



PROCEDURE

Cataract Scout Park – Archery



Issued with the authority of the Head of Risk, Commercial Manager and
Chief Executive Officer of Scouts Australia NSW

		Head of Risk Signature	
Sponsor	Activities Manager, CSP	Commercial manager Signature	
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Cataract Scout Park-Archery

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1 Location

The Archery Range is located on Johnson Road just before the entrance to campsite 6.

2 Aims of Archery

- To implement 'challenge by choice' by:
 - enabling participants to expand their comfort zones, take initiatives and stretch their limits. (Necessary information and details are provided so that all participants can make their own informed decision whether to participate in the activity and to what point.)
 - respecting each individual's limits, strengths and weaknesses so that no participant is 'forced' to do anything outside their wishes.
 - encouraging others no matter their decision.
- To learn basic archery skills.
- To understand that practice is important to become competent at something.

3 Pre-Activity Checks

- Check weather forecast as below.
- Ensure that the signage and barrier tape/mesh is present along the perimeter of the field (in case it has fallen or blown away). This is to help prevent other people from inadvertently entering the archery field.
- Complete Activity Equipment Log as per its directions. Check for any previous comments regarding equipment and, if any, ensure they have been addressed.
- Ensure all equipment is accounted for.
- Check all equipment before the activity begins to ensure that it is safe, clean and in working order.
- Check the activity site for hazards (fallen trees, branches, excessive leaves, snakes, etc.). Remove or report as appropriate.
- Ensure liability forms have been signed and participants are present during the Essential Briefing.

Weather conditions appropriate

- A BOM Weather check should be done prior to this activity.
- Activity cannot be conducted during lightning storms or High Winds (greater than 65kmph). It is at the discretion of the Program Manager, or staff in charge, whether the activity continues or not. In the case of a severe weather warning being issued for the area, the Program Manager, or staff in charge, must document justification of their decision if they choose to continue.
- Specific consideration must be given to:
 - General health and wellbeing of the group (it is extremely important to consider the effects of the weather on the participants, not only on the infrastructure and equipment).

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Medical

- Obtain briefing from Supervising Adult/Teacher on particular medical needs for each group.
- Instructor must carry a first-aid kit at all times, located in the office.
- NB: Instructor must have current first-aid qualifications.
- The recommended minimum age of participants is 8 years old.

Supervision

- 1 Qualified Activity Instructor
- 1 Supervising Adult/Teacher

Equipment

- 4 fibreglass bows (size as appropriate to participants)
- 4 bow strings
- 16 arrows (at least)
- 4 arm guards
- 4 targets with target faces attached
- 4 arrow stands (remain at the activity site)
- Spare target faces, arrows and arm guards.

Activity Setup

- Ensure all equipment is accounted for and in good working order.
- Ensure targets are set-up correctly.
- Lay out all equipment at the firing line, in front of the fence.
- Place equal number of arrows in each of the four arrow stands (there should be a few spare arrows). Arrows must not remain at activity site without Instructor supervision. Between sessions, bring arrows to next Instructor or back to the equipment shed to be collected.
- String the bows at the beginning of each session.

Qualified Activity Instructor's Role

- The Qualified Activity Instructor must be signed off on induction and competent in operating and running an archery session before taking responsibility for the session.
- They must ensure all essential briefings have been conducted before the activity commences (see 'Essential Briefing' below).
- They should assist participants with the correct technique for archery and ensure that the participants are adequately supervised.

4 Essential Briefing

Supervising Adult /Teacher's Role

- A Supervising Adult/Teacher works in conjunction with a Qualified Activity Instructor and does not assume responsibility for technical aspects of the activity.
- They are responsible for supervising participants waiting in the designated area and should be aware that they have a duty of care to all participants.
- They are expected to: be a role model and exemplar for the participants and follow all safety rules.
 - Supervise the participants during the activity where necessary.
 - Provide positive reinforcement and support for all levels of achievement.

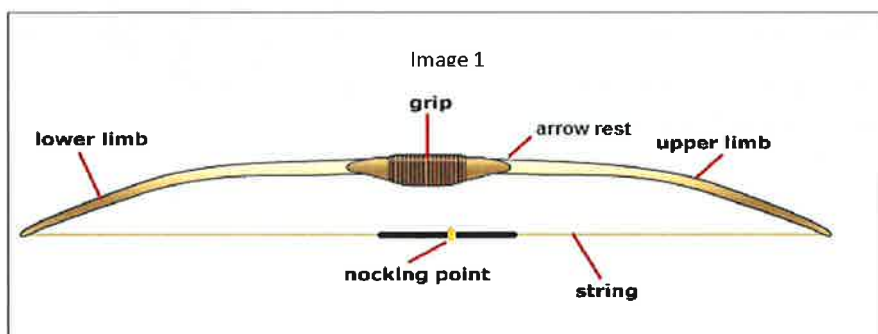
5 Participant Briefing

The following sets out all the essential points that must be explained before any participant is allowed to attempt the activity.

It is the responsibility of the Qualified Activity Instructor to ensure that all participants have fully understood the Essential Briefing before commencing the activity. It is the decision of the Instructors regarding whether or not a participant is ready to take part in the activity safely.

General introduction

- You may like to talk about the following aspects of archery:
 - What archery was originally used for (hunting and warfare).
 - When the first bows and arrows came about (over 10,000 years ago during the Mesolithic Period).
 - What the three main types of bows are (longbow, recurve and compound bows).
- Point out the boundaries as follows:
 - Do not pass the yellow line until asked by the Instructor.
 - Do not leave covered area without permission from the instructor as arrows may go off course.
- Explain that no one is to 'dry-fire' the bow, and why.
- You may like to point out the parts of the bow and arrow (see Images 1 and 2)



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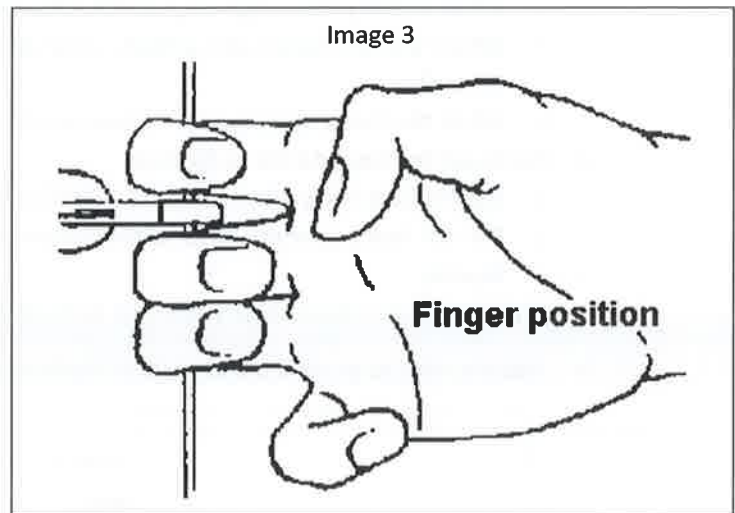
Demonstration

- Stand on the 'safe side' of the yellow line and demonstrate how to put an arm guard on the inside of the non-dominant elbow to protect it from the bow string as it is released. NB: Arm guards must be worn, *even over long sleeves*.
- Explain and demonstrate to the participants how to hold, load and fire the bow correctly and safely. (See Image 3).
- Explain that bows and arrows must be pointed at the targets only.
- Explain that you must stand in front of the white line to shoot.
- Demonstrate and explain how to retrieve and carry the arrows safely. I.e: no running, approach targets from the side to retrieve arrows, not from the front.
- Ensure participants wait until the Instructor calls 'Range Clear' before collecting arrows.

6 Debriefing

As Activity Instructors we assist participants in understanding and realizing what they have achieved and how it can apply in everyday life. A debrief works best if the participants feel they can contribute most of the input and ideas themselves.

- There are many ways to perform a debrief/reflection. You may like to:
 - Address 'aims' (see page one) and discuss the participants' successes and challenges.



7 Packing Up

- At the end of each session the Instructor must personally unstring the bows and ensure ALL arrows have been returned.
- Arrows must not remain at activity site without Instructor supervision. Between sessions, bring arrows to next Instructor or back to the equipment shed to be collected.
- Ensure all equipment is packed away appropriately and all rubbish has been put in the bin.
- Inform the Program Manager of any issues or problems regarding equipment as soon as possible.
- Complete Activity Equipment Log (HS-30.8) as per its directions. Any missing or broken arrows must be recorded on this form.

If necessary, an Incident, Accident and Near Miss Report Form should be completed and handed to the Program Manager at the earliest convenience. *(The form is located in blue instructor folders or in the office).*

8 Appendices

- Briefing Cards

<p style="text-align: center;">Version 4</p> <p style="text-align: center;">Cataract Scout Park</p> <h1 style="text-align: center;">ARCHERY</h1> <p style="text-align: center;">Briefing Cards</p>	<p><i>Archery - Page 1 of 8 - Version 4</i></p> <p>These briefing cards have been designed to assist in jogging your memory during briefs and sessions.</p> <p style="text-align: center;">Anything in bold is a requirement as per our Standard Operating Procedures.</p> <p>Everything else are suggestions and will depend on the group and it's ability if you include it or not.</p> <p style="text-align: center;">These are to be used in conjunction with the SOP, as not all information is included</p>	<p><i>Archery - Page 2 of 8 - Version 4</i></p> <p>At the end of each session the instructor must personally unstring the bows and ensure ALL arrows have been returned.</p> <p>Arrows must not remain at activity site without instructor supervision. Between sessions, bring arrows to next instructor or back to the equipment shed to be collected.</p> <p style="text-align: center;"><u>INTRODUCTION</u></p> <ul style="list-style-type: none"> Who has done Archery before?
<p><i>Archery - Page 3 of 8 - Version 4</i></p> <p style="text-align: center;"><u>INTRODUCTION cont.</u></p> <ul style="list-style-type: none"> What was Archery originally used for? (<i>Hunting and war</i>). How long have bows and arrows been around? (<i>Mesolithic period, or Stone Age, after the last ice age over 10,000 years ago</i>). What are the 3 main types of bows? (<i>Longbow, Recurve and Compound</i>) (we use a recurve bow) 	<p><i>Archery - Page 4 of 8 - Version 4</i></p> <p style="text-align: center;"><u>INTRODUCTION cont.</u></p> <p>Parts of the bow + arrows. (<i>Limbs, grip, bowstring</i>) (<i>arrowhead, shaft, flights and nock</i>).</p> <p style="text-align: center;"><u>BOUNDARIES</u></p> <ul style="list-style-type: none"> Do not pass Purple line until asked Stay seated on benches Do not leave covered area. arrows may go off-course. 	<p><i>Archery - Page 5 of 8 - Version 4</i></p> <p style="text-align: center;"><u>DEMONSTRATION</u></p> <ul style="list-style-type: none"> Place arm guard on non-dominant arm. Protect inside of elbow. Arm guards must be worn even over long sleeves. Demonstrate how to hold, load and fire bow Hold bow like a surfboard, then horizontal towards targets. Stand facing side on Always face the bow towards the targets.
<p><i>Archery - Page 6 of 8 - Version 4</i></p> <p style="text-align: center;"><u>DEMONSTRATION</u></p> <ul style="list-style-type: none"> Take arrow, place on top of bow, slide down to rest on grip. Find 'sky flight' (Odd coloured) and point towards the sky. Clip nock onto string. 3 fingers (2 below, 1 above arrow) on first knuckle line Hold bow at 1 o'clock (On angle). – 11 o'clock for lefties 	<p><i>Archery - Page 7 of 8 - Version 4</i></p> <p style="text-align: center;"><u>DEMONSTRATION</u></p> <ul style="list-style-type: none"> Keep elbow high and pull back to behind your ear. Aim and release. Once 3 shots fired, remove arm guard and place on purple line. Do not 'dry-fire' the bow Wait until <u>RANGE CLEAR</u> is called <u>BY INSTRUCTOR</u> before collecting arrows or leaving undercover area. 	<p><i>Archery - Page 8 of 8 - Version 4</i></p> <p style="text-align: center;"><u>DEMONSTRATION</u></p> <ul style="list-style-type: none"> Demonstrate and explain how to safely collect and carry arrows Walk in a straight line to right side of targets then across. Hold arrows between fingers and 'penguin walk back'.