

# WA - Visiting Coaches Procedure

## 1. Introduction - *Wymondham Archers 'Says "Yes" to Archery'*

- a. We encourage our Archers to seek the best they can from within or outside Wymondham Archers in order to fulfil their aspirations in Archery.
- b. We also want to ensure that our visiting Coaches to Wymondham Archers and our member Archers have a great experience while providing or receiving coaching.
- c. Aligning to this we want to ensure that all coaching provided is carried out with sufficient care and consideration for coaches and recipients of any coaching. Safeguarding and Health & Safety are key factors. This procedure addresses these but does not address the quality of the coaching received: the coachee is responsible for assessing this.

## 2. Wymondham Archers Members' Process

- a. When seeking to invite a visiting coach to Wymondham Archers, Club Members should ensure that the Club is informed of the dates and times that coaches are expected to be visiting: by emailing the [Secretary](mailto:seceretarywymondhamarchers@gmail.com) of the Club. [seceretarywymondhamarchers@gmail.com](mailto:seceretarywymondhamarchers@gmail.com).
- b. Club Members inviting visiting coaches must ensure that visiting coaches are made aware of the necessary facilities that are available at Wymondham Archers; how they operate and any health & safety considerations that need to be made. These relate to but are not exhaustive to,
  - i. Toilet facilities.
  - ii. Shooting Shed.

## 3. Visiting Coaches Process

- a. Visiting coaches can find Wymondham Archers [Safeguarding](#) and [Visiting Coaches Agreement](#) forms on our website [here](#). These forms must be completed prior to attending any of our Archery Ranges on each and every occasion.
- b. Please ensure that as a Visiting Coach you have read and understood the contents, responsibilities and requirements outlined in these documents.
- c. Once the Visiting Coach has completed the forms, they may wish to print them or have them available (on email) for presentation if requested by Wymondham Archers personnel at one of our Ranges.

## 4. Visiting Coaches additional governance and guidance

- a. Visiting coaches are to ensure that all individuals receiving coaching at Wymondham Archers are fully paid members of the club.
- b. Once invited, visiting coaches must ensure that they are aware of the facilities mentioned above.
- c. Coaches visiting Wymondham Archers attend any of our Ranges at their own risk. Wymondham Archers do not take any responsibility for any loss or damage that the visiting coach may experience due to travelling to, attending or returning from any of our Archer Ranges.

Further information can be found at Wymondham Archers (<https://wymondhamarchers.co.uk/shooting/shooting-etiquette>): Basic safety rules and shooting etiquette to be followed at Wymondham Archers.