

# Aide-Memoire WA004 - Using the Indoor Range



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## 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’.**

We are privileged to be able to have a, many-hours per day, 7 days per week, Archery Range for our use from Mid-September until the end of May each year. The Indoor Range is an expensive resource, of which we are tenants and is second to none in the region. With almost the entire Winter Season available for Archery, between early AM to late PM, 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 Indoor Range. Please ensure that you have obtained a ticket prior to coming along.

It is good practice 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 Entrance Gate and Archery Range 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 the Club's financial needs.

### 3. Dress Warmly

- 3.1. It's Winter when we use the Indoor Archery Range. Although we shoot from September to May, the cold months can be VERY COLD when standing in one place, albeit in a sheltered barn, to shoot some arrows.
  - 3.1.1. We recommend layering up to shoot some arrows. Thermal trousers as well as thermal tops can be inexpensively obtained. Robust, waterproof shoes will also help.

### 4. Finding the Range and Gaining Access

- 4.1. The location of Wymondham Archers Indoor 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. Paste this link into your browser <https://w3w.co/skippers.repelled.lawful>.

### 5. Parking at the Indoor Range

- 5.1. The King George VI entrance gate has been set aside for Wymondham Archers to use for their parking. It can be somewhat dark and occasionally busy. Please drive very slowly into the car park as the gravel can be easily churned up to form potholes that can become somewhat large.
  - 5.1.1. The end of the car park you need can be found using the What3Words address [above](#), and is marked as the **Archers' Gate**.

**Parking your vehicle is at the owner's risk.**

**Please park considerately on arrival.**

### 6. Using the Archers' Gate and Entering the Grounds

- 6.1. On arrival, particularly at night, please bring with you a torch so that you are able to see the keypad for entrance into the grounds.
- 6.2. You will find the access code for the entrance gate (Archers' Gate) on your [Shooting Ticket](#).
- 6.3. Once inside the gate, please ensure it is firmly shut behind you. Then carefully make your way towards the Indoor Shooting Range, slightly off to your diagonal left.
  - 6.3.1. There may be trip hazards at your feet please take care.

**You enter the grounds of Norfolk Showground or  
Wymondham Archers Indoor Range at your own risk.**

## 7. Smoking and Vaping

- 7.1. The grassed area at the Indoor Archery Range is the only Smoking or Vaping Area. Please dispose of any waste responsibly; by taking it home.

## 8. Rubbish of any kind

- 8.1. Please take home anything you bring to the Indoor Archery Range (food items, wrappers, packaging etc). We have a no rubbish pin policy, so that we reduce the likelihood of encouraging vermin into the sheltered space we know as our Indoor Range.

## 9. Cleaning up after Ourselves

- 9.1. Whilst we have a no rubbish policy at the Indoor Archery Range, we do provide tea, coffee, sugar and powdered milk for our Archers.
- 9.2. There is a standpipe on the outside of the Indoor Range on the left hand wall as you look up the Range. The standpipe, from time to time, can become frozen, sometimes nature doesn't play very nicely; please bear this in mind.
- 9.3. Please wash up, wipe clean and replace any cups you use on the Indoor Archery Range. We are not a cafe business and there are no paid cleaners; as you know we are all volunteers. Please tidy up and clean up all that you use. If you spill, drop or break anything, please thoroughly clean this up; taking all rubbish home.

## 10. Archers Etiquette

- 10.1. 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 very different life experiences and perspectives. With this in mind, we use a gentle etiquette approach. [You can find this on our website.](#)
  - 10.1.1. Archers are creatures of habit, and long may this last. We like to stand in exactly the same place when we shoot. Please remove markers of any kind should you place these on the ground, in order to shoot.

## 11. Your Dogs and Police Dogs

- 11.1. Dogs are not permitted inside the Indoor Archery Range. There is no safe place for a dog there.
- 11.2. The Police Dog Handling Team share Norfolk Showground with us. Should you be visiting the Range late at night, be aware that free running Police Dogs may be on site. Police dog handlers train their dogs into the late evening and night, please do not enter the site after our closing time and please be off site in good time at the end of the last session indoors.

## 12. When We Do Not Shoot at the Indoor Range

- 12.1. From time to time Wymondham Archers share the facility with other organisations. At these times you may find that the Club closes the facility.

- 12.1.1. We will restrict access to the [Shooting Tickets](#) at times when our Archers are not able to enter the Showground site.

**You MUST have a ticket to shoot.**

**If the entrance gate is double locked, access is not permitted.**

## 13. Getting in and Turning on the Lights

- 13.1. If it is dark when you enter the Indoor Archery Range, passive-infra-red detectors will provide minimal lighting for you to be able to find the main lighting switches.
- 13.2. On entering the Indoor Archery Range, Archers will see a two-switch lighting bank to their left, on the side wall adjacent to a black cabinet; these illuminate the left and right sides of the Range. In addition to these two switches another switch is located just in front of the Shooting Line, on the same wall; a large grey rocker switch; this switch illuminates the central aisle of lighting in the apex of the roof.
- 13.3. At the Target Line end of the Indoor Range Archers will also be able to locate a rocker switch on either side of the Range that when operated will further illuminate the targets.

**Top Tip...** Don't look at the lights when you switch them on.

- 13.4. We recommend that all lights are utilised before you begin shooting.

## 14. Using the Heat Lamps

- 14.1. Heat lamps are provided for your needs, please use these to warm yourselves. The Heat Lamp switches are pneumatic. Switch these on by completely depressing the push button into the button socket - until the button stops. The Heat Lamps **DO NOT** heat the space, they heat the human. They will not increase the ambient temperature.
  - 14.1.1. The heat lamps will turn themselves off and can be left to do so, if you leave the site and they are still on.

## 15. Using the Gas Heater

- 15.1. The Gas Heater is due to be phased out. However, if present, it should not be used unless you have been trained on how to turn it on, change the gas cylinder outside and ensure its safety. Should the Gas Heater be available to you, please use it sparingly - 5 minutes on 10 minutes off.

## 16. Side Doors

- 16.1. There are two doors, one either side of the Indoor Archery Range. These doors are for exit purposes only.
  - 16.1.1. Please do not open these doors as interested persons may enter unexpectedly. Also, pigeons consider the Indoor Archery Range as a

suitable cave. Once inside pigeons are extremely difficult to remove and often only do so, once they have starved. Please don't let them in.

## 17. Toilet Facilities

- 17.1. The toilet facilities can be found by following the plan found within the Indoor Archery Range. The key to the toilets can be found on the inside of the Indoor Archery Range door; complete with torch.
- 17.2. Whilst Norfolk Showground service the toilet facilities as part of our contract with them, please report any shortage of essential equipment should you find this. Also, please let us know if there are any particular issues with the facilities, by writing to [equipmentofficerwa@gmail.com](mailto:equipmentofficerwa@gmail.com), so we can get these dealt with promptly.

## 18. Lone Shooting

- 18.1. There are a number items that you should consider prior to popping along to the Indoor Archery Range if considering shooting alone.

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

- 18.1.1. You must ensure you are suitably fit enough to be at the Range on your own.
- 18.1.2. 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.
- 18.1.3. Keep on your person at all times, even while you are shooting, a mobile telephone with sufficient power and call-minutes to make a call.
- 18.1.4. Know how to make a call to the emergency services should you need to.
- 18.1.5. You should have a full understanding 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.
- 18.1.6. Open toed shoes are not to be worn while using the Indoor Range.
- 18.1.7. Bring a torch.

## 19. First Aid Box

- 19.1. The first aid box is housed within the **"First Aid"** marked cupboard found inside the Archery Range; it has sliding doors. We recommend that you check its location and condition prior to shooting on each occasion.
- 19.2. Should you use any part of the First Aid Box please inform the Club as soon as you can.
- 19.3. You will find an accident report pad inside the same cabinet as the First Aid Box.

- 19.4. If you have an accident please complete one of the forms found in the **“First Aid”** cupboard. If you are not able to complete the form please inform the Club, who will arrange for its completion.

## 20. Setting Up your Kit

- 20.1. The Indoor Range can sometimes be busy. Please set up your kit so that other Archers are able to move around you. It is advisable to store any bow bags or boxes out of the way, possibly under the benches found at the rear of the Range.
- 20.2. It can be useful to leave your bow inline with the Archery Range so that Archers do not trip over them when coming off the Shooting Line.

## 21. Range Lines

### 21.1. Shooting Line

The line we shoot from. Remember one leg either side of the line.

### 21.2. Waiting Line

The Range has only a little room at the rear. Please be aware that there is no marked Waiting Line. However, by stepping away from the Shooting Line a little and placing your bow on your bow stand, the Range Captain will be able to observe who has finished shooting; in order to keep the Range moving.

### 21.3. Target Lines

The line, or place that the targets are set.

## 22. Sight Marks and Arrows in stuck in the Net or Wooden Areas

- 22.1. When we move from Outdoors Archery to Indoors we must remember to adjust our Sight Marks to our Indoor settings.
- 22.1.1. If you are unsure as to your Indoor Setting, please set your Sight Mark as high as you can on the running rail of your sight; for recurve and compound. And/Or, aim low on the boss so as to not shoot too high.
- 22.1.2. If you borrow another Archers kit, please be aware that it may not handle the way you expect it to; this may be hazardous.
- 22.1.2.1. 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, [the Archer] pays for it in cash on the spot’, *Arrows can cost as much as or more than £50 each.*
- 22.1.3. Also, take extra care when sharing targets that you do not reach over another Archers arrow or handle them carelessly. Should you be sharing a target with another Archer and you accidentally shoot their

arrow (breaking it, bending it or shooting your arrow right inside it), this is considered to be an unfortunate part of shooting, where no claim for damages can be made.

## 23. Range Management

- 23.1. 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. If you feel you would like more training with this contact us [here](#).

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.

- 23.2. Wymondham Archers also produces a Range Captain's basic duties that can be found on our website, under Documents; or [here](#). The full list of duties of a Range Captain can be found on the ArcheryGB Website.

## 24. Distance Markers - Range Length

- 24.1. The only distance that our Archers shoot indoors is 20 yards. However, with a slight adjustment, Archers can also shoot 18 metres. Please consider other Archers needs and expectations should you wish to stand slightly forward.

**You must not, at any time, stand in front of the Shooting Line to shoot.**

## 25. Unexpected Incidents - When We **MUST STOP** Shooting

- 25.1. Should the electricity fail after sunset, dusk or night-time hours on the Indoor Range, you must stop shooting; please leave the site and inform the [Club](#).
- 25.2. If you are on the Indoor Range and the roof of the building is shot - you must leave straight away and immediately [contact the Club](#). Our contact details can be found on Google or on the Wymondham Archers Website.

## 26. Shooting the Wooden Targets

- 26.1. 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 Archer, coming close to it.
- 26.2. If your arrow has made significant damage to one of our targets please inform the club by emailing our Equipment Officer [equipmentofficerwa@gmail.com](mailto:equipmentofficerwa@gmail.com).
- 26.3. 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. You will find this along with the [First Aid Box](#).
- 26.4. 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.**

## 27. Arrow Jack

### 27.1. Arrow Jack

- 27.1.1. To use the Arrow Jack, open the sprung jaws and slip over the arrow with the plunger head resting on the wood beside the arrow. With your grip squeeze the jaws that you previously opened, holding the arrow in place, and lift the handle. [You might find this brief video helpful.](#)
- 27.1.2. Always be conscious of other Archers having to wait whilst retrieving Arrows, much time can pass whilst engrossed in your efforts.

## 28. Moving Bosses

- 28.1. We don't usually move the bosses on the Indoor Range. But if there is a circumstance that warrants this please ensure you do this with at least two physically able adults.
  - 28.1.1. If you move a boss, please return it to where you took it from, once you have finished at the shorter distance.

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

### 29.1. Target Faces

Target Faces can be found inside in boxes and on tables close to the bosses.

### 29.2. Target Pins

Can be found pinned into the sides of the bosses or within a box located on one of the window sills.

### 29.3. Securing Target Faces

Please use sufficient pins per target to hold the paper faces onto the target.

## 30. Leaving the Indoor Range - Closing it all down.

- 30.1. On leaving the Indoor Archery Range, please turn off all lighting. This includes those at the Target Line end of the Indoor Range.
  - 30.1.1. If considering leaving please do not switch on the heat lamps as these will remain on after you have left; as they are on a timer.

## 31. Leaving Stuff Behind

- 31.1. We all do it; leave things behind from time to time. Please try not to as Wymondham Archers cannot take responsibility for anything that you might lose by leaving it behind. But, should we find something we will do our best to let you know or leave it somewhere you can easily spot.
- 31.1.1. A **Bits Found Box**, has been placed inside the range for those items that have been left behind by our Archers.

## 32. Reporting Damage and Other Incidents

- 32.1. We all take responsibility for the Range, the Club Equipment and shared facilities at our Indoor Range. If you break something, or find something broken, or see an incident that may cause harm to any person, place or thing at the Indoor Range, please report this to club officials promptly for resolution.

For equipment please email [equipmentofficerwa@gmail.com](mailto:equipmentofficerwa@gmail.com)

For grounds please email [chairwymondhamarchers@gmail.com](mailto:chairwymondhamarchers@gmail.com),

For other incidents please email [secretarywymondhamarchers@gmail.com](mailto:secretarywymondhamarchers@gmail.com).

## 33. Leaving - Getting Out, the Gate will be locked

- 33.1. The code you put into the Archers' Gate is the same code for getting out of the grounds. You may need a torch to see the keypad.
- 33.1.1. Please ensure the gate is firmly closed behind you on exit. Just give it a gentle tug, to check.

## 34. Keeping it Accurate

- 34.1. 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