



# Exmouth Archers

## Re-opening Club facilities in response to Covid-19 Policy and guidance for Members

Version 4

23<sup>rd</sup> March 2021 (Minor changes from V3 highlighted)

In response to the government guidelines issued on Tuesday 23<sup>rd</sup> March and the subsequent guidelines issued by Archery GB on the same day, the Exmouth Archers Committee has agreed to re-open outdoor shooting facilities to all members on a limited and Covid-19 secure way. The Committee has put in place a number of measures to allow members visit the Club and shoot from 1<sup>st</sup> April 2021. The Field Course will also be open from that date.

The key points within these guidelines is that social distancing must be upheld at all times, so people may only shoot individually or in a family group and distancing from other people or family groups by at least 2.5 metres. Although government rules allow gatherings under "the rule of 6" the committee has decided that this is not appropriate at this time. Members should attend, shoot and then leave. Consideration must be given to the use of any shared equipment, including targets or facilities such as toilets gates, locks etc.

Exmouth Archers has had written confirmation from our landowner, East Devon District Council, via email on the 18<sup>th</sup> May that they are happy for us to reopen.

***Ultimately, if you are not happy with the provisions the committee have put in place and are not able to supplement them with your own measures, then stay away and wait until restrictions are further lifted.***

***If members are found to flout any part of this policy and guidelines, then their booking rights will immediately be revoked, your key access will be withdrawn and at the very worst, could mean that we have to close the Club to all members.***

***A reminder that all members are expected to uphold the Club rules whilst at Club, and this policy now forms part of the Club rules.***

***A reminder also that if you shoot outside of these or Archery GB rules, that voids Archery GB insurance and as such you are no longer covered by Archery GB. This in turn means that you will not be shooting in "Organised Sport" (which is what is allowing Archery to restart) and will be breaking the law and putting the sport as a whole at risk.***

### Indoor Centre

At this stage, guidelines say that indoor venues cannot be used as there is more potential to transfer the virus in enclosed spaces. Therefore, until further notice, the Indoor range will remain closed to ALL members. However the current Archery GB guidelines do allow disabled Archers to shoot indoors. If you think this applies to you then please contact the Secretary for advice. If you need general access to the Indoor Centre to collect something, then please speak to a committee member.

### Outdoor Range

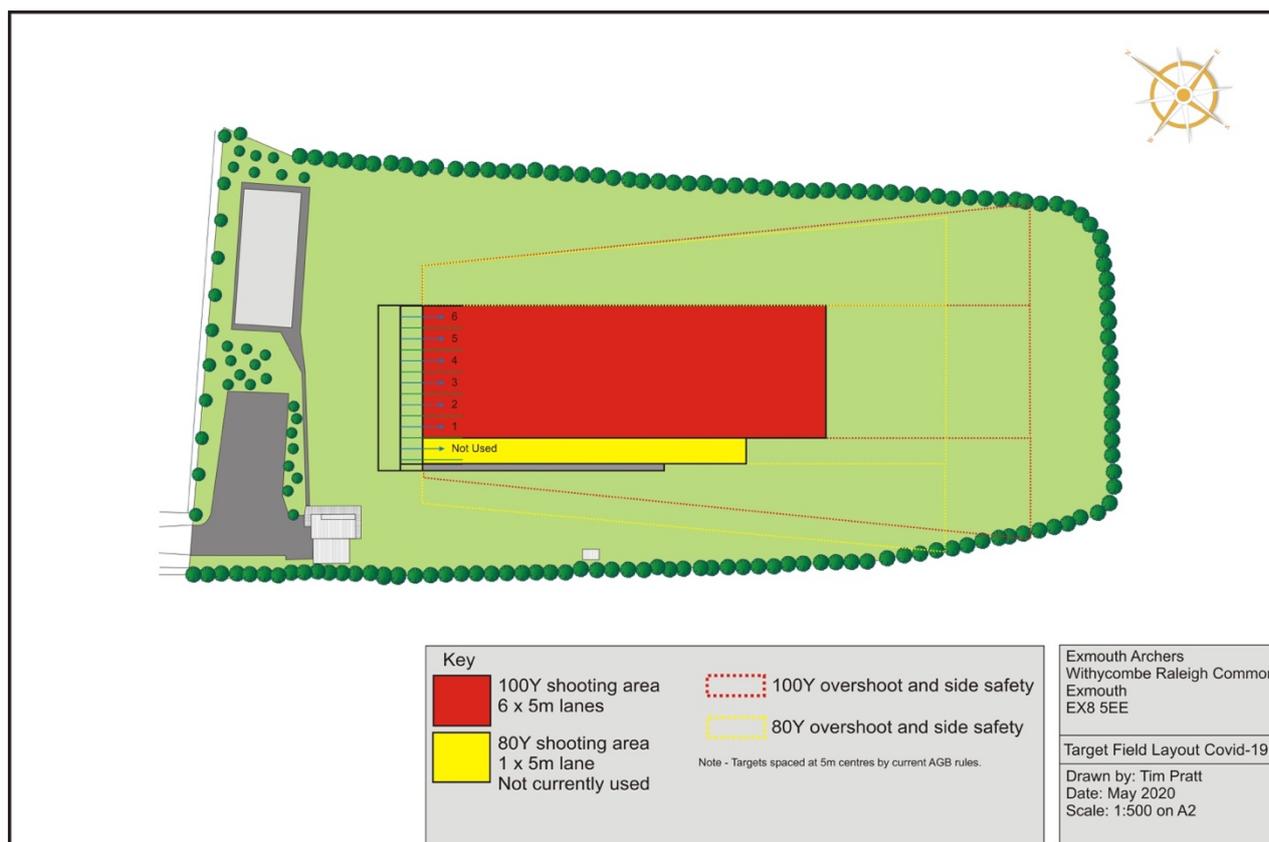
The outdoor target range has been redesigned to provide the required social distancing measures. It comprises 9 targets spaced in 4 metre lanes. The first lane can only accommodate 60 yards and no compounds, the second 80 yards and no compounds. The remain lanes can accommodate 100 yards and compounds.

Each lane has been individually marked and the lines extend back to the tent line to demark the distancing rules when not on the shooting line or collecting arrows.

The maximum number of members that may shoot in a lane during a session is two. This may be a family household group or bubble, or 2 people from separate households. However you may only shoot in one detail and Archers not in the same household or bubble must pull their own arrows.

Because we now have much less capacity for members to shoot a booking system has been introduced where members may book sessions on the targets. Further detail can be found below.

If you are not booked in to shoot, then you should not be at the Club. To do so may be classed as social gathering and subject to current government fines etc. The booking system provides our ability to Track and Trace and is a requirement required by Archery GB.



Note that this diagram has not been updated for the additional lanes

A reminder that Clout Archery is not allowed on our grounds, even during normal circumstances.

### Shared Facilities

The Clubhouse, rear toilets and shed will remain locked. If you need access for any reason then please discuss it with a committee member. The picnic tables and garden chairs will not be available for use. The main toilet will remain accessible to all members with a club or committee key. The committee will ensure an adequate supply of paper hand towels and soap for handwashing as per minimum government requirements for public buildings, but members must be ultimately responsible for their own safety and hygiene. A first aid kit will also be located in the toilet. The boiler will be operational but members should bear in mind that it takes a minute or so for hot water to reach the hand basin.

Members are requested from time to time to thoroughly clean the toilet using the cleaning materials available in the toilet.

Members will be responsible for their own hygiene after using the gates or padlocks. Sanitising and washing of their hands etc.

If members want more than just soap and hot water then they need provide their own. The Club will endeavour to provide hand sanitiser or wipes.

### Shared Equipment

All 9 of our wheeled targets will remain uncovered in the 9 defined shooting lanes. Those that have doors will have them removed. Members are free to move the targets to the required distance, but not out of the lanes, however consideration should be given to handling of these targets, the target trollies and personal hygiene. Sanitising and washing of their hands etc and the previous note under shared facilities applies. If you are not able to move the target by yourself, then please ask another member to do it on your behalf, but stay socially distant and do not try to help them. One target trolley will be left by the shed.

Club equipment may be issued, but only with pre agreement with Andrew Hoyle and Chris Kellaway.

The Club will ensure a supply of target faces and pins are accessible either from the toilet or the open lean to shed. The Committee agreed that issuing of faces and pins to members would still not overcome the potential for contact with the virus from other areas on the target or shared facilities. Members need to decide on the best method of protection for themselves.

Members may take pins for themselves if they feel it is safer, but we will want the pins back! Faces should be removed from the targets and taken home so that they do not rip off the targets in bad weather and litter the field.

### Booking a Target

- Each day will be split into 7 formal shooting sessions:

8am to 10am	10am to Midday	Midday to 2pm	2pm to 4pm
4pm to 6pm	6pm to 8pm	8pm til dusk	
- This should allow, under normal circumstances, a member to shoot a 6 to 8 dozen round if they wish.
- Lanes 1, 2 and 3 have the 'Longbow Friendly' targets in them.
- 6 targets gives us a maximum of 42 shooting sessions per day. 294 per week. Worst case this could mean about 20 members on site during any one session, but we believe this would be extreme.
- If we find that the Club becomes congested at changeover times, then we may consider staggering the shooting sessions or even lowering the number of targets. See the note in the Conduct at the Club section.
- Before members can book a session, the Committee must have had written confirmation from the member that they have read and understood this policy and guidance around opening the Club and agree to abide by them. To do this, members should register on our website, and then select the option to book a target. They will then be invited to fill in a short form to confirm that they have read and will abide by this document. Once received by the Committee, the member will be allowed through to the actual booking system. *Note this is a manual task and may not happen straight away.* NOTE – As we come out of this lockdown, the declaration that you signed last year will still stand.
- Members may then book a session in advance before arriving at Club, to ensure that there will be a space available for them. Booking sessions can be done via the booking system linked from the Club website.
- Members should consider others when booking sessions. There are members that are still working full time, and that includes key workers. So, if you are able to shoot during the day, then please try and leave the weekday evening sessions for those who work.
- Likewise, remember that although the clocks change the weekend before we reopen, the evenings will get dark quickly. The 8pm til dusk session may be short initially.
- Members may only book two weekday evening sessions (4pm onwards) in any one week, however they may additionally book daytime sessions. These rules will be revised if we find that members are not getting the opportunity to shoot. (This rule brought back into play in March 2021.)

- Members in family groups are requested to shoot on the same target in the weekday evening sessions to maximise capacity.
- Members may only book 1 week in advance.
- To cancel or reschedule a booking, please email [targetbookings@exmouth-archers.org.uk](mailto:targetbookings@exmouth-archers.org.uk)
- The Committee will endeavour to have a responsible member open the Club on **all weekday evenings**, between 6pm and dusk to guarantee members without keys the ability to shoot and also to ensure that the rules are being followed. That responsible member will have priority shooting for any 2 of the 3 shooting sessions for that evening.
- Please note that it may be necessary to take all the targets out of use at relatively short notice to allow maintenance of the facilities such as grass cutting. The Committee will endeavour to give at least 2 days' notice in this event and we will try and contact the individuals that have booked.
- In the event that you are the only person shooting at Club then you **MUST** hold lone shooting insurance. **Please make sure that in the period of no shooting, your lone shooting insurance hasn't lapsed.**
- At the September 2020 meeting it was agreed that we could now allow visitors to shoot with us, but they must have signed up to the detail in this document, pay visitor fees and have a "buddy" within the Club who will be responsible for booking lanes on their behalf and take the relevant fees.

### Conduct at Club

- **Members MUST NOT attend Club if they show symptoms of any illness but in particular of Covid-19 (Please refer to the NHS Website)** New and persistent dry cough and temperature. Members who are classed as vulnerable are recommended to stay at home.
- Where a non-shooting parent or guardian needs to attend Club, they may do so as long as they remain socially distant from other members. Juniors **MAY NOT** be left at the Club unsupervised and other Club members **WILL NOT** accept responsibility on behalf of another parent or guardian.
- Other than non-shooting parents, guardians, pre-arranged coaching or members maintaining the grounds or equipment no other spectators or visitors will be allowed on the Club grounds.
- Pre-arranged coaching is allowed on a one to one basis or one to many providing the group is all from the same household, providing no contact and social distancing is upheld. Please see the Archery GB guidelines on coaching.
- All Members are asked to sign in by passing their smartcard across the Clubhouse or Indoor Centre card reader to log that you were on site.
- **All members are encouraged to use the NHS Track and Trace app on their smartphone when signing in. The QR code can be found on the Clubhouse by the door.**
- Members will be expected to setup their equipment from the boot of their car or van and carry it over to the shooting lane. There is plenty of room from the waiting line back to the car park to allow social distancing at the changeover times.
- Members are asked to wash their hands before moving to the shooting line in order to minimise the risk of spreading the virus.
- If you want to sit down, then please bring your own chair.
- During shooting please keep to your allocated lane and box behind the waiting line.
- If you are shooting longer distances, please do not dawdle collecting arrows.
- If you lose an arrow, then please try not to hold up shooting. If other members are able to help look for your arrow whilst maintaining distancing then please feel free. The metal detectors can be found in the toilet, but please be aware of hygiene.
- If you need to remove an arrow from the target frame the tools can also be found in the toilet.
- If you wish to score on a paper scoresheet, please bring your own scoresheet and scoreboard. If you wish to submit your score to the records office this can only be done via email, or log onto Golden Records and input it yourself.
- The toilet is available for use, but members must take responsibility for hygiene of the room before and after its use. See notes under Shared Facilities.

- Any food and drink, including drinking vessels must be brought from home. There is no access to the Clubhouse, kitchen or washing facilities.
- If you are at the end of your shooting session and you wish to continue, you may check the booking system on your mobile phone and book the next (and only the next session) if one is available and if you are not a keyholder, that a keyholder is still present and shooting.
- Once you have completed shooting or your session has come to an end, please leave the shooting area promptly and return to your vehicle to pack away.
- There must be no gatherings or social activity held on the grounds before or after shooting sessions.
- On leaving members should wash their hands and wipe any shared equipment in order to minimise the risk of spreading the virus.
- Finally, as you leave, sign out by using your smartcard on one of the readers.
- Please take all your rubbish home. The bins are not being emptied by Viridor currently to save on costs so once the skip is full, it will remain that way until we resume normal operation.

### Field Course

Email permission to use the wood was obtained from the landlord by Steve Glover on Monday 18<sup>th</sup> May 2020.

Slightly different measures apply to the field course.

The field course is designed around 3 loops of 8 World Archery Field targets and 1 loop of 3D targets. Both disciplines utilise the same loops but in different directions. Therefore WA and 3D courses cannot be shot at the same time. One's discipline peg will be the others overshoot. There are 3 practice targets to the left of the car park. **If any shooting loop is in use, then the practice targets must be taken out of use due to overshoot safety.**

Any course may be shot by either a family shooting group, or two individuals from separate households, but they must maintain social distancing whilst shooting and walking the course. One person to the peg at a time.

If there are a number of groups using the course at any one time, then distance must be maintained while walking between targets and please remain at a distance from the pegs if you are waiting. Try and stagger start times or walk separate shooting loops.

Members are free to use the facilities at any time and need not book, but they MUST sign in and out on the whiteboard on the top shed. As the 2 courses can't be shot simultaneously, there is also a list on the shed advising which course is open on each day.

**All members are encouraged to use the NHS Track and Trace app on their smartphone when signing in. A QR code can be found on the field course shed.**

The intention is that it will alternate daily so that 3D's one week falling on Saturday, Monday etc will fall on different days the next week.

If you choose to lone shoot on the course, then you must hold lone shooting insurance although we would highly recommend you do not do this anywhere but the practice bosses, in case you have an accident.

The Club will ensure that there are good faces on all the WA targets and will look to purchase a set of Maple Leaf plastic faces so that they can be wiped by members as they are shot.

If there are a number of groups using the course at any one time, then distance must be maintained while walking between targets. Try and stagger start times or walk separate shooting loops.

**Members are reminded that there are no toilet or hand washing facilities provided at the field course. Members must make and bring their own provision for this aspect.**

### Other Notes

- No further requests from members for keys will be entertained at this time.
- Members must be fully paid up in order to shoot. Some members may have stopped their standing orders since lockdown. The Treasurer and Membership Officer will try and establish which

members fall into this category, although its understood that this can be hard given the lack of access to bank accounts.

- The Club is investigating a fast method of communication to its members in the event that a member who has been shooting contracts the virus. This is likely to be via text message and will compliment any provision made by the government.
- In the event of this happening the Club will be closed at short notice and will not reopen until at least 7 days later and the toilet and other facilities have been deep cleaned.
- To compliment this document a risk assessment has been completed and this, plus any other relevant documentation will be displayed on the noticeboard in the toilet.

## **References**

This document has been written following published government guidelines and also the guidance issued by Archery GB on Wednesday 24<sup>th</sup> March

<https://www.archerygb.org/clubs-facilities-development/club-information-covid-19/>

[Archery GB – Returning to Archery – Guidance Notes for Clubs V5](#)

[Archery GB – Returning to Archery – Part 2 – Clubs V5](#)

[Archery GB – Returning to Archery – Part 3 – Facilities V5](#)

[Archery GB – Returning to Archery – Part 4 – Archers V5](#)

Exmouth Archers Committee, March 2021.