

**Willesley Campsite Archery
Ashby & Coalville Archery Leaders - Notes and guidelines**

LOOK FOR PEOPLE CROSSING THE BOUNDARY - ALWAYS

1. The bows and arrows are kept by John Brooks at 19, Donington Drive, Ashby (Tel 01530 414976). The remaining equipment is stored under the stairs in the gatehouse at the campsite. If the equipment is to be used on several occasions during a weekend the bows and arrows will be stored at the campsite, in the metal cupboard at the bottom of the stairs in the gatehouse.
2. All bookings for the use of the archery range are through the campsite-booking secretary, Mandy Carney. Archery leaders will be contacted by John Brooks to run 'have a go' sessions at the campsite, although there may be some local arrangements between groups and archery leaders
3. The Archery range shall be set up as shown on the drawing on the reverse of these notes.
4. All bows that are to be used should be checked for faults before use. Under no circumstances should any bow be used if a fault has been found.
5. Count all arrows that will be used for that session and check for any faults. Any arrows that are not required should be left in the case provided. You should **always know how many arrows are being used on the range.**
6. Record the bow numbers and number of arrows being used for each session on the record sheets provided and note any faulty equipment
7. At least two responsible adults shall run the session but only one need be an Archery leader. Any person assisting shall be instructed as to their duties – i.e. observing the area behind the target and controlling those not under instruction. Only archery leaders shall instruct.
8. If more than one Archery leader is running the session please ensure you know who is the FIELD CAPTAIN.
9. The maximum number of participants per archery leader shall be 12. However a ratio of 6 to 1 gives each participant a more realistic number of arrows. An archery session at the site is for a two-hour period.
10. The maximum number of participants in the range at any time shall be limited to 12, regardless of the number of archery leaders.
11. During an archery session please count all the arrows each time they are retrieved from the target. Any lost arrows should be found before the next participants are allowed to shoot. **LEAVING A LOST ARROW IS NOT A OPTION - ALL ARROWS MUST BE ACCOUNTED FOR.** If an arrow cannot be found then the campsite duty warden **MUST** be informed immediately after the archery session.
12. Check all equipment has been returned to the boxes after each session
13. Record the session, and any faults, in the log book provided – this is your back up log

FAULTY EQUIPMENT CAN SERIOUSLY INJURE

SAFETY FIRST

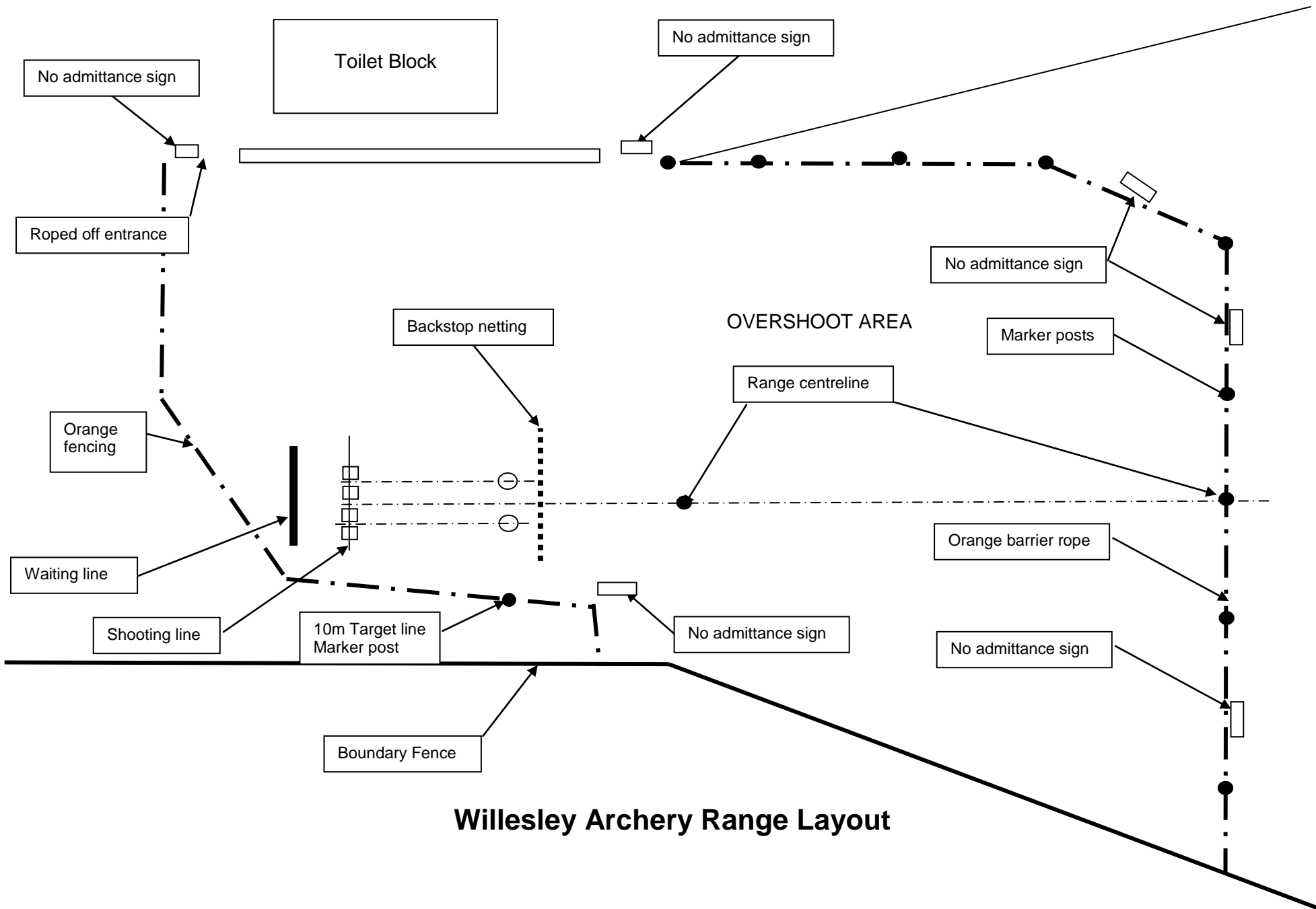
Willesley Campsite Archery
Notes and guidelines for those using own equipment

1. Archery shall be under the instruction of an Archery (GB) 'Archery leader'. Evidence shall be shown to the duty warden prior to the session.
2. Guidelines for the Archery range set up are shown on the drawing on the reverse of these notes.
3. As a minimum the range shall be roped off, a back stop net erected and warning signs shall be put up as shown on the range set up, See duty warden for orange rope and warning signs.
4. It is the responsibility of the archery leader to ensure that all equipment used has been checked and is fit for purpose.
5. At least two responsible adults to run the session but only one need be an Archery leader. Any person assisting shall be instructed as to their duties – i.e. observing the area behind the target and controlling those not under instruction. Only archery leaders shall instruct.
6. If more than one Archery Leader is running the session ensure one leader has been designated as the FIELD CAPTAIN.
7. The maximum number of participants per archery leader shall be 12.
8. The maximum number of participants in the range at any time shall be limited to 12, regardless of the number of archery leaders.
9. During an archery session please count all the arrows each time they are retrieved from the target. Any lost arrows should be found before the next participants are allowed to shoot. LEAVING A LOST ARROW IS NOT AN OPTION - ALL ARROWS MUST BE ACCOUNTED FOR. If an arrow cannot be found then the campsite duty warden MUST be informed immediately after the archery session.

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Willesley Archery Range Layout