



Returning to Archery

Phase 2 – Restricted
Shooting

Guidance Notes for Clubs

Version 4.01

Issued: 27 November 2020



FOR THE **LOVE** OF ARCHERY

INTRODUCTION

UPDATED FOR 2 DECEMBER 2020

This guidance has been produced in line with the Government rulings and guidance, which can be read on the Gov.UK website - <https://www.gov.uk/coronavirus>

This guidance is produced while being mindful of the diverse strategies developed within the Home Nations of the United Kingdom. You can find general guidance on remaining safe within each of the links below.

Scotland - <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>
Scottish Archery are in dialogue with the Scottish Government and Sport Scotland and update their club/archer guidance regularly. For further information please visit their [website](#) for the most up to date guidance.

Wales - <https://gov.wales/coronavirus>
The Chair of WAA is keeping clubs up to date with the information received from the Welsh Assembly and/or Sport Wales.

Northern Ireland - <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations>
Following an increase in coronavirus cases, additional restrictions have been introduced for people living in Northern Ireland. The latest regulations can be found by clicking on the link above.

England - <https://www.gov.uk/coronavirus>
The guidance in this document is mainly based on England regulations. Indoor or outdoor sport guidance can be found here - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Each English county has been placed in a tier – check here:
<https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area>

All archers and volunteers should keep up-to-date with which tier they are in and how this will affect their ability to travel between tiers or socialise outside of their household or bubble.

Please be ready to take action accordingly if your locality is affected and be aware that lockdown enforcement may happen at short notice. It may be necessary to notify your club members quickly of decisions taken by the committee to ensure public health and safety. There may be legal ramifications should your club or committee not adhere to local or national guidance.

ARCHERY

Archery GB has developed this set of practical guidelines for clubs to follow so that shooting, albeit restricted in some cases, can take place where the local environment allows.

The choice to return to archery or remain open is one that needs to be made locally by clubs, after considering their own circumstances. We appreciate there will be those that have genuine concerns, or their local environment will make mitigating the risks imposed too difficult to address. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

These guidelines should be read in conjunction with the guidelines for archers and coaches, and all elements of the guidelines should be considered to ensure activity can be delivered safely, whilst mitigating the risks.

A return to archery is taking place on a phased basis, the phases will change in line with the latest government guidelines once it has been published. Currently we are working on a three-phase approach and we remain in Phase 2. Please note, these phases are subject to change as the government exit strategy becomes clearer.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery.

Please do not feel pressured to open or keep your club open until you are confident you can do so whilst mitigating the risks imposed by the virus, by following both the Archery GB guidelines, the current national laws and government guidance.

PROTECT EACH OTHER

There are three simple actions we must all do to keep on protecting each other

- **Wash hands**
keep washing your hands regularly
- **Cover face**
wear a face covering in enclosed spaces
- **Make space**
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

At all times, clubs need to remain flexible and have the ability to communicate changes to their members quickly. Clubs must respond quickly if there is an increase in the virus locally, nationally or if any club members, or visitors to the range, test positive for coronavirus.

If you have any questions then please email membership@archerygb.org and a member of staff will get back to you. Please note a number of the team are furloughed and a response may take longer than usual.

SAFE RE-OPENING OF ARCHERY CLUBS

Whilst the re-opening of archery clubs is managed at a local level, Archery GB has the responsibility to support clubs to make informed decisions. We have created an eight-step plan to provide a simple way to decide whether to open or remain closed for now.

If you are not able to confirm **ALL** of the following steps, then your club may need to wait until restrictions are lifted further. In this case, perhaps contact your County Association and/or other clubs to see whether they are in a position to offer your members alternative opportunity to shoot in the short-term with an adjacent club.

Eight steps to re-opening

The club has:

1. Gained consensus on re-opening from the committee
 - Committee approve re-opening plan
 - Volunteers and coaches have been consulted and are comfortable with re-opening
 - Safeguarding/Welfare officers briefed (if not on committee)
 - Field Captains and Coaches briefed on additional range rules (i.e. social distancing, 2 - 5 metre centre spacing in line with Phase 2 Guidance Notes)
2. Read the guidance from Archery GB.
 - Guidance Notes to Club/Coaches/Archers
 - Risk Assessment Template
 - Example Range Layout
 - Implementing Booking Systems
3. Where applicable, seek confirmation from the landowner on re-opening and shared Archery GB guidance.
4. Undertaken a risk assessment on the range and ability to re-open and manage your members.
5. Preferably targets can be left out and not moved where possible. If moving targets is necessary, then the guidance on moving targets below should be followed.
6. Sufficient hand washing or sanitiser available.
7. A booking system to minimise contact and ensure there is sufficient capacity.
 - We want to ensure social distancing guidelines are maintained.
8. The ability to mark out the range in line with the guidelines.

If you have answered YES to the eight steps above, then your club may be able to re-open. We encourage you use the guidance below and please contact us if you require support.

PREPARING THE RANGE

Maintenance of the range may be required prior to opening. The primary consideration should be to ensure volunteer safety when undertaking any maintenance.

The club should undertake a range safety check and update the risk assessment **BEFORE** allowing archers to shoot. All activity should be consistent with the government guidance regarding health, travel, social distancing and hygiene at all times.

Measures for opening the range should include but not be limited to:

- Ensure suitable disinfectant and hand sanitiser is provided*
- Disinfect / sanitise all surfaces that are touched, for example door handles/gates, targets
- Allocate individual equipment/machinery to one volunteer and fully sanitise all equipment/machinery after use
- Grass cutting as appropriate
- Provide sanitiser spray/cloths at each target
- Remove all unnecessary fomites from the range

* Any sanitiser should be a minimum of 70% alcohol based.

RISK ASSESSMENT

Clubs need to record how they are implementing the guidance, mitigating the risks and ensuring that they are meeting the Archery GB and Government requirements.

If a club cannot adhere to the Government's safety and distancing guidance the club may have to consider if they are in a position to return to archery and if not, they may have to wait for the next phase or review again, as guidance changes.

Archery GB has provided a template risk assessment for clubs to use and adapt for local circumstances. This must be shared with all volunteers, coaches and members before they return to the club. You can amend the risk assessment and clubs may need to add additional measures dependent upon local circumstances.

A nominated club volunteer should manage this process and ensure that sessions and archers observe the social distancing and other Government guidelines. An example risk assessment can be downloaded from the Archery GB website.

STAY ALERT

- Archers and Members **MUST NOT** come to the range/club if they show symptoms of any illness but in particular of Covid-19. [These are highlighted on NHS Direct](#). The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

- What to do if you have any of the main symptoms of coronavirus:
 - Get a test to check if you have coronavirus as soon as possible.
 - Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
 - Anyone you live with and anyone in your support bubble, must also stay at home until you get your result.
 - Follow all current laws and government guidance.
- If you are symptomatic, living in a household with a possible COVID-19 infection you must follow all current guidance. If you are classified as extremely vulnerable on health grounds, you should be especially careful and be diligent about social distancing and hand hygiene.
- Archers and other Members should notify the club if they develop symptoms after attending the archery range.
- All clubs are asked to notify Archery GB using this simple survey, of any archer or volunteer that reports a positive test, where NHS Test and Trace have been in touch or other related incident – no personal information is required.

Click here to complete the survey - <https://www.surveymonkey.co.uk/r/agbcovid-reporting>

TRAVEL

In general, the advice is to try and reduce the number of journeys we all make. For sport, archers may travel to their club if they and the club are located in tier 1 and/or 2. People from different households must not travel in the same car to or from archery.

Archers are advised not travel into or from tier 3 areas to take part in sport. Each tier 3 area is separate and therefore you should avoid travelling from one tier 3 area to tier 3 area.

Exemptions are in place for:

- Volunteers and coaches (if they are integral to the activity taking place)
- Disability sport
- Sport for educational purposes
- Elite sport
- Supervised sport and physical activity for under-18s

For more information visit: <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know#all-tiers>

CLUBS

These guidelines will cover the majority of archery clubs; however, we recognise that not all clubs will be able to open for various reasons and clubs should only open if they can confidently meet the guidelines. There is specific guidance for competitions, please refer to the Return to Competition documents for more information.

The majority of the guidance does refer to target archery, however as long as the guidance is followed and social distancing is maintained at all times, **all** archery disciplines can take place. These restrictions may affect how each discipline is managed and delivered and this should be reflected in the club's risk assessment.

All Archery GB members must:

- Before and after each session, sanitise their hands, clean their equipment and anything else used at the session regularly.
 - Practice social distancing at all times and maintain a distance of at least 2 metres apart.
 - Ensure any shared equipment is cleaned/sanitised after contact.
- Archers and volunteers should not mix – the definition of mixing from DCMS is a 'shared activity or social interaction'.
- The *Guidance Notes for Archers* should be provided to all club members. Each club is responsible for ensuring that archers do not congregate before or subsequently to shooting (including when arriving at or leaving activity or within any breaks).
- Whatever system used, the minimum requirement is that clubs should keep a log of all members - archers, volunteers or parents/carers – attending sessions and retain for a minimum of 21 days.
- Booking systems will also support lane management, avoid disappointment, and stagger timings to minimise encounters between people, including in car parks and at entrances. Turning up at the range without a slot should be discouraged. Please see the *Implementing a Booking System* information sheet.
- It has been encouraging to see clubs with sufficient facilities partnering with other clubs in their locality to enable them to shoot where their facilities are closed. There are many clubs still unable to open. This will be for a variety of reasons, including being located on an education site that is not reopening at this time to external groups. We recommend that clubs work together where possible to help the archery community get back to archery.
- It is preferred that targets be left out and not moved where possible. Clubs that are unable to leave targets out must carefully manage the movement of targets in between sessions and minimise the number of times they are handled.

Outdoors - Where 2m social distancing cannot be maintained during this process, you should put in place the 1m plus mitigations (such as face coverings or

avoiding face-to-face contact). Where possible, clubs should use members of the same household/social bubble for setting up at least one piece of kit per session. This will allow multiple households to set up the range. (not applicable for indoors, tier 3).

Management and control of access to the storage unit must be in place. All persons who touch any equipment that does not belong to them personally **MUST** wash or sanitise their hands prior to and as soon as they can following their support.

- Only essential volunteers should be at the range, and their roles during practice sessions should be logged in the risk assessment.
- Where attendance of a parent/guardian (non-participant) or a carer for a disabled archer is required, it should be limited to one per archer, with social distancing strictly observed while watching the sessions (consider marking out specific boxes/areas for this purpose). Consideration should be given to single parents or carers, in order to enable participation by all.

OUTDOOR

- In all tiers, a target boss may be used by up to a maximum of 4 archers from different households, in two details, or one group of archers of any size if from the same household.
- Individual targets should be positioned a minimum of 3.66 metres from each target lane centre (depending on available space). If two targets are placed in a lane for use by a household, then 5 metres should remain between the centres of the adjoining targets. This minimum spacing temporarily is incorporated in **Rule 301**.
- In Tier 2 and Tier 3 areas, indoor spaces, and facilities (apart from indoor shooting ranges) must close, except for toilets.
- An example range diagram is provided below.

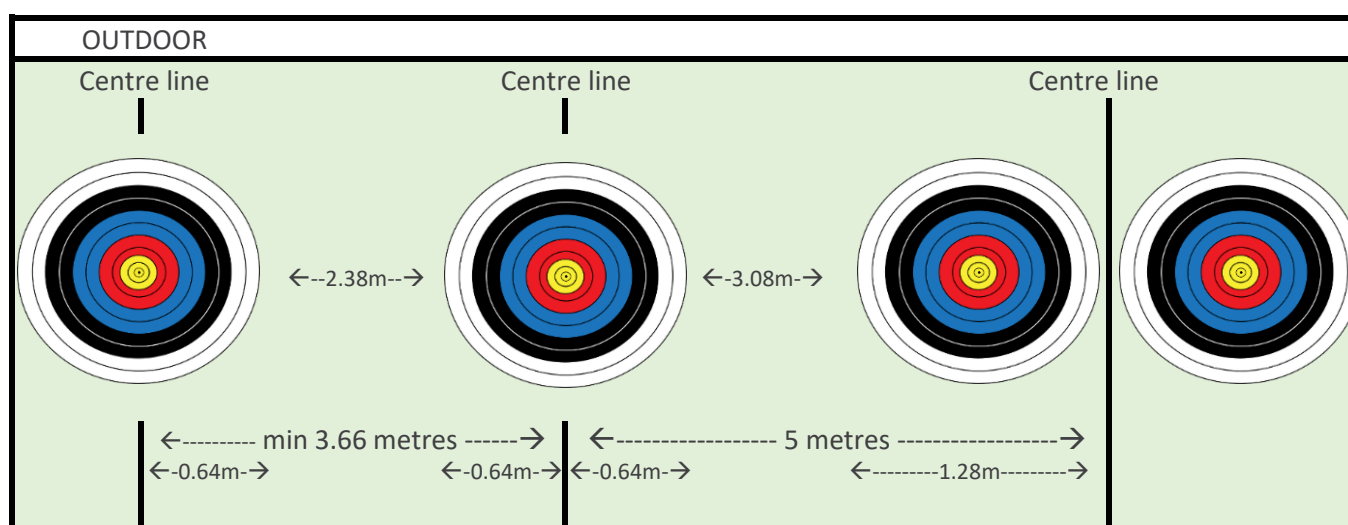
INDOORS

For each Covid-level alert area the following restrictions apply:

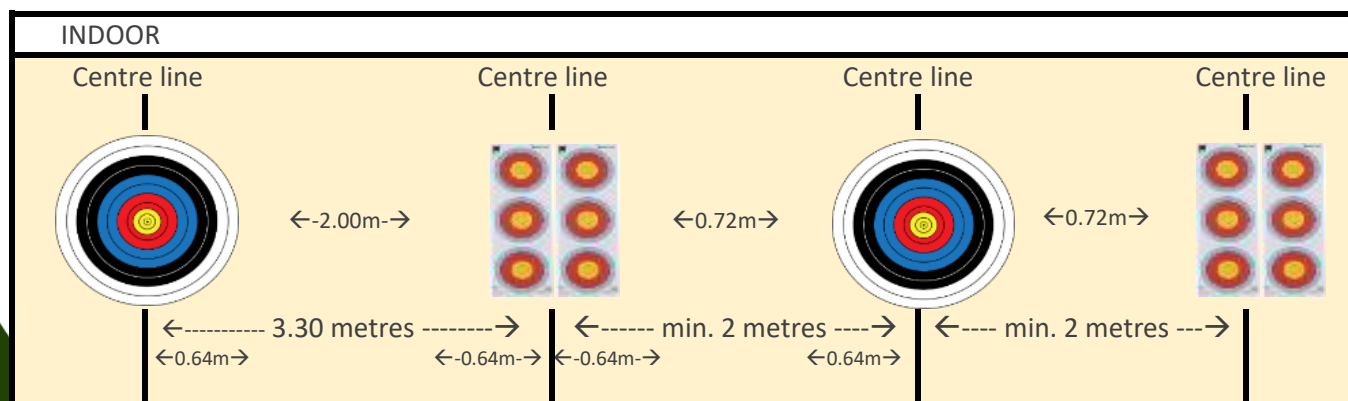
Tier 1	2 archers from different households using a target face each per target boss, or; 1 single household/bubble per target boss
Tier 2	2 archers from different households using a target face each per target boss, or; 1 single household/bubble per target boss
Tier 3	A single archer per target boss, or; A single household/bubble per target boss

- Face coverings must be worn at all times when shooting indoors, except when actively shooting. Anyone with a medical condition or under 12 years of age is exempt.
- A minimum of 2 metre target boss centres should be used, however the preferred indoor target boss centres is 3.3m, however it is the responsibility of each club to make their own assessment based on their local environment, member preferences and risk assessment. On the shooting line use physical barriers such as protective screens between archers where boss centres are less than 3.3m.
- Target boss centre spacing of less than 2 metres is not permitted.
- Ensure hygiene rules are enforced and limit contact with other people by building in additional measure – e.g. targets 1, 3 and 5 collect arrows, then targets 2 and 4; separate archer's LH & RH so not to shoot face to face.
- There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for groups of under-18s. Please check details within your home nation.

Example range layouts



Not to scale.



CLUB FACILITIES & INDOOR VENUES

For clubs with owned or leased facilities they should follow **COVID-19 Secure guidelines**. It is important to maintain social distancing and good hand hygiene in these circumstances. Due to the variety and number of different venues used by clubs, Archery GB is not in a position to give guidance to how a club should reopen, manage, and clean a facility.

- Clubs are therefore directed to the Government's website for information. This guidance is available here:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
- For those that rent or hire an indoor space, contact the venue operator to discuss the elements your club would be responsible for, and provide them with your risk assessment and club guidelines – please contact Archery GB if you experience issues with your facility provider.
- Government guidance states the maximum occupancy of each indoor facility should be limited by providing a minimum of 100sqft per person (approximately 1 person per 2sq metres).
- In addition, Archery GB's insurance brokers (Howdens) have provided information for clubs reopening. The article - What to consider when re-opening after extended closure – is available on Howden's website and can be accessed [HERE](#).

OWNED OR LEASED INDOOR VENUES

- There is a requirement for clubs that lease or own a facility to display an official NHS QR poster. You must [register for an official NHS QR code](#) and display the official NHS QR poster.
- The relevant facilities the NHS QR codes apply to are:
 - indoor sport and leisure centres
 - cafes/bars, including bars in hotels or members' clubs

Failure to comply could result in Government issued fines. Full information on test and trace can be found here: <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

ADDITIONAL GUIDANCE

As the guidance is expanding, the following areas are covered in a separate document, and you should read those guides as well, where relevant. Guidance is available for:

- Coaches & Coaching; Competition; Archers; Supporting Disabled Archers; Implementing a Booking System

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at www.archerygb.org/covid19