

Aide-Memoire WA002



Duties of a Field/Range Captain

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1. Overview

- 1.1. Wymondham Archers is a Community focussed Archery Club. We are open 365 days per year Indoors and Outdoors. Our Archers are trained and enabled to come to our Archery Ranges at all times that we are open to shoot.
- 1.2. All of our Archers are required to obtain a ticket prior to coming to one of our Archery Ranges. By obtaining a Ticket to Shoot at one of our Ranges, Archers/Club members are deemed to be taking responsibility for Archery activities; including opting to undertake the role of Field/Range Captain.
- 1.3. The Term Field/Range Captain can be used interchangeably and will be referred to as Range Captain in this document.
- 1.4. Archery is a safe sport. The number of accidents on an annual basis within Archery forms the tiniest of a fraction of those occurring within many other sports.

2. What is a Range Captain

- 2.1. The Range Captain is a person (1 person) responsible for maintaining safety, order, and adherence to safety during Lone, Club or Joint Archery Sessions, whilst they are physically present at one of Wymondham Archers, Archery Ranges.
- 2.2. The Range Captain is the only person who makes the commands to Shoot or to Collect Arrows.
 - 2.2.1. A Range Captain may ask other Archers present to support them during the period that they are undertaking the role of Range Captain, for example confirming that all Archers have returned to a safe place prior to calling that shooting can commence.

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3. The Significant Requirements of a Range Captain

- 3.1. The minimum requirement of a Range Captain is to ensure that nobody is put at risk on the Archery Range and that all persons present and the Archers shooting at targets have returned to the safe side of the Shooting Line on the Archery Range, before a call or signal is made to start or resume Shooting.
 - 3.1.1. When needed a Range Captain should ask other Archers for support, to ensure that the minimum requirement above is met.
- 3.2. Range Captains must understand and be able to use the common safety terms used on an Archery Range. These include:

3.2.1. “FAST”

FAST can be used by any person on the Archery Range. It is a shortened term from olde English Hold-Fast - meaning to stop shooting IMMEDIATELY, lower the bow, remove arrows from the bow and return them to a quiver (personal or ground quiver). All before dealing with the occurrence.

- 3.2.1.1. “FAST” is used when something hazardous has occurred when the Range Captain must stop Shooting immediately in order for the incident or occurrence to be rectified.
- 3.2.1.2. During stressful times the Range Captain, understandably, may call “STOP”. Archers must respond to both “FAST” & “STOP”, with immediate effect.

3.2.2. “Clear to Shoot”

Called when the Range Captain, with support from other Archers has assessed that all the Shooting Archers have returned to the safe side of the Shooting Line, in readiness to begin or continue shooting.

3.2.3. “Okay to Collect”

Called when the Archers have shot their end of arrows and the Range Captain is comfortable that everyone is ready to collect them from the Archery Range.

- 3.3. Wymondham Archers have adopted verbal commands over whistle commands as requested by many of our Archers.
- 3.4. Prior to the Range Captain leaving the Range temporarily or stepping down from their role, they MUST pass the responsibility over to another competent Archer or parent/guardian of an Archer.

4. When shall a Range Captain be used?

- 4.1. Whenever there is more than one person present (including Parents and Guardians or Non-Shooting Guests) on a Wymondham Archers Archery Range; a Range Captain must be appointed.

5. Who shall be the Range Captain

- 5.1. Any Senior or Intermediate Club Member (Full or Associate), that has been assessed as a competent Archer, or any visiting Judge can opt to undertake the role of Range Captain prior to the commencement of Shooting.
- 5.2. Parents or guardians of Junior Archers also have the responsibility for the safe conduct of their charges and will have received guidance from Club Coaches during a beginners course or induction (of themselves and/or their Juniors) to enable them to undertake the role of Range Captain, where necessary.
- 5.3. **If nobody wishes to opt to undertake the role of Range Captain, Shooting MUST NOT be undertaken.**

6. Additional Considerations for a Range Captain

- 6.1. That Archers are not presenting hazards to themselves or others.
- 6.2. Arranging for removal and reporting (to the equipment officer equipmentofficerwa@gmail.com) of hazardous or broken Archery Range equipment.
- 6.3. Archers are Shooting down range in accordance with current guidelines and best practices.
- 6.4. With thought to congestion, that the Shooting Line is not overcrowded.
 - 6.4.1. Consider creating a second detail of Archers should the shooting line become busy.
- 6.5. Ensure that targets are placed according to ability.
- 6.6. Ask other Archers to assist with the finding of lost Arrows.
 - 6.6.1. Encourage other Archers to support their fellow Archers in finding Arrows.
 - 6.6.2. Regulating time spent searching for arrows to a reasonable limit each end.
 - 6.6.3. Speaking to Archers who would benefit from shooting at easier target distances if they appear to be losing too many arrows.
- 6.7. Prevent or stop any actions or use of equipment which may endanger themselves or others whether shooting or not.
- 6.8. Use appropriate language at all times.
- 6.9. Be Kind.

7. Keeping it Accurate

- 7.1. Wymondham Archers is run entirely by volunteers. We strive to ensure our guidance is appropriate and 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