



HAMPSTEAD BOWMEN



*Stanhope Range
Shooting Guidelines*

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By Outdoor Ground Officer

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0 Introduction

This guide is for use by all Hampstead Bowmen Members, Associate Members and (in particular), designated key holders.

It gives guidance on the correct safety procedures as well as general information on how to use the range and look after the various facilities and equipment provided for the use of members, associate members and guests.

The field belongs to Channing Girls School and we are very fortunate to be granted free use for our Archery, subject to the condition that the school always has first call, and should they ever turn up when shooting is taking place, then any archers must immediately pack up all equipment and clear the field.

We must aim to avoid any actions that could cause offence to Channing School and jeopardise our future use of the field.

Please keep the field clean, tidy and take all organic waste away with you. There is a small waste bin in the Club House, please help by emptying it when it is full. Ewa gives a detailed explanation of the Club House facilities later in this document.

This Guide is available as a PDF file on both the website and our FaceBook page.

All key holders will be emailed a PDF file.



Stewart
Outdoor Ground Officer

1 General Range Guidelines

Access

Access to the range is via the large double gates, which are fitted with a high security padlock. This padlock was supplied by Channing School and additional keys can only be obtained through them. All key holders must take great care of the key, as replacement is difficult and their £50 deposit would be forfeited.

To become a 'Key holder', the following requirements have been agreed by the Hampstead Bowmen Committee:

Key holders need to be approved by three committee members and a £50 deposit will be required for the keys. Requests should be made to Ewa, who will require a signed agreement to the effect that:

A. Keys can be requested back at any time at the discretions of the committee - reasons may include member leaving the club, misuse or low usage in summer.

B. Keys are not transferable and cannot be temporarily lent to other members without prior agreement from the committee.

C. Key holders must post to the forum if they are planning to attend the outdoor ground, by 12 o'clock on any given day, specifying what time he or she will open up AND close that day. Any other key holders attending at that time should post details if they plan to extend the session period. This means that IRRESPECTIVE of weather conditions there will be someone there at the specified times.

D. Being a key holder means sharing the responsibility for opening up the outdoor ground on weekdays and Sundays.

E. If neither Cliff as Club Field Captain or Stewart as Outdoor Ground Officer is present, the posting key holder effectively takes on the role of Field Captain. His role can be handed on to any other key holder, who is willing to extend the session time period.

Responsibilities include:

- Health and Safety
- Security of the ground
- Responsibility for equipment and sheds
- Ensuring all arrows have been collected
- Collecting Shooting Fees on Saturdays

Security

A general rule of thumb is that, if two or more archers are present on the field, the gate may be left unlocked, but with the padlock secured to the gate. With less than three archers present, it is preferred that the gate is kept locked for your personal safety and security. GNAS rules state that if only one archer is present the gate MUST be locked.

People passing by, sometimes express an interest and request to enter the field to watch. This is not allowed, as our insurance would not cover third parties in this way. Friends and family are allowed to attend under the responsibility of the archer concerned. Pets are also allowed as long as they are kept strictly under the control by their owners and any 'mess' is removed from the field, not left in the Club House waste bin!

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Facilities and Equipment

The target bosses and stands are stored in the large school shed (at the top of the range) and must for no reason whatsoever be stored elsewhere. After use, please make sure all bosses are stored within the storage rack; otherwise, their lifespan will be shortened. The target faces are normally left on the bosses when stored. There is electricity and hand basins with running water in the shed and the toilet is in full working order. It is shared with the girls' school, so please keep it clean and tidy and do not block access with bosses that are not stacked within the rack. All other equipment is kept in our small Club House, by the shooting line.

Range Set Up

Generally, the 'Shooting' line should always be used. The line has alternating Black and Yellow ribbons (with lane numbers), marking out the shooting positions. There are also intermediate White ribbons that clearly define separation between archers.

A second 'Target' line has matching coloured ribbons (with lane numbers), to allow the exact positioning of target bosses at 90 degrees to the shooting positions. There is also a 'Target Centre' locator kept in the club house, which locates the target face vertically and positions the boss over the target line.

There are alternating Yellow and Black, 'Target' and 'Shooting line' number signs for use during competitions and other formal club shoots.

The bosses should always be secured by the 'Lines and Ground Pegs' provided. These are stored in the club house. All members present should help, with both setting up and clearing away of all equipment at the end of the session.

When sessions are busy or crowded, the 'Field Captain' or a committee member may request that equipment be moved for safety and '6 arrow ends' as per outdoor shooting rules for rounds purposes, be implemented.

Target Faces

As shown in section 3, the target faces are stored in the club house. Please treat these carefully, rolling and replacing in the racks when not in use. Do not shoot 800 faces mounted on top of 1200 faces on the bosses, this uses up/damages 2 faces at the same time! Please remove the 1200 face before mounting the 800 and commencing shooting.

Etiquette

A Good Archer:

- Does not talk in a loud voice whilst others are shooting.
- Does not talk to another competitor who obviously prefers to be silent.
- Does not exclaim on the shooting line, or distract a neighbour in the act of shooting.
- Does not join or leave the shooting line while an adjacent archer is at full draw.
- Does not go behind the target to retrieve his arrows before his score has been recorded.
- Does not walk up and down the shooting line comparing scores.
- Does not touch anyone else's equipment without permission.
- When calling scores does so in groups of three, for example '7 - 7 - 5' pause '5 - 5 - 3'.
- If he breaks another's arrow through his own carelessness, pays for it in cash on the spot.
- Thanks the Target Captain at the end of each session, for work on his behalf.

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Back Stop Netting

If any archer wishes to shoot over 80 yards, before commencing shooting, the backstop netting to both sides of the large shed must always be drawn into position. At the end of the shooting session, the netting must be returned to its storage position and secured in position. Do not reel out/lower the supporting line, unless there is a specific reason to do so.

Overshoot Zone

IMPORTANT: GNAS requires a 50 yards overshoot zone when shooting on distances greater than 60 yards. Therefore, when 90 metres and 100 yards targets are in use, members are not allowed to access the top shed during shooting. They must only do so between ends, when the collection whistle has been blown. This means no entering or exiting the shed during shooting. Generally, when members are using the toilet facilities, shooting will continue.

Safety

- Always inspect your equipment before you begin shooting.

- No archer may draw his bow, with or without an arrow, except when standing at the shooting line or peg. If an arrow is used, the archer shall aim toward the targets but only after being satisfied that the field is clear both in front of and behind the targets.

- When drawing back the string of the bow an archer shall not use any technique that, in the opinion of the Range Captain, could, if accidentally loosed, allow the arrow to fly beyond a safety zone or safety arrangements (overshoot area, net, wall, etc.). If an archer persists in using such a technique, in the interest of safety, he will be immediately asked by the Range Captain to stop shooting and to leave the Range.

- If anyone present where archery is taking place becomes aware that shooting should be halted for safety reasons, that person must call "FAST". On hearing this call, all archers must immediately stop shooting, returning all unshot arrows to the quiver. If necessary, the call of "FAST" should be repeated by other archers to ensure that everyone has heard and stopped shooting. Shooting will recommence only on the instruction of the Range Captain.

- When pulling arrows from the boss, always use an arrow puller. Place palm of one hand on target and pull each arrow with other. This helps to avoid potentially bending an arrow and removes the danger of carbon splinters (from damaged arrows), entering fingers/hands (very painful!). Likewise, hold carbon arrows at the middle of the shaft, not the tips, as this is where any shaft damage is most likely to be located. Do not pull arrow tips through a colleague's or your own fingers/hands.

- Archers not pulling arrows should stand well back to avoid being injured by arrow nocks, as arrows are removed from the target. Difficult to remove arrows may require two people (both using pullers), to remove. This is especially true if there has been rain and the arrows are wet.

- Upon retrieving, replace arrows in your quiver. Do not run with arrows in your hand.
- Never use or repair cracked arrows.
- Never use arrows that are too short.
- Shoot only at the designated target.
- Never move between targets with an arrow nocked on the string.
- Archers should always be aware of the danger associated with their bow.
- No archer should shoot while under the influence of drugs or alcohol.
- WALK, don't run towards the targets. Arrows are sticking out and can cause injury.

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Please note - the key holder is required to report any incident that could give rise to a possible claim, reporting the date, time and description of the incident. This will then be added to the club's 'Accident Record Book', by a committee member.

Novices

New members, including juniors who have not shot at the outdoor ground before, must go through an induction process.' Induction sessions' will be organised by the committee.

During or shortly after Induction, archers must achieve a score of (at least), 180 at 30yards with 3 dozen arrows (imperial 5 zone scoring), before shooting distances up to and including 60 yards. Archers must achieve a score of (at least), 180 at 60 yards with 3 dozen arrows (imperial 5 zone scoring), before shooting distances up to and including 100 yards.

Any junior who is shooting on any range without a Designated Responsible Adult has to have had completed an agreement form beforehand. This will mean that key holders are not legally responsible for them. However, key holders are still expected to speak to juniors, or any other member, if they notice them not following the standard rules of shooting and therefore introducing a health and safety risk.

Stacking Chairs

If used, the Channing stacking chairs must not be placed on the long-jump, run-up track, as they make holes in the tarmac and annoy the school!

Marquee

There is a Marquee in the club house for use on rainy (or even on rare, blazing hot days!), but it requires four people to erect and is normally only used for club shoots and tournaments.

Range Layout

The next page shows the Range Layout and shooting guidelines. Please study this carefully and understand the GNAS Safety Requirements and the restrictions to shooting distances on lanes Nine (9) to Twelve (12).

Smoking

Smoking is not permitted within the general field area. Smokers must exit the field. Please consider our neighbours and do not leave cigarette butts lying on the ground.

Lost Arrows

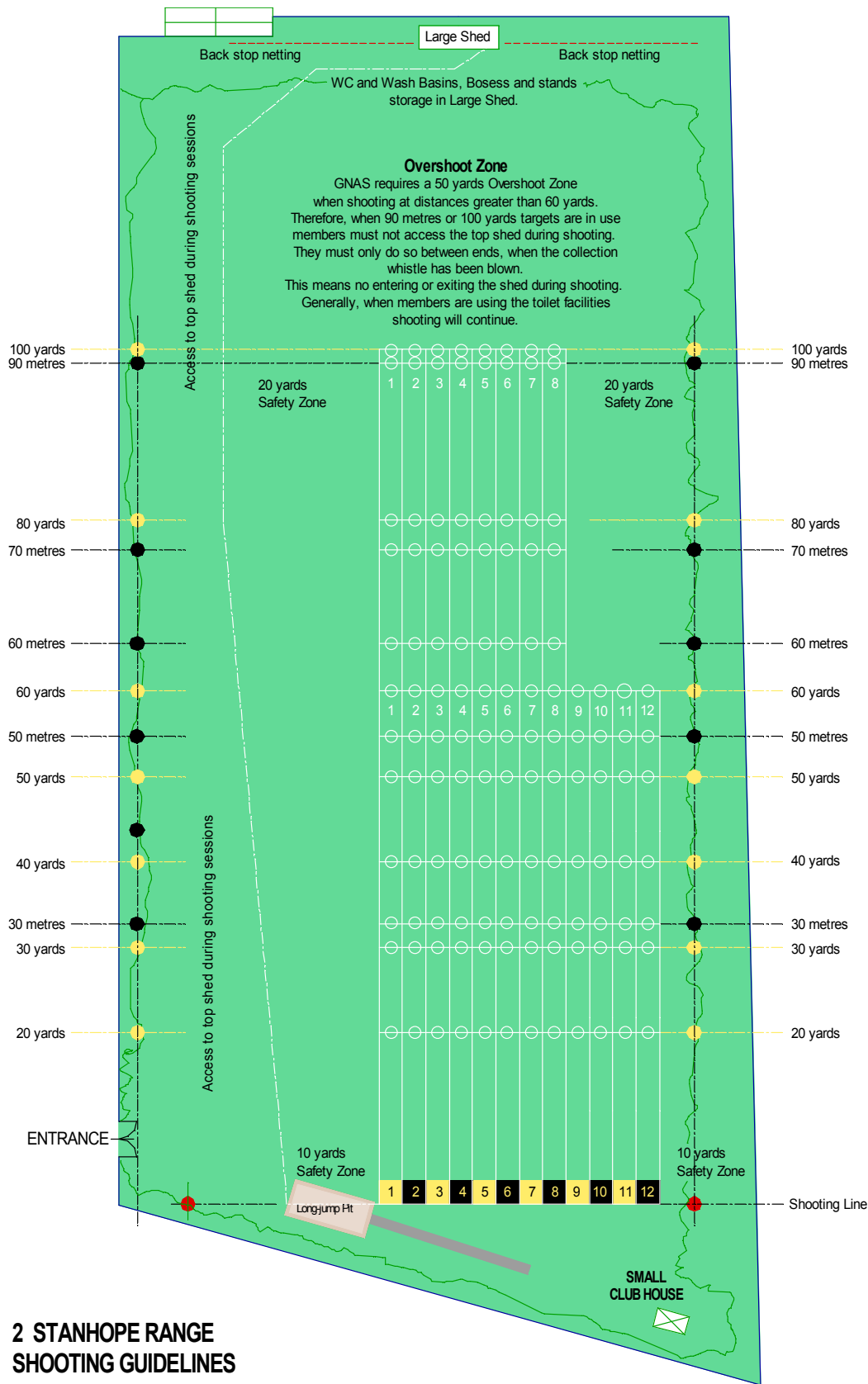
The field is used by school children and others, so any lost arrows **ABSOLUTELY MUST BE FOUND** before leaving the field! If an arrow is lost and not quickly found, then all other archers present should assist with the search – there can be no shooting until the arrow is found. There is a metal detector and a rake in the club house.

Wooden or all carbon arrows must have metallic tape attached at the fletching end of the shaft to assist the metal detector in locating them. All arrows shot at the outdoor ground should be marked with the archer's initials.

Other Debris

From time to time, wooden splinters are shot off the target stands – please ensure that splinters and any other (potentially dangerous) debris, is removed from the field.

Please address any queries or concerns direct to the - *Outdoor Ground Officer*, or any other committee member. The Committee members are all listed on the club website and in 'Key Holders' section 5 of this document.



2 STANHOPE RANGE SHOOTING GUIDELINES

This diagrammatic layout shows the permitted shooting distances over the 12 lanes, located between the school long-jump-pit to the left and the 10 yards GNAS safety zone to the right of the shooting line.

The lane numbers (1-12) are not fixed and are shown only to assist understanding of the layout guidelines.

Whenever possible, lanes 1 and 2 would not be used, to allow access past the end of the shooting line and the long-jump-pit. It is unlikely that all 12 lanes would normally be required.

The layout shows that, shooting up to 60 yards, all 12 lanes may be utilised. Shooting beyond 60 yards, the number of lanes is reduced to 8. This is to comply with GNAS SAFETY REGULATIONS.

Those members wishing to shoot beyond 60 yards MUST COMPLY WITH THIS LAYOUT.

Revised 1st July 2014

The GNAS required, 10 YARDS SAFETY ZONE to the Right of the Shooting Line and the 20 YARDS SAFETY ZONE to the Right of the 90 metre/100 yards distance MUST BE MAINTAINED AT ALL TIMES.

All Associate Members choosing to use the outdoor range MUST HAVE GNAS MEMBERSHIP OR APPROPRIATE INSURANCE.

There is a 'Target' and 'Shooting Line' number sign system for use during 'Club Shoots' and other competitions. It consists of alternating Black on Yellow, and Yellow on Black signs. These are to be used in conjunction with the alternating Black and Yellow ribbons secured to both the 'Shooting Line' and an additional 'Target Line'.

This system allows the EXACT location of target bosses at 90 degrees to the 'Shooting Line' positions. The sign number system is to be used as required – for example: if 8 bosses were required to shoot a 'Short Metric' tournament, it would be appropriate to use lanes 5 to 12 (on the layout), but they would be numbered 1 to 8.

3 Club House & School Shed Interior

Dear Members and Associate Members,

This outdoor season, we will continue shooting at the outdoor ground without having to pay shooting fees: Hurrah! This is not without responsibilities however, so let me start by telling you what this means as far as the equipment and club house are concerned:

Bosses, stands and training bow stands are stored in the school shed (at the top of the range) and must for no reason whatsoever be stored elsewhere until we can afford to get our own storage unit. Please make sure all bosses are standing as straight as possible in the new timber rack. The rack holds 13 bosses and will keep the shed much tidier, allowing clear access to the washbasins and WC areas, for HB members and the Channing school girls.

The club house is very small and hence it is of utmost importance that every item has its specific home and that each item will be returned to that place after use, so that the next user can find it. So please take note and return everything where it belongs.

Rubbish: The outdoor ground, however pretty, is riddled with mice, rats and insects, so please make sure to take any food related items with you to dispose of elsewhere.

Expensive equipment, like the metal detector and the range finder must be looked after particularly well and if you should find that the batteries are dead, please buy new ones and we will immediately reimburse you against receipt.

Broken equipment, please report ASAP to a key-holder or committee member. This also applies if supplies are low on target faces, score sheets, pens, plasters etc.

Personal possessions: whether archery equipment, or other. Please do not leave them in the club house or the school shed. They are both too small to hold anything but the absolute essentials. If you have any questions, or ideas for improvements, please do not hesitate to ask any key-holder or member of the Hampstead Bowmen Committee.

Finally, remember: all of the equipment belongs to all of us. Not to me, not to the committee, not to the club, so please act accordingly.

The correct location of everything in both the club house and the top shed, is shown in the photographs on the following pages.



Ewa
*Equipment and
Development Officer*



Club House

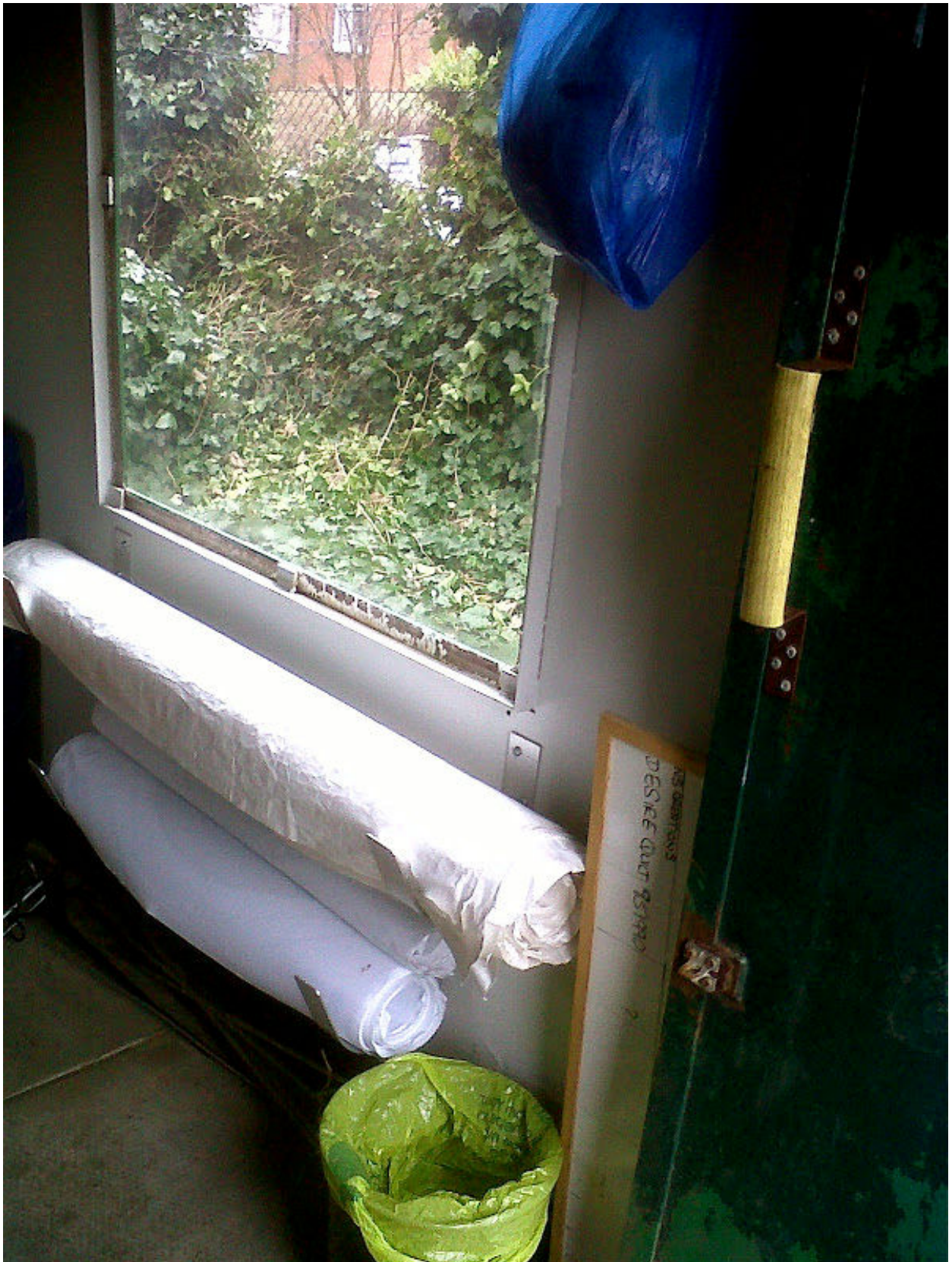
Above the corner storage unit, where the marquee, large folding table, metal detector, rake and brush etc. are stored, are 3 separate boxes for white target pins (straw bosses), black target pins (compound boss) and a box for the boss' securing lines and ground pegs, nothing else. Leaning against this unit are the various folding chairs and next to them, a filing cabinet.

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On the shelves above the bench, you will find teabags and other food related items to the left and two First Aid kits to the right. The target and shooting line signs are also kept there along with the target flags. Miscellaneous bits and pieces are kept on the top shelf. On the bench top, there is a tea urn to the left and scoreboards to the right, but most importantly, a lot of space in the middle, space where archery equipment can be fixed. Under the bench to right, is all the stuff needed for HaGs. To the left are two shelves with archery related tools, general tools and a tool box. The 'Target Centre' locator is also kept here.

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Below right side window are two sets of brackets, the lower one for 80cm target faces (new ones and used ones being kept in separate rolls) and the upper one for 120cm target faces. Underneath these is where the ground quivers live and to the right is a very small bin for non-food related rubbish. New bin bags are to be found straight above the bin in the blue bin bag (please feel free to replenish).

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Below left side window are the various folding chairs, the filing cabinet and the Green 'Shooting' and Blue 'Target' line reels. The plastic 3D pig is also kept here.

In the filing cabinet are kept all the various score sheets, the 'Electronic Distance Scope', spare batteries, padlocks and other miscellaneous items.

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There is now space to operate and nothing will get lost, because everything is where it is supposed to be... please try to keep it like this.

Continued...



Top School Shed

The new layout to the top shed. I think everyone will find this much easier to access equipment. The boss rack holds 13 bosses. The large shelf above holds spare boss foam, the foam back-stop, the large water container and a bag holding all the old bicycle tyres for repairing boss stands.



On entering the small foam boss is located to the right of the door. Nothing else is to be stored here, as it will restrict access to the bosses.

Continued...



On entering, the large foam boss is located to the left along with the 2 large stands. The green boss stands are located along the wall, stacked in reversed pairs (69), as we do at the Royal Free indoor venue. Please do not just throw them in the corner, as this can damage them and it makes it difficult for fellow members to access them.

Please replace bosses in the rack - do not leave them lying around. We must keep the shed clean and tidy and avoid blocking access to the wash basins and toilet. Remember, the shed belongs to (and is shared with), Channing Girls School.

If bosses have become bowed or bulging, please flatten them before placing back in the rack – do not force them in, as this could damage both the bosses and the rack.

The bosses are numbered on the back face, so that their condition can be monitored. Members should report damaged or problem bosses to either the Outdoor Ground Officer, Equipment Officer, or other committee member.

4 Stanhope Outdoor Range Timetable - 2014

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 AM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
10:00 AM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
11:00 AM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
12:00 PM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
1:00 PM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
2:00 PM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
3:00 PM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
4:00 PM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
5:00 PM	Yellow	Yellow	Yellow	Yellow	Yellow	Red	Green
6:00 PM	Orange	Orange	Orange	Orange	Orange	Orange	Orange
	Until	Until	Until	Until	Until	Until	Until
	Sunset	Sunset	Sunset	Sunset	Sunset	Sunset	Sunset

This is for general guidance only, and is subject to the school requiring the field at other times. The school has first call for use of the field at any time. Typically, this will be up to 4:30 or 5:30pm as shown. After 5:30pm is usually free. It seems that the period between 12:00 and 3:00 is always free and the school don't always turn up after then anyway. Should the school turn up, Club members must IMMEDIATELY clear the field and leave. The schools use of the field is (like us) effected by the weather and consequently they can turn up at unexpected times, or not turn up at all.

 Normal Shooting Fees Apply
 Club Meet
 Possible use by School
 Possible free period

5 Miscellaneous

Some Useful Links

The following are a few links that new members and beginners might find useful:

http://www.archery.org/UserFiles/Document/FITA%20website/07%20Publications/02_downloads/Coaches_Manual_Lev2/11_Recurve_Equipment.pdf

http://www.eastonarchery.com/img/downloads/software/tuning_guide.pdf

<http://www.tenzone.u-net.com/Equipment/tuning/pdfs/tuning01.pdf>

http://www.archersreference.pwp.blueyonder.co.uk/archref_04.pdf

http://www.eastonarchery.com/uploads/files/52_target-sel-chart.pdf

<http://www.eastonarchery.com/uploads/files/easton-2013-target-catalog.pdf>

Online Archery Shops

A selection of suppliers that members have purchased from.

www.perrisarchery.co.uk/

www.quicksarchery.co.uk

www.merlinarchery.co.uk

www.clickersarchery.co.uk

www.chiltern-archery.co.uk

www.altservices.co.uk

www.archeryworld.co.uk

www.bowsports.com

www.aim4sport.com

www.thearcheryshop.co.uk