooting Line.....	6
13.4. 3 Metre Line.....	6
13.5. Target Lines.....	6
14. Arrows in the Ground.....	6
15. Range Management.....	6
16. Distance Markers.....	6
17. Unexpected Guests - When We MUST STOP Shooting.....	7
18. Losing Arrows.....	7
19. Shooting the Wood.....	7
20. Turning a Boss onto its Side.....	8
21. Arrow Jack, Metal Detector & Rake.....	8
21.1. Arrow Jack.....	8
21.2. Metal Detector and Rake.....	8
22. Moving and Fixing Bosses in Place.....	8
23. Moving Bosses Sideways.....	9
24. Choosing a Target Face, Target Pins & Pinning them to a Boss.....	9
24.1. Target Faces.....	9

Document Control

Approved by	WA Committee			
Approved Date	01/04/2024	Review Due	Month & Year	04/2027

24.2. Target Pins.....	9
24.3. Securing Target Faces.....	9
25. Ending Your Session - Putting It All Back.....	9
26. Reporting Damage and Other Incidents.....	9
27. Leaving - Getting Out if the Gate is locked.....	10
28. Keeping it Accurate.....	10

1. Our Facilities

- 1.1. Wymondham Archers is a family friendly community focussed Archery Club run entirely by a cadre of community minded Volunteers. We have an emphasis on inclusivity that includes participation for all members of our Club; by doing this Wymondham Archers

‘Says “Yes” to Archery’.

The Outdoor Archery Range provides our members with a facility that is second to none in the region. With well over 350 days of available Outdoor Archery per year our Range is very popular. We provide this Aide-Memoire to you to assist you in how to use the Range to the maximum.

2. Shooting Tickets

- 2.1. Shooting Tickets help the Club to manage our growing numbers of members to ensure our members always have access to a target when they come to shoot on our Outdoor Range. Please ensure that you have obtained a ticket prior to coming along.

It is preferable to book your ticket from home, work or university/college or school, prior to coming along so that you do not make an unnecessary journey to find that on arrival the Range is closed for some reason.

Shooting Tickets contain essential information such as Gate, Toilet and First Aid Box access codes - these are confidential to Wymondham Archers - Please do not share.

All our members are provided a Shooting Ticket, ticket Link on joining our Club.

- 2.1.1. Shooting Tickets also enable the Club to calculate the popular times for shooting so that our Archers are informed as to the best time to pop down to the Range that best suits their particular needs. Monthly we create a [heat table on our website](#) based on ticket information, to show the busy and quiet periods for shooting.
- 2.1.2. The Club also uses the ticket data to support our grant funding processes when we can identify and inform our funders how busy we

are as a Club; thus supporting our financial needs.

3. Finding the Range and Gaining Access

3.1. Finding the Outdoor Range

The location of Wymondham Archers Outdoor Range can be found on our [Website](#). Any SatNav will enable you to navigate there. However, you can also find it by using [What3Words](#) to enable you to navigate directly to our Car Park.

3.2. Gaining Access when the Gates are Locked

On arrival, should the entrance gates be locked, you will need to enter the code found on your [Shooting Ticket](#) that you will have used to book yourself onto the Range.

4. Parking at the Outdoor Range

- 4.1. On gaining access to Wymondham Rugby Football Club grounds, at the far end of Foster Harrison Memorial Drive, you will find the Car Park that most of our Archers use. However, should you wish to park other than in the gravel car park please use the spaces found in the main car park as you enter the grounds.

**Parking your vehicle is at the owner's risk.
Please park considerately on arrival.**

5. Archers Etiquette

- 5.1. Wymondham Archers is a community focussed Archery Club. With our goal to always 'Say "Yes to Archery"', within a kind and supportive environment. Wymondham Archers recognises that we may come to Archery from different perspectives. With this in mind, we use a gentle etiquette approach. [You can find this on our website](#).

6. Smoking and Vaping

- 6.1. Any grassed area at the Outdoor Archery Range is a No Smoking or Vaping Area. Should you wish to smoke or vape please do so only in the gravel car park or in the smoking defined areas at the Rugby Club.

7. The Shooting Shed & Shooting Shed in-use Warning Sign

7.1. The Shooting Shed

The Shooting Shed was designed and created by Wymondham Archers. Its purpose is to enable Archers to shoot almost all the way through the year, by providing some shelter from inclement weather; including extreme heat and cold, very windy days, rain, snow, sleet and hail.

7.2. Safety First - Using the Shooting Shed

If you are first to arrive and wish to use the Shooting Shed please ensure you have moved the sign so that it is in view by slightly lifting one of the legs of the sign and turning it to face the gravel car park. The warning sign when not in use is visible from the Car Park as a plain white sign.

Please use the safety sign each and every time the shooting shed is in operation.

7.3. Use and Courtesy - Using the Shooting Shed

Some of us are a little more resilient than others. Should you arrive at the Outdoor Range and the [Shooting Shed](#) is in operation please respect that its use is due to a decision made by those who arrived before you. We ask that, if you are wanting to shoot out in the open from the paved shooting line; you first have a discussion with those who are currently using the Shooting Shed space.

If for personal, health or other reason the Archer within the Shed has indicated they need to continue to shoot from the Shed please use the shooting line positioned just outside of the window, to the side of the Shooting Shed. You can shoot to all distances from this line. Please ensure good communications are in place for [Range Management](#).

In all cases please take the time to be kind to others whilst having your discussions with each other.

8. When We Do Not Shoot at the Outdoor Range

- 8.1. You will now be aware that we shoot in all weathers; all weathers, that is except one - Lightning. If there is lightning occurring on arrival or whilst you are shooting please leave the Range. You are informed that there is no safe place on the Range during lightning.

**The inside of the Shooting Shed IS NOT A FARADAY CAGE
DO NOT USE THIS FOR SHELTER FROM LIGHTNING.**

Some folk consider that a car will provide shelter during lightning, should you choose to seek shelter there, you do so entirely at your own risk.

9. Toilet Facilities

- 9.1. The Toilet, otherwise known as the '**Archer's Rest**' is the small shed building found to the right hand side of the rear of the Archery Range. It is kept locked shut most of the time. You will find the key to the toilet from the details on your [Shooting Ticket](#).

- 9.2. Our 'All-Access' toilet facility is a compost toilet. Please follow the guidance for its use, found inside the toilet on the posters, so that you and others continue to appreciate this facility.

10. Lone Shooting

- 10.1. There are a number items that you should consider prior to popping along to the Outdoor Range when considering shooting alone.

Lone Shooting is undertaken entirely at the Archer's/member's own risk.

- 10.1.1. You must ensure you are suitably fit enough to be at the Range on your own.
- 10.1.2. You should tell someone where you are going along with an approximate return time. Those whom you inform should also be able to contact you; should you be late returning.
- 10.1.3. Keep on your person at all times, while you are shooting, a mobile telephone with sufficient power and call-minutes to make a call.
- 10.1.4. Know how to make a call to the emergency services should you need to.
- 10.1.5. You understand how to use your Archery equipment safely; including putting it together and taking it apart; as well as understanding when your equipment has a fault.
- 10.1.6. Open toed shoes are not to be worn while using the Outdoor Range.

11. First Aid Box

- 11.1. The first aid box location is detailed on your [Shooting Ticket](#). We recommend that you check its location and condition prior to shooting on each occasion.

12. Setting Up your Kit

- 12.1. Setting up the kit should only be undertaken on the Shooting Shed side of the Waiting Line.

If you choose to set up your kit inside the Shooting Shed, please avoid using the central section that has the wooden slatted floor. Small pieces of kit that fall between the slats are extremely difficult to retrieve. Also, many Archers frequent that section when obtaining Target Pins.

13. Range Lines

13.1. Spectator Line

The line used during tournaments for spectators to remain behind during the shoot.

13.2. Waiting Line

The line where the Archers place their bows prior to approaching the shooting line to shoot. This line is also the line where the Archers place their kit whilst they are collecting Arrows.

13.3. Shooting Line

The line we shoot from.

13.4. 3 Metre Line

A line, 3 metres from the shooting line, we use during tournaments, that if a shot arrow passes, that arrow is considered to have been shot.

13.5. Target Lines

The line, or place that the target is set at.

14. Arrows in the Ground

14.1. Unlike indoors, arrows that have been shot outdoors can stick up at angles from the ground and can cause injury. Archers are reminded to walk cautiously as they approach targets so as to not accidentally walk into such an arrow.

14.1.1. As a point to note, under 'Etiquette' within the Rules of Archery; meaning that this statement isn't a rule but 'etiquette', 'If they [an Archer] break[s] another's arrow through their own carelessness, pays for it in cash on the spot', Arrows can cost as much as or more than £50 each.

15. Range Management

15.1. You will have been taught how to manage the Range during your basic course in Archery as well as had an opportunity to follow how others run the Range at Wymondham Archers.

Should you find yourself managing the Range you should remain cognisant that all Archers have returned to the shooting line prior to calling/or sounding(whistle), that shooting can resume.

The full list of duties of a Range Captain can be found on the ArcheryGB Website.

16. Distance Markers

16.1. The various distances on the Outdoor Archery Range can be found on the West Perimeter Fence (left hand side as you look up the Range). You will see that some of the markers are White whilst others are Yellow. Each has various distances marked on them. A number and no letter, means the distance is

measured in Yards. A number with an 'M' beside it means the distance is measured in Metres.

- 16.1.1. The White distance markers are those used when shooting from the Shooting Shed.
- 16.1.2. The Yellow distance markers are those used when shooting from the Shooting Line.

17. Unexpected Guests - When We **MUST STOP** Shooting

- 17.1. We don't generally get unexpected or unwanted guests at our Outdoor Archery Range. But there are one or two examples of occurrences that you may wish to be aware of.

**IF YOU SPOT SOMETHING AS DETAILED BELOW
STOP SHOOTING IMMEDIATELY**

- 17.1.1. Rugby players chasing balls, when a player, chasing a ball, hurdles the safety barrier whilst catching up with their ball.
- 17.1.2. Joggers and Runners, occasionally run around the inside of the perimeter fence and pop out onto the Range at the far left hand side close to the 100 yard overshoot point.
- 17.1.3. Wildlife on the Range, such as Large Birds, Hare, Badger or Deer.

18. Losing Arrows

- 18.1. You will sometimes miss the target you aim for. The most likely place you'll find your arrow will be in the grass. Arrows can be very difficult to find sometimes and take a good long while to do so.
- 18.2. Please be cognisant of other Archers when you are taking up valuable shooting time in an attempt to find your arrows. Make more trips in your effort so that the interruptions are not too lengthy for your fellow Archers.
 - 18.2.1. Should you find another person's Arrows whilst you are looking for one of your own, please place it in the Arrow holder found in the '[Archers Rest](#)'.

19. Shooting the Wood

- 19.1. We all make little mistakes when shooting. You will from time to time shoot the wooden parts of the Archery Target; it happens. Should you do this and split a piece from the frame that might be sticking out, please remove it, if it is likely to become a stab risk to an Archery walking past it.
- 19.2. If your arrow has made significant damage to one of our targets please inform the club by emailing our Equipment Officer equipmentofficerwa@gmail.com.
- 19.3. Removing an Arrow from the wooden targets can be somewhat problematic. Arrows do not like to be twisted or pulled at any angle other than inline. The Club [Arrow Jack](#) will help you hugely should you need to use it.
- 19.4. If you cannot remove an Arrow and have to leave it in situ, you must ensure that its location is easily identified by other Archers to avoid any stabbing injuries from the rear of the Arrow.

Please do your absolute best to remove any Arrows stuck in the wood.

20. Turning a Boss onto its Side

- 20.1. Should an Arrow hit the wood at the top of the target, out of reach by you or other Archers at the Range, you may wish to leave it in situ, reporting to the Club its location. An [Arrow Jack](#) may help you remove Arrows shot high up in the wood of the target.
- 20.2. There is, however, a technique that can be used to turn a target onto its side. We suggest that you **do this only once you have been trained how to**. Contact us should you need this training, at equipmentofficerwa@gmail.com.

21. Arrow Jack, Metal Detector & Rake

21.1. Arrow Jack

- 21.1.1. To use the Arrow Jack, open the jaws, slip around the arrow with the plunger head on the wood beside the arrow, squeeze the jaws together and lift the handle. [You might find this brief video helpful](#).

21.2. Metal Detector and Rake

- 21.2.1. The metal detector can be found in the Toilet '[Archers Rest](#)'. You can use this to assist in finding metal arrows. Wooden and Carbon Arrows are more problematic to find as the only metal sections are the Piles and Points.
- 21.2.2. The best way to use the rake, after estimating where your arrow landed, is to gently rake side to side, slowly working your way either up or down the Range. A combination of two people working together, one with the rake, the other person using the metal detector is a useful systematic way to find arrows.
- 21.2.3. Always be conscious of other Archers having to wait whilst finding Arrows, much time can pass whilst engrossed in the search; you can always return to it after another end of Arrows.

22. Moving and Fixing Bosses in Place

- 22.1. When you have decided which 'Boss' (the thing you shoot at before you place a target face on it) you wish to shoot at but want to move it to an alternate location, locate the brake pins found at the rear wheels and remove them. Push the target to where you need it to be.
- 22.2. Once you have positioned your Boss, push the brake pins back through the rear wheels of the boss, from the outside to the inside. To prevent any forward or backward movement, turn one wheel forward so that the locking pin rests on the wood closer to the front of the boss and turn the other to the back away from the front of the boss, resting it on the wood frame.
- 22.3. **ALWAYS ENSURE THE BRAKES ARE IN PLACE.** Bosses move in the wind even when the brakes are in place. You will be protecting your equipment and the Club equipment from possible damage by always using the brakes.

23. Moving Bosses Sideways

- 23.1. Please do not drag a target sideways across the Range. If you wish to move a target sideways, traverse around to the rear and whilst pushing the target at the top with one hand, lift the wooden bar with the other; lifting the rear wheels from the ground. Turn the target to roughly where you need to go, placing the wheels back to the ground, and push it to that location. Once in place repeat the process until the target is where you need it to be.

24. Choosing a Target Face, Target Pins & Pinning them to a Boss

24.1. Target Faces

- 24.1.1. Target Faces can be found inside the [Shooting Shed](#) within tubes or on a rack. Target Faces are purchased by the Club for your use. Please do not take them home, but please do take home and dispose of Target Faces that have huge holes in the middle; if you can no longer see the lines around the Ten or Nine. Sadly these faces are for landfill as they contain fibreglass.

24.2. Target Pins

- 24.2.1. Are also to be found inside the [Shooting Shed](#) located on a large square of foam.

24.3. Securing Target Faces

- 24.3.1. Please use 10 to 12 pins per target to hold the paper faces onto the target. We suggest this because faces can get blown off the targets very easily, can travel considerable distances in the wind and have been known to deposit the target pins onto the grass of the Rugby Pitches - **WE DO NOT WANT THIS TO HAPPEN** - for obvious reasons.

25. Ending Your Session - Putting It All Back

- 25.1. When you have finished your shooting session, please return faces and pins to where you found them; please do not take faces or pins home.
- 25.2. Please leave no rubbish behind. Remember the Countryside mantra,

We leave only footsteps and take only memories.

- 25.3. Always make a final check of where you set up your kit, sometimes we leave things behind. And, if you do leave something behind or have lost an Arrow, always check the ['Archer's Rest'](#) when you return.

26. Reporting Damage and Other Incidents

- 26.1. We are all grown ups, taking responsibility for the Range, the Club Equipment and shared facilities at Wymondham Rugby Football Club. If you break

something, or find something broken, or see an incident, please report these to club officials promptly for resolution.

For equipment please email equipmentofficerwa@gmail.com

For grounds please email chairwymondhamarchers@gmail.com,

For incidents please email secretarywymondhamarchers@gmail.com.

27. Leaving - Getting Out if the Gate is locked

27.1. On occasion we find ourselves locked into the grounds of the site. Please don't panic, getting out is easy.

27.1.1. If you are driving, approach the rear of the exit gate slowly, when it should open.

27.1.2. If you cycled or are on foot, please go to the pedestrian gate and enter the code found on your ticket, open the gate to exit.

28. Keeping it Accurate

28.1. Wymondham Archers is run entirely by volunteers. We strive to ensure our guidance is accurate. If you should find that part of our guidance is not quite up to standard, please write to us [here](#), informing us of the inaccuracy along with your amendment to ensure we are all doing our best for our fellow Club members.

Thank You

Committee - Wymondham Archers