

## **All Saints Archery Policies and Procedures** *(Revised January 1, 2010)*

These regulations will be reviewed with each camper upon visiting the archery range for the first time. All groups will be provided with a copy of these policies prior to their visit to the facility. All Saints Camp and Conference Center is an ACA accredited institution, and as such requires all users, staff, and campers to be in compliance with the ACA standards by following the policies listed below.

### **1. Archery Program Supervisor**

The overall operation of the archery program will be supervised by an adult having documentation verifying:

At least six week's experience in a management/supervisory position of similar programming,

- Current certification in CPR from a nationally recognized provider ,
- Current certification in First Aid including blood borne pathogens from nationally recognized provider,
- Training or experience from a recognized certifying body, preferably certification as Level 1 High/Low Ropes Challenge Course Facilitator or greater.

The program supervisor will oversee archery activities to verify that archery instructors:

- Enforce established safety policies,
- Provide appropriate instruction to participants,
- Identify potential environmental and other possible hazards related to activity,
- Apply appropriate emergency and rescue procedures related to activities.

### **2. Archery Instructors**

The All Saints Archery Range shall be used only under the direction of trained instructors. Archery Instructors must meet the following requirements:

- CPR from a nationally recognized provider,
- First Aid including blood borne pathogens from nationally recognized provider,
- All applicable skills verified by the Challenge Course Director on the High Ropes Skills Verification Form.

The following Instructor ratios will be in place during all archery activities:

- The ratio of one facilitator to six participants within the archery area,
- Individuals watching archery from outside the archery area shall be considered spectators and not counted in instructor/participant ratios.

### **3. Safe Area**

The archery area will be fenced off at least 200' beyond and 20' to either side of the firing line. Warning signs will be posted in obvious places to warn of the potential danger. The following additional safety regulations will also be followed:

- Know and obey all range commands,
- Keep arrows in quiver until told otherwise,
- Always keep arrows pointed down range,
- If you drop an arrow out of the firing area, leave it until it is time to retrieve arrows, and
- Always walk at the archery range.

#### **4. Equipment**

Campers will be permitted to participate in shooting archery provided that they are physically capable of controlling the bow and arrow in a manner considered safe by the archery instructor. Participants are to wear an arm guard while shooting at the archery range and will only fire arrows with practice tips. Field tips and broadheads are not to be used at the All Saints Archery Range. Instructors will perform inspections of equipment before any usage. Retired equipment will no longer be used, and will be discarded. Archery equipment will be retired based on the following criteria:

- Bows with cracking or splintering,
- Strings showing fraying or that are unserved,
- Arrows with cracked or fractured shafts.

#### **5. Range Commands**

Archery Instructors will run the range using the following commands:

- Range clear - Visual inspection of the range to ensure that no one is on the range and that it is safe to shoot
- To the firing line – knock and prepare to shoot.
- Fire when ready – shoot arrows. Campers put bow down when finished.
- Range clear – Visual inspection of the range.
- Retrieve your arrows – Campers get arrows after all have finished.

Stop shooting immediately on the signal of the counselor, or if anyone enters the range.

#### **6. Emergency Procedures**

In the event of an emergency at the All Saints Archery Range, all shooting will stop immediately and all bows will be grounded. Archery Instructors are to follow the emergency procedures as outlined in the All Saints Policies and Procedures and, if necessary, provide first aid as needed until more advanced care arrives.