



## MEMBERS HANDBOOK 2020



This handbook was produced by the Committee for the benefit of its members.

The Committee would like to thank all members who have contributed to its making.

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## Welcome to RCA

Welcome to Rochdale Company of Archers (RCA).

We hope that you will enjoy your time at the club and participation in this noble and ancient sport.

RCA is a long standing club, established in 1954, with close links to Lancashire Archery Association and Northern Counties Archery Society.

We have grown into a 24/7 club with both indoor and outdoor facilities.

We are an amateur sports club run by our members for our members.

We are an inclusive club with a commitment to cater for all age groups, abilities, disabilities, gender, gender identity, ethnicity, faith, and culture.

We welcome recurve, compound, barebow and longbow archers of all abilities. Crossbow is not permitted.

This handbook provides a collection of resources which will help explain some of the terms associated with our sport. It also includes some of the Archery GB (AGB) Codes of Conduct and our Club Rules. By participating in archery at RCA, all members agree to uphold these codes and rules.

In the range we display important information about RCA planned club shoots. Throughout the year, we organise coaching nights, classification rounds, fun shoots and friendly shoots against other clubs, so everyone can enjoy both relaxed and competitive shooting.

If you have any questions, please feel free to speak to any of our members. Contact emails for all Club officials can be found at the back of this handbook.

On behalf of all of us at Rochdale, it is our pleasure to welcome you to our club.

*Good shooting!*



## Governing Bodies

There are two main governing bodies for archery in the UK.

### Archery GB

Archery GB (AGB) is the trading name of the Grand National Archery Society (GNAS) and is the national governing body for archery in the UK.



It is based at the Lilleshall National Sports Centre, Newport, Shropshire, and is recognised by the International Olympic Committee.

GNAS, now AGB, was established in 1861 and is responsible for all levels of archery in the UK from club level to the elite sporting athletes.

Archery GB is the umbrella organisation for the English Archery Association, Archery Northern Ireland, Scottish Archery, and the Welsh Archery Association.

The society is responsible for over 1000 clubs and 40,000 members.

Archery GB recognises recurve, compound, barebow and longbow archery.

### World Archery Federation

The World Archery Federation (WA), formerly known as the Fédération Internationale de Tir à l'Arc (FITA), is the world governing body of the sport of archery.

It is based in Switzerland and is recognised by the International Olympic Committee.

FITA was founded in 1931 by 7 founding member states and is currently composed of 156 national federations.



Archery GB is an affiliated member of the World Archery Federation.

## Olympic Sport

Archery was first included at the Paris 1900 Olympics and became a regular fixture from the Munich 1972 games. Only the recurve bow is recognised at Olympic events.

Rochdale is the only borough in the UK to have had a representative win an archery Olympic gold medal - Queenie Newall won gold at the London 1908 Olympics.



## History of the Club

Rochdale Company of Archers was founded in 1954 by eight members; they were pistol shooters. The landlord of the Halfway House pub in Wardle let them have a hut at the back (with no water supply or toilets). Indoors they could shoot 20 yards, but for the men to shoot 100 yards outdoors they had to stand nearly on the pavement.

When the landlord came to retire, we had to leave.

We then moved to Rochdale Rugby Club in Bamford, but with very little money. Once again, the members worked to raise money for a concrete floor, and we acquired a wooden hut from JW Lees brewery; they asked for £100 for it but we could not pay until we got the range up. We shot outside on the main pitch and on Thursdays we went to Rochdale police station to shoot in their indoor range.

In 1997 we were offered some bricks to build a new range (a member was in the building trade). Members helped with the foundations. After the building was ready the members did all the work indoors. We begged for money for the roof and we asked trustees and friends for £25 each. We received £5,000 from a sports charity in Liverpool.

In 2006 the rugby club moved to where we are now.

RCA members have over the years won many tournaments and championships up and down the country. RCA have always been involved with Lancashire County, working on the committee, shooting for the county team, and we still are today.

RCA has always had a good name for being a friendly and happy club.

The club has come a long way since 1954, but the club cannot survive without the members giving their free time and hopefully this will carry on in the future and for years to come.

*2019, Margaret Smith, Honorary Member*

## Limited Company

In 2011 the club became a company limited by guarantee, where the liability of the members is limited thereby providing collective protection of its volunteers - Company No. 07495597. The nature of business of RCA is classed as Activities of Sport Clubs and RCA is recognised as a Community Amateur Sports Club (CASC) No. GB-CASC-92d649e0.

## Move to New Land

In 2025, our lease with Rochdale RUFC expires and RCA must leave our current range. We are actively searching for land to purchase in the Rochdale area so that we can for the first time in the history of the Club have guaranteed 24/7 access to outdoor shooting.

Over the next few years, we will need many volunteers to help prepare the new land and our new indoor and outdoor ranges.

## Membership to Archery GB

Your membership to RCA includes membership to Lancashire Archery Association (LAA), Northern Counties Archery Society (NCAS) and Archery GB (AGB).

Membership to Archery GB includes:

- Magazine Archery UK four times a year.
- Civil liability insurance.

Other benefits include:

- Records, badges, and awards.
- Guidance and coaching.
- Safeguarding.
- A sporting structure including clubs, counties, and regions.
- Tournaments and talent pathways.
- Governance.
- Support and advice.

## AGB Membership Card

Your AGB Membership Card is important, you must keep it with you when at any shoot. The Judge or Field Captain may ask to see it and failure to show an in-date card, which is your proof of current membership of Archery GB, could result in you being refused permission to shoot.

## AGB Membership eCard

For convenience, your AGB Membership Card can also be downloaded as an eCard to your mobile phone.



## RCA Membership

RCA is a club of like-minded members and all positions for its safe running are provided by volunteers.

We welcome all archers who:

- have successfully completed a 12 hour AGB Beginners Course within the last 6 months, either at RCA or at another AGB club, or
- are already an AGB member through another club and can show proficiency in archery by passing an assessment by a member of the coaching team.

For archers wishing to become a member at RCA from another AGB club the Membership Secretary must verify the applicant's good character by contacting the club they are leaving.

## Membership Groups

Club membership is made up of the following members:

Senior, Disabled, Associate Senior, Junior, Junior in Further Education, Under 25s, Associate Junior, Social, Honorary.

For the current rates, please contact the Membership Secretary.

## Membership Fees

Membership fees are due annually on the 30<sup>th</sup> September and all membership rates are reviewed at the Annual General Meeting (AGM). There are several payment plans available.

## WebCollect

All club membership registrations and event purchases are made via WebCollect, a secure online membership management software.

The contact details you provide on WebCollect will be used to keep you informed of club related news and announcements.

## GDPR

The club and its officials will respect your personal details which will be kept confidential, secure and not released to any other person or organisation without your permission.

Whilst you are a member of RCA, your personal details must be shared with Archery GB and your continued membership with RCA provides us with your authority to share your details with Archery GB.

## Shooting Seasons

For the ease of management of the indoor and outdoor shoots and competitions, RCA run two six month calendars:

- Indoor 1<sup>st</sup> October - 31<sup>st</sup> March.
- Outdoor 1<sup>st</sup> April - 30<sup>th</sup> September.

Although the above dates are for the RCA competition season, our members can shoot both indoors and outdoors all year round.

Archery GB publicise the indoor and outdoor seasons as:

- Indoor 1<sup>st</sup> July - 30<sup>th</sup> June.
- Outdoor 1<sup>st</sup> January - 31<sup>st</sup> December.

## Solo Shooting

Solo shooting indoors for senior members is permitted but you are advised to inform someone where you are in case of medical emergency or any other issue.

Solo shooting outdoors is not permitted, there must always be two senior archers present. If there are just two, then you must take turns to shoot with one shooting while the other is lookout.

## Clubhouse Access

The clubhouse is available to all members for archery practise, 24 hours per day, 7 days per week.

For access to the clubhouse members must make a deposit for some essential items:

Senior members - £10 deposit for a key, fob & membership tag.

Junior members - £5 deposit for a fob & membership tag. For safety reasons junior members are not given a key to the clubhouse.



### Key

Senior members and under 25s are entitled to a key for the RCA clubhouse. To apply for your key please ask the Equipment Officer. You will normally receive your key after 12 weeks. For a fast track application, you will be provided with a record sheet to keep a tally of your shooting alongside senior members. You will then receive your key after 6 weeks, providing you have completed a minimum of 12 hours shooting, counter signed by a senior member. On receipt of your key you will be required to pay a £10 refundable deposit, which covers your key, membership tag and door fob. All 3 must be returned to get your deposit back if you leave the club.



### Fob Access

All members will need a fob to open the front door for all entry and exit. Parents and carers must use their junior's fob.

### CCTV

The RCA clubhouse has CCTV covering the access doors, externally and internally. This was installed for 'track & trace' purposes following the COVID-19 pandemic of 2020 and provides added security to our clubhouse.

Both security systems, the fob access and CCTV, are password protected and can only be accessed by the Directors. The data is stored locally only on a rolling recording of approximately 30 days.



### Membership Tags

RCA operate a membership tag for the safety and peace of mind for all of its members. When worn, the tag indicates to other members that you are a paid up member of the club. The tag must always be visible whenever you are shooting at RCA and should preferably be worn on your quiver. Each year, members who renew their membership will receive a new date label to fix to their tag. Anyone who leaves the club will be refunded the deposit on return of the tag.



## Juniors & Youth

RCA has a thriving youth club and we welcome all juniors from 8 years of age.

The RCA juniors and youths have a dedicated Friday club night from 7:00 till 9:30pm when the range is closed to senior archers - except on special occasions when the parents and carers who are also senior archers are invited to shoot with, or against, the juniors and youths.



Junior archers, under 18 years of age, may shoot indoors at all other times but only when supervised by a senior archer. To shoot outdoors there must be at least one senior archer present and at least one adult, which may be the parent or carer, to act as look out.

RCA is an inclusive club and all junior and youth archers are welcome to shoot on Friday club nights including vulnerable adults who are registered disabled and students in further education.

RCA juniors who go on to further education are encouraged to return to RCA during their academic breaks to continue to shoot with us up to and including age 25.



RCA juniors who consistently shoot well may be selected to shoot for Lancashire; pictured on the left are the juniors selected to shoot at the 2019 Northern Counties competition.

## Meet the Team

RCA is run by volunteers committed to the development of the club for its members.

All positions in the club are voluntary. None of the volunteers receive payment, reward, grace, or favour; they give their time freely to help run our club and must be treated with due respect.

All roles are appointed following nomination and voted on by the members at the Annual General Meeting (AGM).



## The Club

# Rochdale Company of Archers

# MEMBERS

### Governors

Respected senior members selected by the Members

### Directors

- Chairman
- Company Secretary
- Treasurer

### Committee

- Chairman
- Coaching Coordinator
- Company Secretary
- Competitions Secretary
- Equipment Officer
- Health & Safety Advisor
- Junior Coach
- Junior Records Officer
- Junior Secretary
- Membership Secretary
- President
- Records Officer
- Rugby Representative
- Safeguarding Officer
- Secretary
- Social Secretary
- Treasurer

### Coaches

- Coaching Coordinator
- Development Coaches (Level 2)
- Session Coaches (Level 1)
- Volunteers

## Governors

The club will appoint up to three trusted and respected members, whom the members believe have the long term interest of the club at heart, to be Governors. The role is to ensure that the Directors and Committee fulfil their roles to advance the club in the sport of archery for the benefit of the members.

## Directors

RCA is a Limited Company therefore we must have a minimum of three Directors - the Chairman, Treasurer and Company Secretary. All Directors are required to act in accordance with the Articles of Association, the Companies Act 2006 (as amended) and any other statutory requirements.

The Directors make decisions only for statutory compliance but remain answerable to the Members for all club operational decisions.

## **Committee**

The Committee is the group of members elected according to the Articles of Association to run the club on behalf of the members to achieve the goals and objectives of the club. The Committee meets every 2<sup>nd</sup> Tuesday of the month and any RCA member is welcome to attend the meeting if they wish. Here is a brief description of the roles (in alphabetical order):

### **Chairman**

A mandatory role needed to meet the requirements of Company Status.

The role is responsible for:

- Ensuring that the Committee is effective in its task of setting and implementing the company's direction and strategy.
- Supporting the Committee Members in achieving those strategies.
- Chairing at the:
  - All Members Meeting (AMM).
  - Annual General Meeting (AGM).
  - Committee Meetings.
  - Extraordinary General Meetings.

This role also requires the volunteer to be a Director.

### **Coaching Coordinator**

The role is to ensure that Have-a-Go, Taster Sessions and Beginners Courses are effectively run by the volunteer coaches and senior members, and that the course leaders have RCA approved guidance notes to run the courses.

### **Company Secretary**

A mandatory role needed to meet the requirements of Company Status.

This role also requires the volunteer to be a Director.

### **Competitions Secretary**

The role is to develop a calendar of home indoor and outdoor shoots and to communicate this to the members.

### **Equipment Officer**

The role is to manage the equipment to allow all activities to run safely and to the club's requirements, but all members are responsible for the equipment the club owns.

### **Health & Safety Advisor**

The role is to ensure a suitable and sufficient Risk Assessment is maintained for the indoor and outdoor activities, carry out periodic inspections, advise the Committee over safety, and to maintain adequate First Aider material.

### **Junior Coach**

The role is to ensure the junior archers have an inclusive programme of coaching, equipment nights, round shoots and fun shoots. The Junior Coach, along with the Junior Secretary, runs the Junior sessions.

### Junior Secretary

The role is to support the running of junior club coaching sessions or events and manage communications for the juniors. This includes sending emails as needed, keeping the junior membership mailing lists updated and being an administrator on the official RCA junior WhatsApp group.

The Junior Secretary, in conjunction with the Membership Secretary, acts as a first point of contact for new junior memberships and, along with the Junior Coach, runs the Junior sessions.

### Junior Records Officer

The role is the same as the Records Officer but dedicated for the junior members.

### Membership Secretary

The role is responsible for:

- Dealing with all enquiries for general club information.
- Dealing with all applications for courses and membership.
- Arranging Beginners Courses and Taster Sessions.
- Entering the course details on the club website and on WebCollect.
- Liaising with and processing membership fee payments to Archery GB, the County and the Region.

### President

The role is an honorary position by invitation offered to the longest standing senior member of the Club, in turn. The role is voluntary and is generally fulfilled only once by each member.

The President is responsible for:

- The selection of the venue for the President's Dinner & Presentation Night (with assistance from the Social Secretary and the support of the Committee).
- Presentation of the trophies and awards at the Presentation Night.
- Welcoming visiting teams at friendly shoots, e.g. Blackpool v RCA, or thanking the teams we visit.
- Chairing the Committee Meetings if the Chairman is unavailable.



### Records Officer

The role is to collate all senior home shoot scoresheets and, provided they have been filled in correctly, enter the shoot data into the RCA records software from which members' Personal Bests (PBs), Handicaps, Classifications, Trophies and Club Records can be determined. This data is also used to determine winners of competitions.

### Rugby Representative

The role is to liaise with the Rugby Club on all matters relating to the use of the indoor and outdoor ranges.



**Safeguarding Officer**

This role is appointed by the Committee and not voted in. The candidate must be DBS cleared and have detailed knowledge of AGB safeguarding procedures in order to follow up any safeguarding concerns. The role is also sometimes referred to as the Welfare Officer or Child Protection Officer (CPO) and is included in the Safeguarding Officers' group on AGB's online Learning Curve platform.

The Safeguarding Officer's contact details and photograph are always displayed in the range to enable all members to be able to contact them if they have any concerns about poor practice or safeguarding incidents for any archer, but especially for juniors (up to the age of 18) and for vulnerable adults.

The Safeguarding Officer also maintains the records of incidents, keeping copies of accident forms and the details of any safeguarding incidents in a secure location.

**Secretary**

The role is to:

- Effectively record the discussions and decisions made by the members at the Annual General Meetings (AGM) and All Members Meetings (AMM), and to distribute the minutes to all members.
- Effectively record the discussions and decisions made at Committee Meetings, and to distribute the minutes to all Committee.
- Effectively record the discussions and decisions made at Coaches Meetings, and to distribute the minutes to all Coaches.
- Dealing with enquiries.
- Forwarding information from Archery GB, Lancashire Archery Society, and Northern Counties Archery Society to all senior members.
- General communications to the members.

**Social Secretary**

The role is to manage the social fund, develop a social calendar, organise catering, restock kitchen consumables, and purchase and distribute club shirts.

**Treasurer**

A mandatory role needed to meet the requirements of Company Status.

The role is responsible for:

- Ensuring that the finances of the Club are managed effectively and in accordance with the financial procedures and controls that are in force from time to time.
- Promptly dealing with banking, payments of invoices, expense claims and other payments as may be required.
- Maintaining the club accounts and financial records and documents.
- Reporting and advising on Club financial matters to the Committee and Members at such meetings as are called for that purpose.
- Preparing and submitting the accounts and supporting documents to the Club accountants on an annual basis.
- Liaising with the Club accountants as required in respect of the completion and filing of any statutory documents.

This role also requires the volunteer to be a Director.

## Club Meetings

The volunteers of RCA frequently meet to discuss, plan, and authorise the operations of the club, and to update the membership with the progress of the club operations. Some of the meetings are general meetings where all members can raise any query, whilst other meetings have a limited agenda to resolve specific issues.

### Annual General Meeting (AGM)

The AGM is a general meeting held annually in November.

The notice period is 21 days.

All members are invited to hear the annual Committee Reports.

The incumbent Committee puts itself up for re-election and nominations are received for the next Committee roles, which are ratified by majority vote of the membership.

The Chairperson, Treasurer and Company Secretary must also be Directors of RCA Limited, as the role of Director goes with these Committee roles.

Members may choose and agree two additional Directors by majority vote of the members, subject to them qualifying as fit and proper persons under CASC and Companies Act regulations, providing a maximum of five Directors. The Directors will remain in position until they resign or are replaced by the members.

Nominations may also be made for up to three Governors, to be agreed by majority vote of the members. The Governors will remain in place until they resign, are replaced by the members at an AGM by a two-thirds majority vote of the members present or become incapable of performance at which stage they can be replaced at an AMM.

During Any Other Business, members may ask the Directors, Committee or volunteers any question relating to club operations.

### All Members Meeting (AMM)

An AMM is a general meeting held approximately every three months.

The notice period is 14 days.

All members are invited to hear the current Committee Reports.

During Any Other Business, members may ask the Directors, Committee or volunteers any question relating to club operations.

### Extraordinary General Meeting (EGM)

An EGM is a general meeting called for a specific purpose and may be called by the Chairperson or by the Governors.

In a case where the meeting is called by the Chairperson the notice period is normally 14 days unless urgent circumstances demand something sooner.

In a case where the meeting is called by the Governors, the notice period is 28 days as the intention is to hold the Committee or Committee Members to account.

All members are invited to hear and discuss the topic, but no other matters will be considered.

### Other Meetings

All other meetings will be arranged as required. The notice period is 14 days.

## Personal Equipment

We recommend that all archers buy their own 'accessories for the archer', as soon as possible. These are fine to buy yourself, even online. The coaches also keep a small stock of personal equipment for you to buy from the club.



### Cliniband

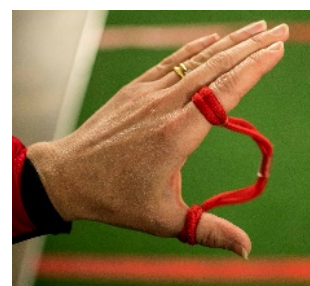
All bow styles

Clinibands are pieces of elastic used for warm up and to practise good shooting technique without the bow's draw weight, and this helps speed up learning.

### Finger Sling

All bow styles except longbow

A piece of cord worn on the fingers which wraps around the handle of the bow. If you shoot a recurve or barebow correctly, with a loose grip, this keeps the bow from hitting the ground after the shot.



### Finger Tab or Glove

All bow styles except compound

Material (usually leather) which protects the fingers when hooking the string at full draw. Some, but not all, include a thumb shelf to help with reference to the jaw.

### Armguard or Bracer

All bow styles

Archery is all about consistency and string interference will spoil a good shot. To prevent the string contacting our clothing (or arm) we use an armguard/bracer.



### Chest Guard

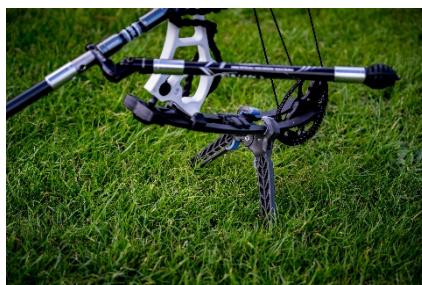
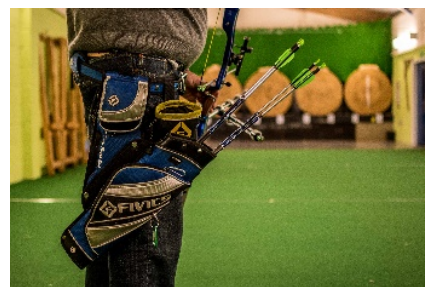
All bow styles

To prevent our upper body clothing from interfering with the string, we wear a chest guard.

## Quiver

All bow styles

An essential part of an archer's arsenal, the quiver stores our arrows. Many have pockets to carry small accessories and equipment.



## Bow Stand

All bow styles

Used to support your bow so it's not lying on the floor.

## Arrow Puller

All bow styles

A handheld device used to aid the pulling of arrows from the target boss. Everyone should have one because it makes pulling arrows easier but also for your safety in case you need to pull another archer's arrows made from carbon.



## Pen

All bow styles

Anyone who attends a competition shoot, friendly or away match, must have a pen in case you are asked to score or to mark the target faces when shooting a WA metric round.



## Archery Equipment

### Your First Bow

Please do not buy your first bow too soon.

After completing the Beginners Course and joining RCA, we recommend you do not buy your own bow straight away; for the first three months it is better to shoot with club equipment.

There are many reasons for this:

- You are not ready.
- Your technique is improving and will continue to improve.
- Your draw length is increasing and will continue to increase.
- Your draw poundage is increasing and will continue to increase.
- Making the wrong choice could result in personal injury.
- Making the wrong choice will result in having to purchase more equipment.

We recommend that you use the club equipment.

### Club Bows

Club Bows can be hired for the small fee of £1 per session. There is an honesty box near the Signing-in Book. There are club recurve bows, compound bows and longbows.

RCA also has a limited supply of "first bows" which may be rented from the Club.

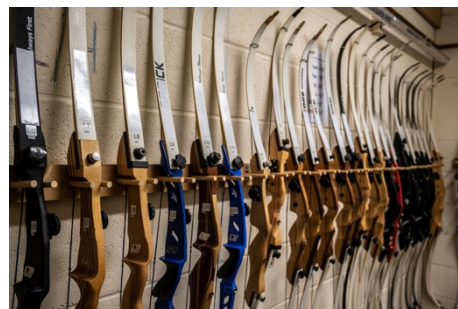
When you think you are ready to buy your own bow, speak to a coach who will be glad to advise you.

Possibly one of the coaches or senior archers will be able to go with you to help you make your first purchase.

Never buy bows or arrows from eBay.

### Club Arrows

If you are using club arrows, then you must be sure to use the correct arrow length. If you cannot find arrows long enough to match your draw length, DO NOT SHOOT. For advice, please ask a coach or the Equipment Officer. It is especially important to check juniors' arrows regularly as they are prone to rapid growth spurts.



## Notebook

It is useful to keep a record of all your scores and any coaching notes. Even if you are not shooting competitively, it is still a good practice as it can help you to track progress in developing technique.

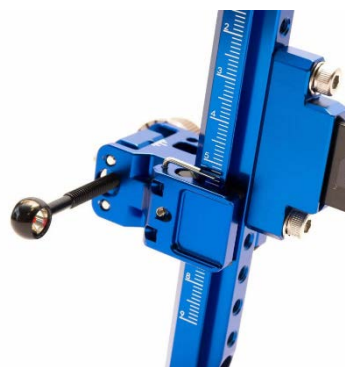
## Sight Marks

Recurve and compound archers are permitted to use sight aids. The sight mechanisms are adjusted for different target distances

and have graduated scales. It is good practice to record your personal settings for each distance to ease setting up at future shoots.

Writing down your sight marks and keeping them with your bow so that you have them available at all shoots is highly recommended. Please note that your sight marks will change if you change your equipment setup, arrows or technique.

SIGHT MARKS		
Distance	Sight Marks	
	Horizontal	Vertical
18 Metres 20 Yards		
20 Metres		
25 Yards		
30 Yards		
30 Metres		
40 Yards		
40 Metres		
50 Yards		
50 Metres		
60 Yards		
60 Metres		
70 Metres		
80 Yards		
90 Metres		
100 Yards		



## Health and Safety

### Risk Assessment

The RCA Risk Assessment is reviewed annually by the Health & Safety Advisor and is presented to the Committee for validation and to the AGM for approval. A copy is available on the RCA website. Please read this important document which contains guidance for your safety and wellbeing. The following is a brief selection from the RCA Risk Assessment.

 <b>Rochdale Company of Archers</b> Hands Lane, Moorgate Avenue, Rochdale, OL11 5LJH		September 2019 Page 1 of 17
<b>RISK ASSESSMENT</b>		
Prepared by Andrew Taylor, Health & Safety Officer, for the RCA Committee: Andrew Clegg, Andrew Taylor, Barry Webb, Becca Stephenson, Garry Partington, Gaynor Moorhouse, Ian Duffield, Mark Bailey, Nick Druce, Roger Stretton, Rachael Quigley		
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Access to RCA .....	3	3



### First Aid

Most of the RCA coaches are qualified in Emergency First Aid (1 day) and a few are qualified in First Aid at Work (3 days).

There is a First Aid Box in the indoor range which is available for anyone to use. If you take any materials, plasters, etc. please would you email the secretary so that we can check the box to restock.

### Signing In

Prior to COVID-19 everyone (coaches, archers, parents & carers, partners & friends) entering the clubhouse was required to sign in and then sign out when they leave. However this has been superseded by the fob access system for the time being.

### Fire Alarm

The range is equipped with a fire detection and alarm system. If the alarm sounds, a continuous loud ringing bell, leave the range by the nearest exit and meet in the car park. You must not re-enter the range until the all-clear is given by the coaches.

### Kitchen Safety

The kitchen is a small space and all archers are reminded that arrows, which could cause an injury, are not permitted in the kitchen; all archers must remove their arrows before entering the kitchen. The easiest way is to leave your quiver with your bow in the shooting range.

### Range Safety

All participants in the indoor range have a duty to ensure that everyone present is safe at all times. All archers are taught the safety rules when they attend the AGB Beginners Course.

## Voice Commands

There are some voice commands that may be used by anyone in the range and some that are used solely by a coach when coaching one-to-one.

### **“Fast”**

An emergency command which may be used by anyone in the range who sees danger. It must be shouted, clearly so that everyone in the range can hear. If you hear “FAST”, you must come down, put your arrow in your quiver and step off the shooting line.

### **“Come Down”**

Is an instruction from a coach to an archer at full draw. You must stop your shot, gently let off the tension on the string, lower your bow and await further instruction.

## Field Captain

All shoots, whether indoors or out, will be supervised by a Field Captain. The Field Captain has sole control of the shoot and is empowered to resolve all disputes; the Field Captain’s decision is final. Understanding the role of the Field Captain is essential for the safe running of all shoots, for more details please read the Responsibilities of the Field Captain in this handbook.

## Field Captain Voice Commands

To help maintain the safety of all participants in the indoor shooting range the Field Captain will control the movement of archers to and from the shooting line using a few simple voice commands:

### **“All Shot”**

May be called by any archer who sees that all archers have completed shooting and that it is safe for the Field Captain to blow 3 whistles as the signal for all archers to approach the target bosses to score and collect their arrows.

### **“All Back”**

May be called by any archer who sees that all archers have safely returned from the target bosses, crossed the shooting line, are waiting, and that it is safe for the Field Captain to blow 1 whistle as the signal to recommence shooting.



### Indoor Range - Building Plan

RCA is proud to have one of the best indoor ranges in the north.

### Indoor Range - Safety Lines

RCA operate safety lines for the wellbeing of all participating archers and their guests/spectators:

#### Arrow Safety Line

The minimum distance that archers should stand when arrows are pulled from the target boss; never more than two archers to pull arrows.

#### 5, 10 & 15 Yards Shooting Lines

Shooting Lines used for coaching and tuning.

#### 18 Metres Shooting Line

Shooting Line used for metric rounds.

#### 20 Yards Shooting Line

Shooting Line used for imperial rounds.

#### Equipment Line

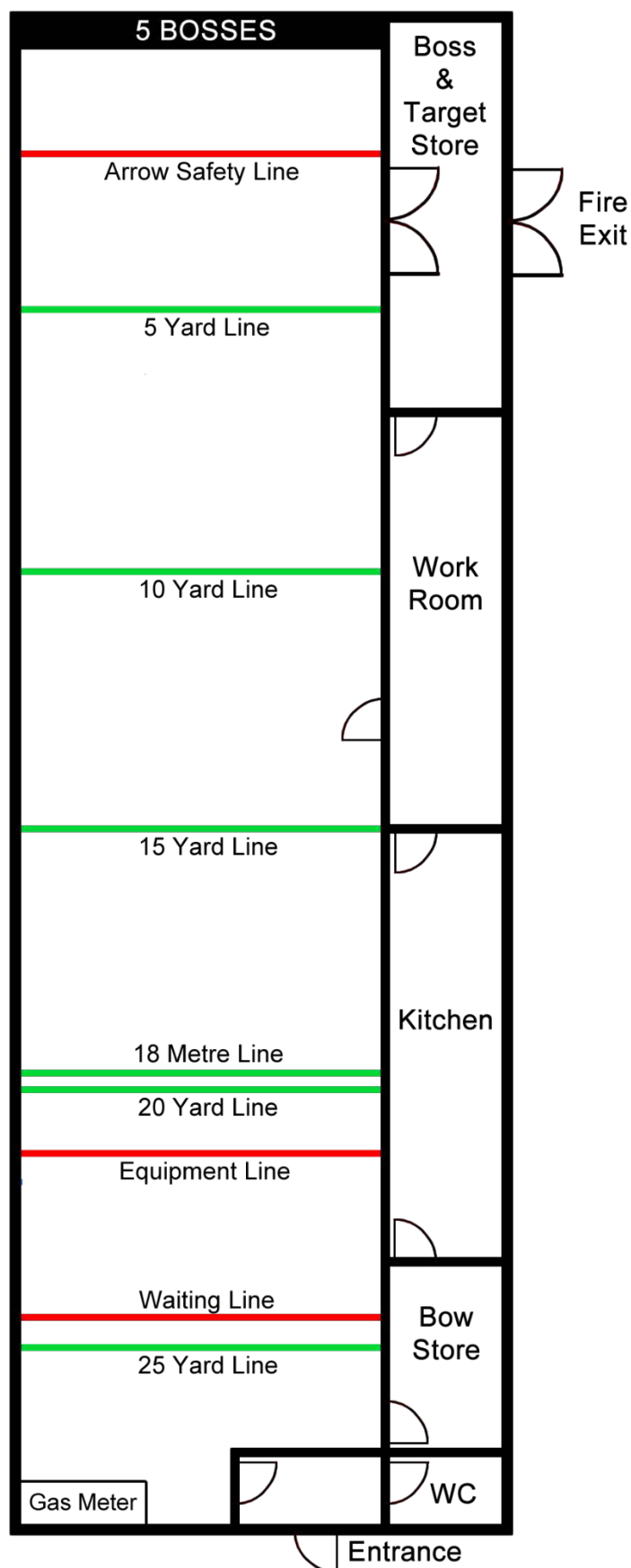
Just behind the shooting lines, used as the minimum distance for all bows to be stored between ends.

#### Waiting Line

Archers who are waiting to shoot their end, or who have already shot their end, must stand back away from the shooting line so that the Field Captain has a clear view of the shooting line. Spectators, parents and carers must remain behind the waiting line.

#### 25 Yards Shooting Line

Longest indoors Shooting Line at RCA. Due to the very cramped space at the rear of the range, this may only be used with agreement of all other archers and spectators present in the range.



## Outdoor Range - RRUFC Pitches

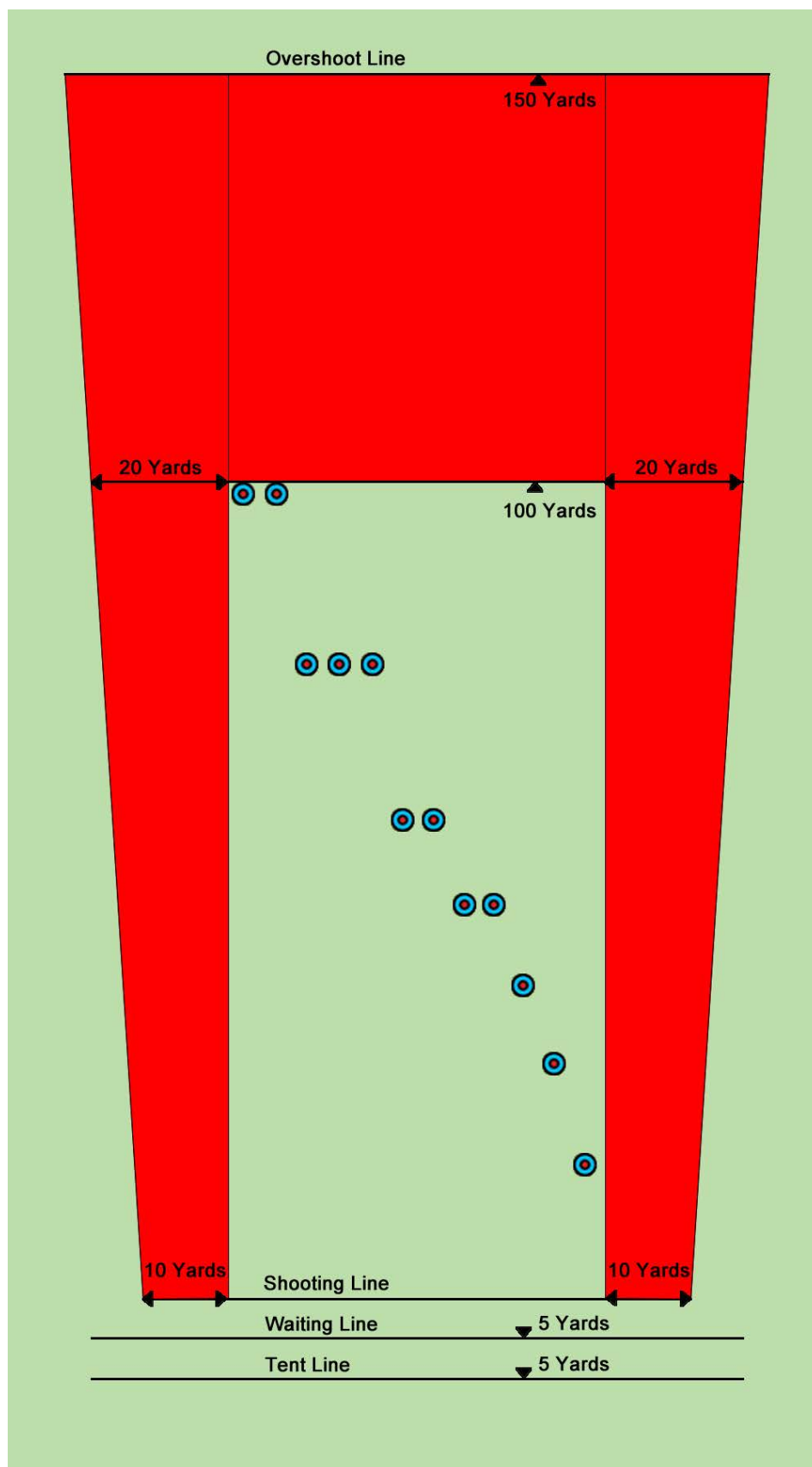


### The Veterans' Pitch



### Outdoor Range - AGB Guidance

To comply with the overshoot rules, the outdoor field must be setup in accordance with the Archery GB's 'Setting Up an Archery Range' and the club Risk Assessment.





### Outdoor Range - Veterans' Pitch Setup

All shotting must be from east to west, away from the indoor range.



## Coaching at RCA

RCA has a high coach to member ratio.

All coaching at RCA is provided to its members by our volunteer coaches and members, free of charge.



### Session Coach

Previously known as Level 1 Coach.

Qualification for the safe delivery of Taster Sessions and Beginners Courses.



### Development Coach

Previously known as Level 1 Coach.

Qualification for providing club coaching sessions and one-to-one coaching for archers who want to improve their personal performance.



### County Coach

Currently under review by AGB.

Qualification for dedicated one-to-one coaching for archers who aspire to shoot for the county or above.

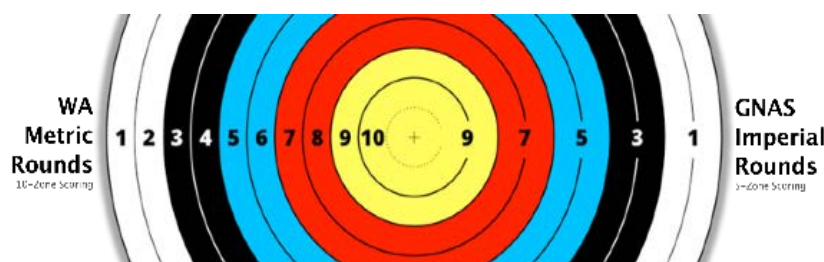
For all queries regarding coaching contact the Coaching Coordinator.

## How to Score Arrows

Scoring may appear complex at first but is based on simple rules. If you are not sure, please don't hesitate to ask any of the RCA archers. We've all been there.

The yellow, red, blue, black & white target face is the most common and comes in various sizes for different rounds:

- 122cm - Outdoors
- 80cm - Outdoors
- 60cm - Indoors
- 40cm - Indoors



The most common target face

A 'round' refers to any named shoot, such as a Portsmouth or a Bristol.

There are two main types of target archery round, imperial and metric, and they use two different scoring methods:

- GNAS imperial, 5 zone scoring, shown on the right, and
- WA metric, 10-zone scoring, shown on the left, in the above diagram.

When scoring a 10-zone round, arrows are scored from 10 to 1. When scoring a 5-zone round, you score only the odd numbers: 9, 7, 5, 3, 1.

The most popular round in the UK is the Portsmouth, an indoor round shot on a 60cm face from the 20 yards line and scored using 10 zone scoring.

The most popular round internationally is the WA18, an indoor round shot on a 40cm face from the 18 metres line and scored using 10 zone scoring.

The Field Captain will explain the scoring before shooting begins, but if there is anything that you do not understand, please don't hesitate to ask.

Whoever is shooting on position 'C' on the scoresheet is normally appointed as the Target Captain and is responsible for recording the scores on the scoresheet.

Never touch any of the arrows or the target face until all arrows have been scored and recorded on the scoresheet, and the Target Captain says "OK to pull".

If an arrow touches a line, this is called a 'line cutter' and you may claim the higher points value.

When you call your scores to the Target Captain, call them in groups of 3 in descending value, e.g.

**"8 7 6 ... 5 4 Miss".**

It is good practice to leave a short pause between two groups of three scores to give the Target Captain time to repeat them as they are recorded on the scoresheet.

It is up to every archer on your target to listen to the scores being called and challenge them if necessary; if you think another archer's arrow is a line cutter, suggest they may score the higher value.





## Scoresheets

The next important step is correctly filling out your scoresheet.

If not completed properly, the scoresheets will be rejected by the Records Officer so your new Personal Best (PB) will be lost and the score will not go towards improving your Classification. To avoid disappointment, please follow the guide below.

Use blue or black ink, not red ink, this is reserved for judges

Event attending or just practice

Archer's full name, not just a nickname

Type of round being shot

Type of bow clearly written

Date		Event		Archer		Round		Bow R/C/L/B										
11-4-2020		Thursday Cup		Eddie Shot		Portsmouth		Recurve										
		1/2 Doz				1/2 Doz												
9	8	7	8	5	M	34	10	9	6	8	6	2	39	11	1	-		73
10	10	7	9	6	M	42	9	9	7	8	7	M	40	10	2	-	82	195
7	6	4	M	M	M	14	8	8	8									
Archer's Signature						Scorer's Signature						Totals						
E. Shot						I. Scored												

'M' for missed arrows, not '0' or '-' or 'X'. Xs are scored when an archer hits the smallest ring on metric rounds.

Archer's signature. The archer agrees with the scores and totals. Once signed this cannot be changed later.

Scorer's signature. Also known as Target Captain. This confirms the scorer has completed the scoresheet to the best of their ability. This cannot be signed by the archer who shot.

Number of Golds hit in the last dozen. Golds are the highest arrow value for the round shot, for a Portsmouth this is 10s.

Number of Xs hit in the last dozen. Only applies to metric rounds.

The most common mistakes are:

- Not providing your full name.
- Not providing the bow type.
- Not providing totals for Hits.
- Not providing totals for Golds (the highest value for that round).
- Counting 9s as Golds on metric or Portsmouth rounds; they should be 10s only.
- Not signing the scoresheet.
- Not getting the scoresheet countersigned by someone you shot with who can verify your score.

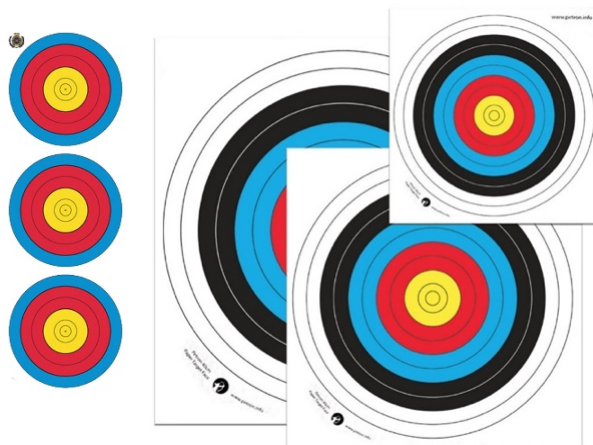
Any of the above errors will render the scoresheet void.

## Indoor Rounds

Archery uses a variety of target faces; here is a brief summary of the most common. There are examples of target faces on the wall in the indoor range. There is also a folder in the range with a comprehensive guide to all rounds.

### Portsmouth

A popular round shot from the 20 yards line and scored using 10 zone scoring. Recurve, Barebow and Longbow archers shoot on a single spot 60cm face. Compound archers must shoot on a 3 spot vertical target face and only the innermost circle counts as 10s. For competitions archers will shoot 5 dozen arrows shot in 20 ends of 3s, but for practise you may shoot 10 ends of 6.



### Bray I

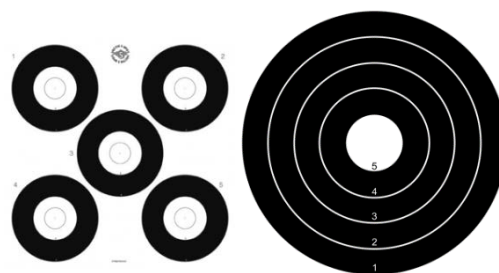
A shorter indoor round on a single spot 40cm face from the 20 yards line and scored using 10 zone scoring. Again, compound archers must shoot on a 3 spot face with a smaller 10 ring. For competitions all archers shoot 2½ dozen arrows shot in 10 ends of 3s, but for practise you may shoot 5 ends of 6.

### WA18

Previously known as a FITA18, an indoor round shot from the 18 metres line and scored using 10 zone scoring. Barebow and Longbow archers shoot on a 40cm single face. Recurve and Compound archers shoot on a 3 spot face and Compound archers must score with the smaller 10 ring. For competitions all archers shoot 5 dozen arrows shot in 20 ends of 3s, but for practise you may shoot 10 ends of 6.

### Worcester

The Worcester round is shot on a single spot 16" black & white target face from the 20 yards line and scores just 5 to 1. Compound archers may shoot on the single spot face or on a special 5 spot face to reduce the risk of arrow damage. For both competitions and practise, all archers will shoot 5 dozen arrows shot in 12 ends of 5. In competition, two target faces are used, one above the other, and at halfway archers must switch faces.



### Vegas

A much harder indoor round shot on a 3 spot triangle target face from the 18 metres line. For competitions, all archers will shoot 5 dozen arrows shot in 20 ends of 3s, but for practise you may shoot 10 ends of 6. The added complexity comes from the discipline of shooting numbered arrows which must be shot in ascending sequence on the target centres 1, 2 and 3. Any arrow landing outside the blue ring scores a miss. Any arrow landing in the wrong centre, you lose the score of the arrow. This makes the round difficult and less popular with beginners. In competition, two target faces are used, one above the other, and at halfway archers must switch faces.





### Indoor Imperial Rounds

Round Name	Distance	Face Size	Dozens	Max Score
Portsmouth	20 yds	60 cm	5	600
Bray I	20 yds	40 cm	2½	300
Bray II	25 yds	60 cm	2½	300
Worcester	20 yds	16 inches	5	300

### Indoor Metric Rounds

Round Name	Distance	Face Size	Dozens	Max Score
FITA 18	18 m	40 cm	5	600
FITA 25	25 m	60 cm	5	600
Combined	18 & 25 m	40 & 60 cm	10	1200
Stafford	30 m	80 cm	6	720
Vegas	18 m	3 spot triangle	5	600

### Indoor Awards

The RCA Records Officer runs indoor badge schemes. The coaches will encourage all archers to improve, progress and achieve.

#### RCA - 216 Badge

For Longbow and Juniors only, shoot 3 dozen arrows on a 122cm face. If your total score is 216 or more, you are awarded the coloured badge for that distance:

10y	20y
-----	-----

#### RCA - Portsmouth Badge

Shoot a Portsmouth round and earn a badge for achieving the following scores:

200	250	300	350	400	425	450	475	500	525	550	560	570	580	590	600
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Note: you cannot be awarded a lower badge than one you have already claimed; bow styles are not considered, you only get one badge per score.

## Indoor Classifications

Classifications are a measure of an archer's ability to achieve a standard of shooting. They are awarded for achieving a score (or higher) considering round, gender and bowstyle. Indoor Classification tables are publicised by AGB and currently cover recurve and compound only; barebow and longbow archers must use the recurve tables. AGB intend to produce tables for barebow and longbow in the future.



Classifications are awarded after shooting three events and submitting your scoresheet (correctly filled in and signed) to our Records Officer. Your score will lie within classification bands and you will be awarded that classification when you achieve this class three times.

Example: Here are the scores needed for a classification in a Portsmouth round:

Recurve Gent

A	B	C	D	E	F	G	H
592	582	554	505	432	315	195	139

Recurve Lady

A	B	C	D	E	F	G	H
582	569	534	479	380	255	139	93

Compound Gent

A	B	C	D	E	F	G	H
581	570	554	529	484	396	279	206

Compound Lady

A	B	C	D	E	F	G	H
570	562	544	509	449	347	206	160

Below are alternative indoor barebow and longbow classifications tables produced by Cambridge University Bowmen - but these must be treated as motivational only since they are not approved by Archery GB.

Barebow Gent

A	B	C	D	E	F	G	H
559	541	500	446	338	219	120	86

Barebow Lady

A	B	C	D	E	F	G	H
541	523	473	398	280	172	86	59

Longbow Gent

A	B	C	D	E	F	G	H
514	490	446	370	255	139	78	53

Longbow Lady

A	B	C	D	E	F	G	H
490	460	398	315	207	110	53	34

## Indoor Trophies

There are many RCA indoor trophies to aim [for](#), here is a summary:

- **Harry Horne** - A Worcester round handicap adjusted with a trophy for Gent and Lady Recurve and Compound.
- **Joe McKay** - A Worcester round handicapped adjusted with a trophy for Gent and Lady Recurve and Compound.
- **Tom Thumb** - Fun Shoot with food.
- **Thursday Cup** - Various rounds shot every Thursday. To qualify for the trophy, you must shoot at least 3 Portsmouth and 1 each of the WA18, Worcester, Vegas and Bray I, however you can shoot as many of the rounds as you like.
- **Indoor Club Championship** - All bow types have a trophy for Ladies & Gents. To qualify for the trophy, you must shoot at least 3 of the 5 Postal Portsmouth and 1 each of the WA18, Worcester, Vegas, the and Bray I, however you can shoot as many of the rounds as you like and the more you shoot, the better chance of winning you'll have.
- **Tetlow HC Cup** - Runs throughout the indoor season; an archer starts the season with a handicap and the archer that improves the most over the season wins.
- **BA Postal League** - Inter-club Portsmouth competition shot on the 1<sup>st</sup> Thursday in the month from November to March inclusive. It is an external competition, with no RCA trophies, however it does count towards the indoor club championship.

There is a file providing comprehensive details for all Indoor Trophies at the rear of the range which specifies the type of shoot and the scoring.

## Outdoor Rounds

### Outdoor Imperial Rounds

The table below shows the number of arrows in dozens for outdoor imperial rounds:

Round Name	100 yds	80 yds	60 yds	50 yds	40 yds	30 yds	20 yds	10 yds	Max Score
York	6	4	2	-	-	-	-	-	1296
Hereford	-	6	4	2	-	-	-	-	1296
Bristol I	-	6	4	2	-	-	-	-	1296
Bristol II	-	-	6	4	2	-	-	-	1296
Bristol III	-	-	-	6	4	2	-	-	1296
Bristol IV	-	-	-	-	6	4	2	-	1296
Bristol V	-	-	-	-	-	6	4	2	1296
St. George	3	3	3	-	-	-	-	-	972
Albion	-	3	3	3	-	-	-	-	972
Windsor	-	-	3	3	3	-	-	-	972
Short Windsor	-	-	-	3	3	3	-	-	972
Junior Windsor	-	-	-	-	3	3	3	-	972
Short Junior Windsor	-	-	-	-	-	3	3	3	972
New Western	4	4	-	-	-	-	-	-	864
Long Western	-	4	4	-	-	-	-	-	864
Western	-	-	4	4	-	-	-	-	864
Short Western	-	-	-	4	4	-	-	-	864
Junior Western	-	-	-	-	4	4	-	-	864
Short Junior Western	-	-	-	-	-	4	4	-	864
American	-	-	2½	2½	2½	-	-	-	810
St. Nicholas	-	-	-	-	4	3	-	-	756
New National	4	2	-	-	-	-	-	-	648
Long National	-	4	2	-	-	-	-	-	648
National	-	-	4	2	-	-	-	-	648
Short National	-	-	-	4	2	-	-	-	648
Junior National	-	-	-	-	4	2	-	-	648
Short Junior National	-	-	-	-	-	4	2	-	648
New Warwick	2	2	-	-	-	-	-	-	432
Long Warwick	-	2	2	-	-	-	-	-	432
Warwick	-	-	2	2	-	-	-	-	432
Short Warwick	-	-	-	2	2	-	-	-	432
Junior Warwick	-	-	-	-	2	2	-	-	432
Short Junior Warwick	-	-	-	-	-	2	2	-	432

## Outdoor Metric Rounds

The table below shows the number of arrows in dozens for outdoor metric rounds:

Round Name	122 cm Target Face							80 cm Target Face						Max Score
	90 m	70 m	60 m	50 m	40 m	30 m	20 m	50 m	40 m	30 m	20 m	15 m	10 m	
WA 1440 (Gents)	3	3	-	-	-	-	-	3	-	3	-	-	-	1440
WA 1440 (Ladies)	-	3	3	-	-	-	-	3	-	3	-	-	-	1440
Metric II	-	-	3	3	-	-	-	-	3	3	-	-	-	1440
Metric III	-	-	-	3	3	-	-	-	-	3	3	-	-	1440
Metric IV	-	-	-	-	3	3	-	-	-	-	3	-	3	1440
Metric V	-	-	-	-	-	3	3	-	-	-	-	3	3	1440
WA 900	-	-	2½	2½	2½	-	-	-	-	-	-	-	-	900
WA 70m	-	6	-	-	-	-	-	-	-	-	-	-	-	720
WA 60m	-	-	6	-	-	-	-	-	-	-	-	-	-	720
WA 50m (Compound)	-	-	-	-	-	-	-	6	-	-	-	-	-	720
WA 50m (Barebow)	-	-	-	6	-	-	-	-	-	-	-	-	-	720
Double WA 70m	-	12	-	-	-	-	-	-	-	-	-	-	-	1440
Double WA 60m	-	-	12	-	-	-	-	-	-	-	-	-	-	1440
Double WA 50m (C)	-	-	-	-	-	-	-	12	-	-	-	-	-	1440
Double WA 50m (BB)	-	-	-	12	-	-	-	-	-	-	-	-	-	1440
WA Standard Bow	-	-	-	3	-	3	-	-	-	-	-	-	-	720
Long Metric (Gents )	3	3	-	-	-	-	-	-	-	-	-	-	-	720
Long Metric (Ladies)	-	3	3	-	-	-	-	-	-	-	-	-	-	720
Long Metric I	-	3	3	-	-	-	-	-	-	-	-	-	-	720
Long Metric II	-	-	3	3	-	-	-	-	-	-	-	-	-	720
Long Metric III	-	-	-	3	3	-	-	-	-	-	-	-	-	720
Long Metric IV	-	-	-	-	3	3	-	-	-	-	-	-	-	720
Long Metric V	-	-	-	-	-	3	3	-	-	-	-	-	-	720
Short Metric I	-	-	-	-	-	-	-	3	-	3	-	-	-	720
Short Metric II	-	-	-	-	-	-	-	-	3	3	-	-	-	720
Short Metric III	-	-	-	-	-	-	-	-	-	3	3	-	-	720
Short Metric IV	-	-	-	-	-	-	-	-	-	-	3	-	3	720
Short Metric V	-	-	-	-	-	-	-	-	-	-	-	3	3	720

## Outdoor Awards

### RCA - 216 Badge

The RCA Coaches and Records Officer run an outdoor badge scheme for all archers. All archers are encouraged to progress from badge to badge for their own personal progress.

Shoot 3 dozen arrows on a 122cm face at increasing distances.

If your total score is 216 or above, you are awarded the badge for that distance:

10y	20y	30y	40y	50y	60y	80y	100y
-----	-----	-----	-----	-----	-----	-----	------

Note: you cannot be awarded a lower badge than one you have already claimed; bow styles are not considered, you only get one badge per distance.

### English Archery Federation - English Cross

Available for Recurve, Compound, Longbow and Barebow archers shooting the appropriate UK or World Record Status 12 doz metric round, in England, for their age group. Each badge can be claimed once on attaining a score equal to or higher than the score shown below.

Bow Style	Green	White	Black	Blue	Red	Gold	Purple
Longbow	150	250	245	350	500	575	650
Barebow	300	400	500	600	700	800	900
Recurve	700	800	900	1000	1100	1200	1275
Compound	750	850	950	1050	1150	1250	1325

There are other badges available to be awarded, details of which are available on their respective websites.

### AGB Awards

{New content to follow}

## Outdoor Classifications

There are 4 outdoor classifications that can be awarded by RCA. These are awarded depending on the score you achieve during official club shoots or record status shoots or tournament. An archer can earn a badge for reaching a classification only for the first time.



The ultimate classifications, the Master Bowman and Grand Master Bowman, are administered and awarded directly by Archery GB and qualifying scores are accepted only from UK Record Status and World Record Status shoots or tournaments.



## Outdoor Trophies

There are many RCA outdoor trophies to aim for; there is a comprehensive list in a file at the rear of the range, which details the type of shoot and the scoring, but here is a short list:

- Adshead Morris
  - Best Unrewarded
  - Fidler/Shavian †
  - Fielden Bateson \*
  - GNAS Improvement Medal
  - Longbow Champion/Barebow Champion \*
  - Margaret's Afternoon Tea Shoot
  - Outdoor Club Championships
  - Queenie Newall / Kings Tankard
  - RCA Novice Shoot
  - Reg Newall \*
  - Render Trophy
  - Russell FITA †
  - St. George
  - Swann/Dearden/Wright †
  - Wardle Fun Shoot
  - Wrinklies Stick
- \* 3 Short shoots.  
† 3 Long shoots.

To qualify for the Outdoor Club Championship (in every bowstyle) you must shoot at least 2 long & 2 short shoots.

## Handicaps

A handicap is a number representing an archer's shooting ability and is used to allow archers of different abilities to shoot competitively against one another.

Handicap results are designed to even everyone up so that a beginner and a member of the England Team can compete equally for a handicap award.

Beginners will start with a high handicap whereas more experienced archers who have improved on their shooting performance will have achieved a lower handicap.

To get a handicap you must first shoot a minimum of 3 rounds. At any home shoot submit the scoresheet by placing it in the holder at the back of the range or if it is from a tournament forward the results to the Records Officer.

Archery GB issues the Records Officer with a set of handicap tables. The Records Officer will use your pure score for the round you have shot to find your handicap.

### Single Round Handicap

Example: Harry shoots a Long National and scores 132.

The Records Officer will look at the New National column, find the score 132 and then look at the handicap rating. There is no 132 score in the table, so the score is rounded down to the lower band. This gives Harry a handicap of 56.

Handicap Rating	New National	Long National	National	Short National	Junior National	Short Junior National	New Warwick	Long Warwick	Warwick	Short Warwick	Junior Warwick	Short Junior Warwick	Handicap Rating
50	217	330	436	496	551	600	156	234	297	337	373	405	50
51	201	314	423	486	544	596	146	224	289	331	369	403	51
52	186	298	410	476	536	591	135	213	281	324	364	400	52
53	171	282	396	465	529	586	125	203	272	317	359	397	53
54	157	266	381	454	521	581	115	192	263	310	354	393	54
55	143	249	367	442	512	575	105	182	253	303	349	390	55
56	130	234	351	430	503	570	96	171	243	295	343	387	56

### Your First Handicap

You submit 3 scores

New National 132                      56 handicap

National 390                              54 handicap

Warwick 281                              52 handicap

Handicap Rating	New National	Long National	National	Short National	Junior National	Short Junior National	New Warwick	Long Warwick	Warwick	Short Warwick	Junior Warwick	Short Junior Warwick	Handicap Rating
50	217	330	436	496	551	600	156	234	297	337	373	405	50
51	201	314	423	486	544	596	146	224	289	331	369	403	51
52	186	298	410	476	536	591	135	213	281	324	364	400	52
53	171	282	396	465	529	586	125	203	272	317	359	397	53
54	157	266	381	454	521	581	115	192	263	310	354	393	54
55	143	249	367	442	512	575	105	182	253	303	349	390	55
56	130	234	351	430	503	570	96	171	243	295	343	387	56

Your starting handicap is calculated from the average  $(52+54+56) / 3 = 54$ .

Once you have a handicap, you can then improve it through the year.



## Handicap Improvement

With each new round you shoot, your adjusted handicap is the difference between your current handicap and the handicap for the score you have submitted. If the average between the two scores is not a full number, then your handicap will be rounded up.

Date	Round	Score	Round Handicap	Difference between old handicap and this round handicap	Handicap Improvement (half difference)	New Handicap
01 Jan						54
01 Apr	Warwick	286	52	-2	-1	53
14 Apr	Long Warwick	210	53	Same	No change	53
15 Apr	Long National	322	51	-2	-1	52
21 Apr	New National	221	50	-2	-1	51

## End of Year Handicap

At the end of the year, the Records Officer will work out the average of your best 3 handicap scores that year and this will be your starting handicap for the next year.

Example: Your best 3 rounds of the year are 50, 51, 52: the average being 51.

Your starting handicap for next year is 51.

## How does a handicap help in a handicap round?

Archery GB has created tables for scores to be equalised in a Handicap Adjusted round; the table below is an extract of the handicap adjustment tables.

Handicap Rating	New National	Long National	National	Short National	Junior National	Short Junior National	New Warwick	Long Warwick	Warwick	Short Warwick	Junior Warwick	Short Junior Warwick	Handicap Rating
50	1223	1110	1004	944	889	840	1284	1206	1143	1103	1067	1053	50
51	1239	1126	1017	954	896	844	1294	1216	1151	1109	1071	1053	51
52	1254	1142	1030	964	904	849	1305	1227	1159	1116	1076	1040	52
53	1269	1158	1044	975	911	854	1315	1237	1168	1123	1081	1043	53
54	1283	1174	1059	986	919	859	1325	1248	1177	1130	1086	1047	54
55	1297	1191	1073	998	928	865	1335	1258	1187	1137	1091	1050	55
56	1310	1206	1089	1010	937	870	1344	1269	1197	1145	1097	1053	56
57	1322	1222	1104	1023	946	876	1352	1280	1207	1153	1103	1057	57
58	1334	1238	1121	1037	956	883	1361	1290	1218	1162	1109	1061	58
59	1344	1253	1137	1051	966	889	1368	1301	1228	1171	1115	1065	59
60	1354	1267	1153	1065	977	896	1375	1311	1239	1180	1122	1069	60

Example: We shoot a National Round, the results are:

Name	Handicap	Score	Allowance	Adjusted Score (score + allowance)
Tom	59	320	1137	1457
Dick	55	350	1073	1423
Harry	51	430	1017	1447

In the example above, Harry wins the pure score with 430, but Tom wins the Handicap award with an adjusted score of 1457.

## Rules of Etiquette and Shooting

All sports promote sportsmanship and fair play; archery is no exception. Most archery etiquette is no more than good manners and common courtesy. Be considerate towards your fellow archers, their feelings and their equipment. This means:

1. Do not arrive late for a shoot; make sure you arrive at least 45 minutes before the sighters to help set up. We are members of the club and we volunteer to help.
2. At away competitions and tournaments, you must register your arrival with the Registration Desk and show your Archery GB card. If you intend to take photographs or video you must also sign the consent form.
3. Respect your fellow archers, their person and their possessions.
4. Respect the field and facilities. Take good care of club equipment and facilities.
5. Do your share in setting up the field, as appropriate for your age and strength. If you are not able to carry the heavier items, please do not try - there are plenty of other tasks you can help with: preparing scoresheets, pinning target faces, pegging target bosses, pegging target number and flags.
6. Never touch another archer's equipment without asking permission; this includes scopes, foot markers, etc.
7. Whilst behind the line keep your voice down to avoid distracting those shooting.
8. Avoid boasting or comparing scores. Most archers don't want to know their own score, let alone yours!
9. If a fellow archer is disturbing you, politely let them know.
10. Do not walk on or off the shooting line whilst an archer is at full draw, just pause and wait a little while.
11. Do not do anything on the line that may distract other archers' shooting.
12. When on the line, talking should be kept to an absolute minimum.
13. Arrows: Archers should count how many arrows they start with and finish with to make sure they have not left any on the field. See the RCA Lost Arrow Procedure.
14. Ends: Generally, archers shoot 'ends' of either 6 arrows or two sets of 3s, dependant on the round being shot.
15. Sighters: Generally, for imperial rounds six arrows called sighters are shot to get your eye in. For metric rounds, archers are allowed practice time of 45 minutes during which you can shoot as many arrows as you can, but still following the safety whistles.
16. Sighters: You can advise and be advised as to the position of arrows on the target during sighters only. After that, you must not indicate to an archer where their arrows have landed or their score until they have left the shooting line.
17. Details: During sighters and the first scoring end of arrows, the First Detail go up to the line first. After that the two details alternate, as follows:  
End 1: First Detail, then Second.  
End 2: Second Detail, then First.
18. Dropped Arrow: If an arrow falls off the bow whilst on the shooting line it may be retrieved if it is safe to do so without crossing the shooting line. If the arrow falls

within 3m metres of the shooting line, the archer may shoot a spare arrow provided they have one in their quiver.

19. Equipment failure: If you have an equipment failure, call the Judge or Field Captain by standing back from the line and raising your bow above your head. You will be given a short time to rectify the problem.
20. Hanger: If you have a 'hanging' arrow call 'FAST' so the Judge or Field Captain can halt the shooting while the archer and scorer can approach the target to score the value of the arrow and remove the arrow. If not removed, you could dislodge it with your next arrow and lose the score or damage the hanging arrow, or the arrow just shot. Shooting will then continue.
21. Bouncer: If you have an arrow that hits the target face then bounces out you will be allowed to shoot another provided that it hit the scoring face and not the boss or non-scoring area. Call the Judge or Field Captain to inform them of the bouncer, you will then be invited to take another shot. Rule differs for WA rounds.
22. Once you have shot your arrows you must move back, quietly, to the waiting line.
23. Never step over the shooting line unless the whistle to collect has been blown.
24. Heed the whistles: 1 whistle means you can approach the shooting line to shoot; 3 whistles mean that it is safe to approach the targets to collect arrows.
25. Never walk past or step over a grounded arrow in front of the target - look first to see if the archer who shot it is available to collect it and wishes to pick it up themselves. If not, collect the grounded arrow, checking it still has its pile attached and carry it safely until it can be returned. Archers should not go looking for arrows behind the target boss until all arrows are scored. Arrows behind the target should be treated in a similar way but are usually placed upright in the ground where they landed unless other archers on your boss have directed you otherwise.
26. Scoring: Do your fair share of scoring. Traditionally if you are 'C' on the target list then you are the Target Captain and you will score for the other archers on that target, but you cannot score your own arrows; another archer must score your arrows and countersign your scoresheet.
27. Calling the arrow values: Do not touch the target face or any of the arrows; if you do and you have a line cutter, you will be awarded the lower score. A good archer will point to the arrows without touching and call out their scores in groups of three, highest value to lowest - "9, 8, 7 ... 7, 5, 3". Include a short pause - when it's your turn to be scorer you will appreciate that pause.
28. Line cutters: If you have an arrow that touches one of the thin black rings that surround a colour, you can claim the higher scoring ring providing that there is no colour showing between your arrow and the ring. If the archers on the target cannot agree the arrow value, then call for the Judge or Field Captain.
29. Any disputes at the target should be referred to the Judge or Field Captain and their decision is final.
30. Do not draw your arrows until the scorer has recorded all arrow values.
31. Do not draw another archer's arrows from the target without asking first. Some people would rather pull their own arrows; respect this.

32. If you damage another archer's equipment through carelessness, you must offer to pay for it. However, if it is an arrow in the target and you shoot it, it's fair game.
33. Help look for lost arrows, even on other targets. You won't be able to start shooting again until they are found.
34. Completion of shooting: Thank the Field Captain - generally, someone calls for three cheers.
35. Scoresheet signing: After checking the totals you must sign your scoresheet. If you do not, it is invalid and cannot go towards your handicap.
36. Thank your scorer.
37. Acknowledge all the other archers sharing your target.
38. At the end of the shoot make yourself available to help the field party to clear the field, then you can pack away your tent and gear. It's bad form to just dash off without offering to help.

## Dress Regulations for Official Shooting Events

Footwear that fully encloses the toes and front of the foot must be worn.

Archers and officials must wear clothing that is appropriate, clean and in good condition (i.e. not frayed or worn, either deliberately or by use). In particular:

- Tops or shirts must cover the front and back of the body (including midriff when at full draw), they must not be strapless and for gentlemen must include short sleeves.
- Any colour garment may be worn with the exception of blue denim, olive drab and camouflage pattern.

Badges, Logos and Wording:

- Clothing manufacturers' trademarks are allowed.
- The wearer's name is allowed.
- Individuals and members of clubs.
- Other wording or badges on clothing must represent archery organisations.
- Members of Archery GB who are officiating as the Chairman of Judges, Judge or Director of Shooting at a UK or World Record Status tournament shall wear AGB recognised Judges' official dress.
- A member of the AGB who has represented Great Britain (GBR) as an archer at an international tournament may wear their international shooting uniform for the remainder of that season and the following one.

Failure to comply with the dress regulations at an away tournament could result in you being refused permission to shoot.

Our preference is for all seniors to wear RCA club shirts which are available to purchase from the Social Secretary.

## Dress Code for Club Shoots

RCA home, non-competition shoots are relaxed, and the AGB dress regulations are not enforced.

## Dress Code for Junior Nights

RCA junior sessions are more relaxed, so we do not mind juniors wearing blue denim or branded clothing.

Our preference is for all juniors to wear RCA club shirts which are available to purchase from the Junior Secretary.

We do have a few basic rules which apply to all juniors:

- Sturdy footwear - no open toes.
- Long hair must be tied back.
- No dangling earrings.
- No 'camouflage' pattern.
- Tighter tops which fit more closely to the arms and body are better than baggy clothing.



### Code of Conduct for Junior Members

Rochdale Company of Archers is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents & carers associated with the club should always show respect and understanding for the safety and welfare of others. Members are always encouraged to be open and to share any concerns or complaints that they may have about any aspect of the club with the Junior Coach or Junior Secretary, Safeguarding Officer, or any other coach.

As a member of Rochdale Company of Archers, you are expected to abide by the following junior club rules:

- All members must participate within the rules and respect coaches and other officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training sessions, as agreed with the coach.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or while representing the Club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the Club premises or whilst representing the club.

### Code of Conduct for Parents and Carers

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Always use correct and proper language.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

## Photography and Filming Policy

### Advice for public shoots

Please see *SCG 05 - Photographing and Filming Children/Young People in Sport* on the club noticeboard if arranging a public shoot (not a club shoot).

There is detailed guidance about the requirements to create a register of any persons wishing to take photos and this must be kept for 5 years.

### Advice for photographers

Children, young people (under 18), vulnerable adults and their parents/carers have a right to decide whether their images are taken and how these may be used; be aware that parents/young people have the right to ask for photographs not to be taken in a specific situation.

Ask for permission from the child/young person/vulnerable adult and from the parent/carer to use their image if it is a close-up, full face image.

Where possible, when publishing an image (e.g. on the club website or the club Facebook page) do not include the name of the child/young person/vulnerable adult whose image is being used.

If naming a child/young person/vulnerable adult or a group of children/vulnerable adults in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of archery.

Avoid the inclusion of other detailed information about individual children/young people/vulnerable adults.

Do not take unsupervised photographs of a child or young person.

The person taking the photographs should be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled).

Images should only be stored for as long as is necessary, for the purpose for which they were taken and then should be deleted. They should be stored securely.

Only use images of children, young people and vulnerable adults in suitable dress/kit.

Images should positively reflect children's, young people's and vulnerable adults' involvement in archery (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of archery.

Any inappropriate or intrusive images/photography or inappropriate use of images must be reported to the Safeguarding Officer, using the safeguarding incident form.

Members should not publish photographs of other people's children on a non-club, public media site such as Facebook without the consent of the child and/or parent. They should also not name any child in a way in which it makes them identifiable in this published photograph through the comments they may add to such a site.

### Advice for videoing

Coaches are encouraged to use videoing as a legitimate coaching aid which should be done on the Club's Coaches iPad.

Before making a video recording, the Coach must ask permission of the child/young person and their parent/carer.

## Safeguarding

*'All archers, no matter what their age, ability or disability, sex or gender, race, religion, ethnic background, sexuality and marital status, have the right to be protected from abuse and poor practice, and to train and compete in an enjoyable and safe environment.'* (AGB Safeguarding Policy - Adults 2018)

If any archer or visitor has any concerns about poor practice, something that is told to them (a disclosure) including any disclosures made to them about circumstances beyond the club), or any observations they make which may suggest some form of abuse, then the **person who has noted the concern must pass on that concern.**

*'It is not the responsibility of any one person working within Archery GB, in a paid or unpaid position, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.'* (AGB Safeguarding Children and Young People Policy 2018)

Abuse of children or adults may take a variety of forms including but not limited to neglect, physical, emotional, sexual, bullying/cyberbullying, discrimination, verbal, domestic, organisational and financial abuse.

Details of the concern should be recorded on the appropriate form and the Safeguarding Officer (aka Child Protection Officer / CPO - whose photograph and details are on the noticeboard in the range) should be notified **as soon as possible.**

When recording the details of any concerns, the exact wording of what was said/done and by whom should be written down as soon as possible after the incident. It can be good practice, especially with children, to ask for clarification by asking open questions such as: Can you tell me any more about that? Where was this? Was anyone else there? What did they do? However, leading questions must be avoided. Do not offer to keep secrets.

If you have concerns about possible abuse, follow flowchart SCF01.

For concerns about poor practice, follow flowchart SCF02.

For incidents involving an adult, complete form SCF0, Incident Report Form.

For incidents involving a child, complete SCF04, Safeguarding Incident Report Form.

All charts and forms can be found on the noticeboard in the range.

**If the life or physical well-being of an adult or child is deemed to be at risk, then the police should be contacted immediately.** If the Safeguarding Officer is not available or is involved, the Chairman should be contacted in the next instance. Other archers should not be informed unless they are directly involved.

For further details, please read the appropriate AGB policies in the range or online on the AGB website. <https://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance>

### First Aid

A First Aid kit is located on the wall in the indoor range and all forms can be found on the noticeboard and on the club website {when the website has been fixed}.

Contact details for the Safeguarding Officer are on the noticeboard in the range.

### Minor Incidents

Minor first aid incidents, e.g. minor scratches or small splinters etc. do not need recording, but parents or carers of junior archers should be informed.

### Major Incidents

More serious incidents or accidents should be written up on an Accident Report Form. Completed forms must be passed to the Safeguarding Officer as soon as possible. Please also text or ring the Safeguarding Officer to give notification that there has been an incident.



## Guide for Volunteers to Taster Sessions & Beginners Courses

All notes are in accordance with Archery GB Code of Practice for Archery Events (Demonstrations, Have-a-Go & Taster Sessions) (Proc-06-01, December 2018).

### Have-a-Go

Held at away events (fetes, gymkhanas, schools, charity events) where participants have a go with a limited number of arrows under 1-2-1 supervision from an RCA volunteer. The venue must have a risk assessment prior to the event. If the event venue is changed you must NOT shoot until a new risk assessment is carried out.

Targets must be between 10 to 15 yards from the shooting line. If outdoors, targets should rest on the ground at an angle with a minimum of 50 yards overshoot. If a 2.5-3m high backstop netting is used, the overshoot can be reduced to 20 yards.

Arrow collection must be by club personnel only, not by participants.

A First Aider must be present.

### Taster Session

Must be held at RCA club range, which has a risk assessment and has been registered with Archery GB. The range will be closed to all other members.

Advertised on RCA Website and pre-paid via WebCollect.

Maximum of 10 participants.

Ratio of participants: 1 learner to 1 senior archer. All learners must be supervised at all times.

1 hour of group and 1-2-1 coaching using club Cyclops bows.

Targets can be at normal height. Shooting distance not more than 20 yards from the shooting line. If outdoors, minimum overshoot of 50 yards.

Arrow collection must be by club personnel only, not by participants.

A First Aider must be present.

### Beginners Course

Held at RCA Indoor Range with the range closed to all other members. Advertised on RCA website and pre-paid via WebCollect. Late comers may pay on the day and the Lead Coach must pass the money on to the Membership Secretary.

Maximum of 10 participants.

Ratio of RCA coaches to participants: 1 Coach to 10 participants.

12 hours of group and 1-2-1 coaching using club recurve bows.

A First Aider must be present.

### Rules

1. All Taster Sessions and Beginners Courses will be led by a Level 1 or higher coach. This is because they are:
  - a) qualified with an Archery GB Level 1 or higher certificate,
  - b) have a current DBS (police check, previously known as CRB),
  - c) insured,
  - d) the club is insured, and
  - e) will ensure archers are taught safely and consistently.



2. If you are the designated lead coach and you cannot get to the club due to any unforeseen emergency, please find a replacement lead coach and inform the Coaching Co-ordinator or Chairman.
3. All courses should have a minimum of 1 qualified coach. If the lead coach cannot attend, then it is the lead coach's responsibility to find a replacement to lead the course.
4. The lead coach has full authority over the session/course with the backing of the Committee. Only the Committee has authority to overrule the lead coach. Please respect the lead coach. Do not try to take over. Do not publicly question the lead coach; it is inappropriate and gives a bad impression.
5. If you have concerns over the lead coach, please speak to the lead coach privately.
6. If your concerns are not resolved privately, then take your concern to the Committee.
7. Remember safety on the range is paramount and is everyone's responsibility. Setting a good example is important.
8. Please do not take photographs or videos of any visiting participating archer.
9. Spend some time, particularly if you are new, quietly observing the coaches; you will learn a lot.
10. The lead coach may ask you to work on a particular aspect of the shot sequence with your archer or to change the way you are coaching. This is to help improve the visiting archer.
11. The lead coach may move you to another archer. This could be for many reasons, such as: you are good at working on certain techniques, bow styles, or with people who lack confidence or with young archers, etc. Or you may need different experiences. Please see this as a positive.
12. If you are unsure about what you have been asked to coach, or of the club equipment, please ask for advice from a coach or experienced archer. Please explain to the archer why you are doing this, so they don't think it's their fault. None of us knows everything.
13. If an archer discloses some information that may affect their safety or your coaching, please discreetly speak to the lead coach.
14. If you are struggling to coach a visiting archer, speak discreetly to the lead coach.
15. Please do not interfere with what another coach or volunteer is coaching. They are probably aware of what you may have observed but are concentrating on coaching something else at that time. If visiting archers have multiple coaches providing different advice, they may find this overwhelming.
16. When the lead coach is speaking to the group, if you believe they have missed some important information, please discreetly speak the lead coach.
17. Lead coaches reserve the right to refuse help.

THANK YOU FOR YOUR HELP. WITHOUT YOU WE COULD NOT RUN COURSES AT RCA.

## Responsibilities of the Field Captain

All indoor and outdoor shoots will be supervised by a Field Captain. The Field Captain is responsible for the safe running of the shoot and will ensure that they are familiar with, and that the shoot complies in all respects with, the current RCA Risk Assessment.

A Field Captain is akin to a judge at an away competition, or a referee in football, and on the day has ultimate decision making capability.

It is the Field Captain's responsibility to:

1. Make sure the field party set up the field in accordance with AGB guidelines.
2. Make any decision on safety due to high wind or inclement weather.
3. Make sure the shooting is safe.
4. Ensure the field runs to whistles or voice commands.
5. Ensure the shoot runs to the timings of a maximum of 4 minutes for one archer to shoot 6 arrows, or 2 minutes for 3 arrows.
6. Answer any questions regarding shooting on the day.
7. Make decisions on target allocations and round to be shot.
8. Manage shoot stoppage for equipment failure. The Field Captain can decide to pause the shoot temporarily or, more likely, let the person catch up the missing arrows either all at once or in parts. For avoidance of doubt, equipment failure does not include the re-gluing of fletchings or nocks - an archer should always have spare arrows. If you do not have enough, you cannot make the shots up later, they are lost shots.
9. Manage bouncers. If there is a bouncer, then:
  - a. Imperial round - announce to the Field Captain after you have shot the remainder of your arrows, and then let them know the number of the extra arrow you are shooting, and the Field Captain will approach the boss with you after everyone has shot, to check it was a bouncer or pass through.
  - b. Metric round - with marking of targets, stop shooting straight away, as with everyone else on your boss, and attract the Field Captain. After the remainder of the field has shot, you will approach the target with the Field Captain and try to find the unmarked hole. If no unmarked hole found, an extra arrow may be shot at discretion of Field Captain.
10. Manage hangers. If an arrow does not penetrate into the boss and instead hangs from the target face, then the archer must call a "hanger" and the Field Captain must stop the shoot and the arrow will be treated as a bouncer, see above.
11. Judge scoring disputes or errors.

The Field Captain's decision on the day is final.

Any dispute with the Field Captain should not be taken up with the Field Captain, their decision is final. Your concerns should be addressed to the Chairman and will be considered by the Committee.

## Rules and Responsibilities for Shooting Outdoors

All members of RCA can shoot outdoors at any time on the Veterans' Pitch; provided the pitch is not in use by RRUFC, there is sufficient light, and the archers fully comply with the following responsibilities. You must:

1. Have completed the RCA Field Setup Induction.
2. Agree one person to be the Field Captain: see the Responsibilities of the Field Captain.
3. Ensure that there is a minimum of either:
  - a) two senior archers, in which case the archers can take turns to shoot whilst the other is look-out, or
  - b) one senior archer and one adult non-archer, in which case the non-archer is the lookout whilst the archer shoots, or
  - c) one senior archer and one junior archer and one senior non-archer, in which case the adult non-archer may be look-out whilst the senior archer shoots, and the senior archer is lookout whilst the junior archer shoots.
4. Set up the field in accordance with AGB guidelines.
5. Observe timings: 4 minutes for 6 arrows or 2 minutes for 3 arrows.
6. Adhere to voice or whistle commands.
7. Lock the container and return the key back to the safe in the RCA range.

## Lost Arrow Procedure

RCA use fields belonging to RRUFC. Lost arrows left on the rugby pitches create a high risk of severe personal injury to rugby players.

All arrows must be taken home; you must **never** leave arrows on the field. If we fail to get this right, the Rugby Club can stop us shooting outdoors. As a guide:

1. Put 7 arrows in your quiver.
2. Watch every arrow so you know where they land.
3. After scoring, count your arrows to make sure you always have 7.
4. Finally, before you go back to the range, count your arrows again.



If an arrow is lost, take time to search for the missing arrow before continuing with the next end. If a visual search does not reveal the lost arrow, use the metal detector which can be found in the container.

If after exhaustive searching an arrow cannot be found, you must fill in a Lost Arrow Form which can be found in the indoor range and on the club website {when the website has been fixed}. You must inform the Equipment Officer or Secretary.

## AroJac

The Hamskea AroJac arrow puller is a mechanical aid used to extract embedded arrows.

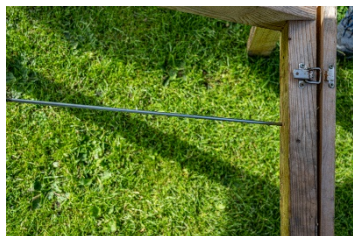
Only senior club members may use the AroJac; junior archers are not permitted.

Incorrect use of the AroJac may result in arrow damage or personal injury therefore anyone who wishes to use the puller must receive club instruction (approx. 5 mins).

As using the AroJac is potentially damaging to the arrow, the owner of the arrow should be the one operating it. If the archer nominates someone else, there is no recourse for any damage to the arrow.

The AroJac is setup for right handed operation.

### AroJac Procedure



Make all reasonable effort to remove the arrow from the timber frame using a handheld arrow puller. If it is not possible to safely remove the arrow by hand, then use the AroJac to extract the arrow.

1. Open the jaws of the AroJac.
2. Position the puller around the arrow with the rubber jaws either side of the arrow shaft.
3. Slide the puller along the arrow until the plunger touches the timber.
4. With one hand, grip the puller around the arrow gently but firmly squeezing the jaws together.
5. With the other hand, rotate the lever backwards.
6. The jaws of the puller will constrict around the arrow gripping the shaft.
7. As you continue to rotate the lever, the AroJac will push away from the timber frame pulling the arrow with it.
8. After extracting the arrow from the timber closely inspect the arrow for damage. If there is any damage, do not shoot that arrow.



### AroJac Maintenance

The puller must be kept clean and free from arrow lube. Clean only with soapy water and dry thoroughly.

## Coaches' Commitments

Archery GB Coaches, Leaders or Officials will:

- Be on time for training, competitions and events.
- Adhere to the Rules of Shooting.
- Be impartial, fair and consistent.
- Respect the spirit of fair play in archery.
- Display and promote high standards of behaviour.
- Endeavour to ensure the sport is enjoyable for all.
- Never engage in or tolerate public criticism of fellow archers, coaches or officials.



Respect the rights, dignity and worth of our fellow archers:

- Speak to our fellow archers, coaches, judges and officials with respect.
- Always respect the confidentiality of archers.
- Treat other people's data as we would wish them to treat ours.
- Always have the best interests of archers at heart.

Endeavour to ensure our own safety and the safety of others:

- Never participate when under the influence of alcohol or drugs.
- Have a qualification or accreditation appropriate to the nature of the activity.
- Ensure that activities carried out by archers are suitable for each individual participant.
- Place the safety and enjoyment of each archer above performance.
- Explain exactly what we expect of archers and what they can expect of us.
- Ensure all parents/carers of young archers understand these expectations.
- Have a working knowledge of our facilities (i.e. standard/emergency operations).

Promote the reputation of archery and prevent it from being brought into disrepute:

- Accept success and failure, victory and defeat with dignity.
- Encourage each archer to accept responsibility for their own behaviour.
- Realise our responsibility as role models and set a positive example to all.
- Never use our privileged positions of authority and trust to exert influence over others.
- Always have appropriate boundaries between our position of trust and our friendships.
- Never engage in any inappropriate personal relationships.

Protect others from abuse and threatening or intimidating behaviour:

- Never engage in or tolerate offensive, insulting or abusive language or behaviour.
- Never engage in or tolerate bullying, intimidation or harassment.
- Never use or tolerate the use of social media (e.g. Facebook, Archery Interchange) to engage in bullying, intimidation or harassment.

Abide by Archery GB Rules and Policies including:

- Archery GB Safeguarding Policy.
- Archery GB Equality Policy.
- Archery GB Anti-doping rules.



## Club Rules v2.0

### Introduction

Rochdale Company of Archers Limited means "RCA" the "Club" and the "Company". Other defined terms will be as in the Articles of Association, (the "Articles") - please read them. They are available on the club website.

These Rules are made from time to time by the Committee and any subsequent amendments will come into force immediately. These Rules are also made to supplement the Rules of Shooting as made and amended from time to time by Archery's National Governing Body (for the time being the Grand National Archery Society (GNAS) trading as Archery GB). Please read the Rules of Shooting on the Archery GB website.

### 1 Application

- 1.1 These Rules shall apply to any venue or shooting grounds where the club promotes archery.

### 2 Conduct

- 2.1 a) Members are required at all times to comply with the Rules and the Rules of Shooting and in particular the Rules regarding their own safety and the safety of others.
- b) Members shall comply fully with such policies and procedures as the Club may make from time to time.
- c) No Member is permitted to engage in archery outdoors on their own at any time unless another Senior Archer, who shall stand watch while the other person shoots, accompanies them.
- d) Members shall pay due regard to the guidance on etiquette as set out in the Rules of Shooting and shall at all times conduct themselves in a manner that accords with this guidance.
- e) If in the opinion of a member of the Committee, the Field Captain or Judge, a Member is incapable of shooting safely because of their personal circumstances or the condition of their equipment the Member shall withdraw from the field or range immediately and without demur.
- f) If their personal circumstances allow, Members are required to participate in setting up and breaking down the field before and after a shoot or undertake such other duties as shall be agreed by the Field Captain.
- g) When shooting Members shall at all times submit to the reasonable directions of the Field Captain or Judge.
- h) Members shall not leave the field until all archery equipment, including all personal equipment, has been removed.
- i) Members shall not remove or move target bosses until all arrows have been accounted for or until directed by the Field Captain or Judge.
- j) Members will make a report to a Committee Member if after all reasonable efforts have been made to recover them any arrows or parts thereof that have missed the target cannot be found. The report shall record the date and time, where the arrow was shot from and the general area where it is thought the arrow or part may have fallen.

- k) Members shooting outdoors shall inspect the field following a shoot and remove any debris they have created with particular attention to any shards of wood from the boss stands.
- l) Members will cooperate with the Club in keeping the indoor range clean and shall take care that their equipment does not impede the safe movement of Members in the range
- m) Members shall ensure that their actions or omissions do not compromise their safety and the safety of others.
- n) Members shall not offer advice to other Members or interfere with another Member's archery equipment unless invited to do so by the Member.
- o) Members shall not use prohibited performance-enhancing drugs.

## 2.2 Coaches

- a) Coaches shall behave professionally at all times in accordance with the principles set out in the coaching manuals and as determined by the Head Coach.

## 2.3 Visitors/guests

- a) All Visitors and Guests are bound by the Rules and Articles that apply to a Member of the Club.
- b) Members may invite a personal guest to shoot at any venue or shooting grounds under the control of the Club provided that the visitor or guest is a current member of Archery GB/GNAS or affiliated to FITA. Guests shall pay such fees as may be determined by the Club. Ex Members of the Club are only allowed to shoot as a guest with the approval of the Committee.

# 3 Membership

- 3.1 Membership of the Club is open to anyone interested in the sport of archery on a fair and non-discriminatory basis on payment of the appropriate fees as determined by the Club from time to time and appropriate affiliation fees and in accordance with Article 5 of the Articles.

### 3.1.1 Senior Member

- a) A Senior Member is a person who has paid the senior membership fee and is a member of the GNAS and who has paid the appropriate subscription fees.
- b) A Senior Member following a qualifying period of three months after being admitted to membership of the Club and subject to satisfactory safety check and conduct will be given a key and access codes for the Club's facilities.
- c) All Senior Members shall be Voting Members for the purposes of the Club's Articles.

### 3.1.2 Junior Member

- a) A Junior Member is a person who is under the age of eighteen years and is a member of the GNAS and who has paid the appropriate subscription fees.
- b) A Senior Member must supervise any session where a Junior Member is shooting.
- c) All Junior Members shall be Non-Voting Members for the purposes of the Club's Articles.

### 3.1.3 Honorary membership

- a) An Honorary Member is a person who is a member of the GNAS and has in the reasonable discretion of the Club given exceptional service to the Club or to archery in general.
- b) An Honorary Member shall enjoy all of the privileges accorded to a Member of the appropriate category.
- c) Honorary membership may carry additional privileges as determined by the Club from time to time.

### 3.1.4 Social Member

- a) A Social Member is a person who is invited by the Board to become a Member of the Club but who is not permitted to practice archery at the Club's facilities.
- b) A Social Member is not permitted unrestricted access to the Club's facilities.
- c) A Social Member may transfer to another category after satisfactorily passing a beginner course if required to do so.
- d) All Social Members shall be Voting Members for the purposes of the Club's Articles.

### 3.1.5 Student Member

- a) A Student Member is a former Member of the Club (Senior or Junior) who has become a full time student (undertaking more than 16 hours of study per week) and is a member of the GNAS and who has paid the appropriate subscription fees.

## 3.2 Subscriptions

- a) The level of subscriptions will be set annually at an All Members Meeting by majority vote of those attending.
- b) Annual subscriptions will be in four parts: fees payable to the Club, affiliation fees to the GNAS, affiliation fees to the Lancashire Archery Association and affiliation fees to the Northern Counties Archery Association.
- c) Members may affiliate directly to the GNAS as a personal member and on proof of paying fees directly to the GNAS an equivalent amount will be deducted from the annual subscription to the Club.

## 3.3 Payment of Subscriptions

- a) Members are required to pay their subscriptions promptly at the times prescribed by the Club and in any case no later than the 31st August in each calendar year provided that no circumstances admit that makes this Rule impractical and are agreed with the Club in advance.
- b) At the sole discretion of the Club and in the amounts to be determined by the Club Members may pay their subscriptions by instalment.

## 3.4 Termination of membership

- a) A Member may resign their membership at any time by written notice to the Board, the Committee, or the Club's Membership Secretary. No refund for affiliations or part membership will be given. In some cases this means that

a resigning member (if paying by direct debit) still has remaining fees to pay, unless agreed otherwise by the Committee.

- b) A Member shall cease to be a Member and shall not be permitted to shoot if they fail to pay their subscriptions at a time and in an amount determined by the Club.
- c) In accordance with Article 6.1.1 of the Articles the Board may, if backed by a majority vote at a Committee Meeting, terminate a membership if a Member whose conduct in the opinion of the Board has or is likely to bring the Club or the sport of archery into disrepute, so long as the disciplinary and appeal process has been duly followed and administered.
- d) The Club may terminate a membership if the Member commits an act deemed by the Club to constitute gross misconduct, so long as the disciplinary and appeal process has been followed. The disciplinary procedure can be found on the club website {when the website has been fixed}.
- e) A Member may be suspended from membership by an emergency meeting of the Board, and ratification by the Committee, for a maximum of 30 days while an investigation into an allegation of gross misconduct has been made
- f) On termination of membership the Member shall return any property belonging to the Club immediately including any range keys and the Club shall return any deposit paid by the Member.

#### **4 Care and use of Club Property**

- 4.1 Members are required to take reasonable care of Club property and to ensure that it is used appropriately and within any special rules or conditions set by the Club and contained in a Member's Handbook or special notices issued to Members from time to time.
- 4.2 Action or omissions by a Member which in the reasonable opinion of the Club constitutes misuse of property may at its discretion result in the Club taking disciplinary action against the Member.

#### **5 Disciplinary and Grievance Procedures**

- 5.1 Members are required to conduct themselves in a manner commensurate with the Rules, the Articles, the Rules of Shooting and the ordinary practice of archers.
- 5.2 Members found to have breached the Rules, the Articles or the Rules of Shooting or are considered by the Club to have brought the Club into disrepute may be subject to disciplinary action including termination of membership. The disciplinary and grievance procedures can be found on the club website {when the website has been fixed}.

#### **6 The Committee**

- 6.1 The Committee will have due regard to the law on disability discrimination and child protection.
- 6.2 The Treasurer shall keep proper books and those accounts shall be presented to the Annual General Meeting.

- 6.3 The Treasurer shall pay no expenses nor use any money belonging to the Club unless approved by the Committee. This rule shall only be changed by approval at a General Meeting.
- 6.4 The funds of the Club shall be under the control of the Committee, and all cheques to be signed by any two of the following - the Treasurer, the Company Secretary or the Chairperson, provided that the two signatories are not of the same household.
- 6.5 All subscriptions and other monies payable to the Club shall be received by the Treasurer and only used for Club purposes authorised by the Committee or paid into the Club bank account.
- 6.6 The Treasurer shall place monies in such bank as the Committee may from time to time appoint in the name of the "Rochdale Company of Archers Limited".

## **7 Composition of the Committee**

- 7.1 The Members will elect a Committee in accordance with Article 18.2 of the Articles.
- 7.2 The Committee Members may co-opt Club Members to serve until the end of the next Annual General Meeting.
- 7.3 Any Committee Member may be re-elected or re-co-opted without limitation.
- 7.4 A Committee Member ceases to be such if they cease to be a Member of the Club, resign, or is removed by the Committee for good cause, after the Member concerned has been given the chance of putting their case to the Committee with an appeal to the Club Members, or is removed by the Club Members at a General Meeting. The Committee shall fairly decide time limits and formalities for these steps.
- 7.5 At each AGM the ex-officio directors of the Company and all other directors' positions shall be open for re-election.

## **8 Committee Meetings**

- 8.1 If a proposed decision of the Committee is concerned with an actual or proposed transaction or arrangement with the Club in which a Committee Member has an interest, that Committee Member is to be counted as participating in the decision-making process for quorum and voting purposes provided that the interest is disclosed and that a simple majority of the other Committee Members present and entitled to vote agree to the same.
- 8.2 The Committee shall meet on the second Tuesday in each month or at other times as the Committee may agree, to conduct business.
  - a) At least 5 members must be present for the meeting to be valid.
  - b) Without prejudice to Rule 9.2 a) above Committee meetings shall normally be held face-to-face but by exception may be held by an alternative communication method if circumstances require it.
  - c) The Chairperson or, if the Chairperson is more than 10 minutes late or unable to attend the meeting and has not arranged a replacement, whoever else those present choose, shall chair the meeting.
  - d) Decisions shall be made by a simple majority of those voting.



- e) A resolution in writing signed by every Committee Member shall be valid without a meeting.
- f) The Chairperson shall not have a casting vote.
- g) A Committee Meeting must have at least one Company Director present.

## **9 Delegation**

- 9.1 The Committee may delegate any of its functions to sub-committees but must specify the scope of its activity and powers, the extent to which it can commit the funds of the Club, its membership, and its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or change its mandate and operating terms.

## **10 Rules of Conduct for All General Meetings**

- 10.1 All Voting Members are entitled to attend and receive notice of all General Meetings.
- 10.2 Voting Members shall be given at least 21 Clear Days' notice of every Annual General Meeting and of every General Meeting called for the passing of a special resolution, and 14 Clear Days' notice of every other General Meeting, specifying the place, the day and the hour of the meeting, and in the case of special business the general nature of that business, to such persons (including, if any, the auditors) as are under the Articles or under the Companies Act 2006 entitled to receive such notices from the Club.
- 10.3 The quorum for all General Meetings is 15 members present or 20% of the total voting membership whichever is greater.
- 10.4 The Chairperson or, in their absence unless they have arranged a replacement, another member chosen at the meeting shall preside. If 5 or more members so request, a vote can be taken on the chair to be from the membership for any General Meeting.
- 10.5 Except as otherwise provided in these Rules every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 10.6 Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club Members.

## Glossary

**Actual arrow length** The personal arrow length of the archer, measured from the bottom slot of the nock to the end of the shaft (this measurement does not include the pile).

**Actual draw length** The personal draw length of the archer measured at full draw, from the bottom of the slot of the nock to the pivot point of the grip plus 1¾ inches.

**Actual draw weight** The energy required to draw the bow to the actual draw length, measured in pounds using a bow scale.

**Aim** The concentrated effort to direct an arrow to its target.

**“All Back”** A verbal command that may be called by any archer who sees that all archers have safely returned from the target bosses, crossed the shooting line, are waiting to shoot, and that it is safe for the Field Captain to blow 1 whistle as the signal to recommence shooting.

**“All Shot”** A verbal command that may be called by any archer who sees that all archers have completed shooting and that it is safe for the Field Captain to blow 3 whistles as the signal for all archers to approach the target bosses to score and collect their arrows.

**AMO** Archery Manufacturers and Merchants Organization, now known as the ATA.

**AMO length** A standardised length for measuring bow strings.

**Anchor point** A location on the archer's face at which the string hand comes to rest at full draw, to give consistency to shooting. Also known as “reference point”.

**Archer** One who practices archery. Also known as bowman.

**Archer's paradox** The effect produced by an arrow flexing as it leaves the bow during the initial stages of flight.

**Archery England** The new name of the English Archery Federation. They have a new website still under development.

**Archery GB (AGB)** The trading name of the Grand National Archery Society (GNAS), the national governing body for archery in the UK. Established in 1861, it is responsible for all levels of archery in the UK and is the umbrella organisation for the English Archery Association, Archery Northern Ireland, Scottish Archery and the Welsh Archery Association.

**Arm guard** A strap which protects the arm from the bow string; usually leather or plastic and worn on the inside of the forearm. Also known as a bracer.

**AroJac** Trade name for the arrow pulling tool made by Hamskea. A mechanical device used to extract arrows from timber target frames. This tool requires a short lesson on how to safely extract arrows; incorrect operation of the AroJac may result in arrow damage or personal injury.

**Arrow** A projectile shot from a bow.

**Arrow puller** A handheld device (usually made of soft plastic) used to aid the pulling of arrows from the target boss. Highly recommended for archers who shoot with carbon arrows.

**Arrow rest** A device on the bow to provide support for the arrow

**Arrow shelf** The horizontal ledge beneath the cut out on a recurve bow or barebow.

**Arrow straightener** A mechanical device used to detect and eliminate bends in aluminium arrows.

**Associate member** An archer who is a member of another AGB club but who wants to shoot with friends at RCA. Associates members are:

- welcome in the clubhouse and at all club functions,
- are insured to shoot,
- eligible for a fob for access in and out of the clubhouse,
- eligible for a key,
- eligible to vote at General Meetings.

**ATA** The Archery Trade Association, formerly known as the AMO.

**Back (of bow)** The side of the bow facing away from the archer, when holding up the bow. This may at first seem counterintuitive, but this is the universally accepted notation.

**Bare shaft** An arrow shaft without fletchings.

**Barebow** A class of shooting where the bow has a single string and the bow is held with one hand and the string is drawn and released with the fingers of the other hand. Unlike recurve, sight aids and protruding stabilisers are not permitted.

**Barrelled arrow** An arrow that has a greater cross section in the middle and tapers down at both ends.

**Basic technique** The fundamental technique of shooting a bow and arrow. Usually the style taught during the Beginners Course, forming the basis for consistent shooting.

**Belly** The surface of the bow facing the archer during shooting. Also known as the face or front of the bow.

**Bodkin point** A sharp, pointed arrowhead.

**Body alignment** The relationship of the archer's legs, hips, trunk, and shoulders to be lined consistently towards the target.

**Boss** A device onto which the target face is placed, and which stops the arrow, so that the arrow value can be scored. Bosses can be made from a coil of twisted straw or from foam.

**Bouncer** An arrow that hits the target scoring zone and bounces back off instead of remaining in the target.

**Bow** A long object being bent with a string placed from one end to the other holding the object under tension which projects an arrow on release.

**Bow arm** The arm that supports the bow.

**Bow efficiency** The ratio of kinetic energy received by the arrow to that stored by the limbs.

**Bow hand** The hand that supports the bow.

**Bow length** The length of a bow, commonly measured from nock to nock, along the back of the bow.

**Bow scale** A device that measures the draw weight of a bow.

**Bow sight** A device attached to the bow which assists the archer in aiming.

**Bow sling** A strap attached to the bow through which the archer slips the bow hand, thereby preventing the bow from being dropped upon release.

**Bow square** A measuring device that can be attached to the bowstring which lies on the arrow rest, to measure the bracing height and nocking point location. Also known as string gauge, bow gauge or bracing gauge.

**Bow string** The string of a bow usually made of synthetic material with two looped ends.

**Bow stringer** A device an archer uses to assist in stringing the bow.

**Bow window** The cut-out section on the arrow side of the bow which allows the arrow to pass through or near the centre line of the bow.

**Bowman** One who practices archery. Also known as archer.

**Bowyer** A person who makes or repairs bows.

**Brace (or bracing) height** The distance between the string and pressure point when the bow is strung.

**Braced** A bow that has had a string fitted ready for shooting.

**Bracer** A strap which protects the arm from the bow string; usually leather or plastic and worn on the inside of the forearm. Also known as an arm guard.

**Bracing gauge** A measuring device that can be attached to the bowstring which lies on the arrow rest, to measure the bracing height and nocking point location. Also known as string gauge, bow gauge or bow square.

**British Long Bow Society (BLBS)** The governing body of traditional long bow archery in Great Britain; separate from Archery GB.

**Broadhead** A sharp-bladed hunting arrowhead, not suitable for target archery.

**Button** A device that fits to the recurve bow and protrudes just above the arrow rest which can be adjusted to assist in obtaining true arrow flight. Also known as pressure button or plunger.

**Cam** Wheel-like devices mounted on the limb tips of a compound bow, used to decrease the amount of weight held on the bow string at full draw.

**Cant** To hold the bow tilted off vertical while shooting.

**Cast** The ability of the bow to propel an arrow and the degree of efficiency with which this is achieved. Denotes the speed of the limbs in discharging the arrow.

**Centre serving** The serving on the central area of the bow string which protects the bow string from wear.

**Centreshot** A design where the sight window is cut at or past the centreline of the bow. This design reduces the effects of the archer's paradox.

**Chest guard** A protective device that covers the side of the archer's chest that is nearest to the bow and keeps clothes out of the path of the string during shooting.

**Classification** A system for grading an archer's ability and achievements as described in Archery GB Rules of Shooting.

**Clicker** A device attached to the bow which gives an audible indication when the arrow has been drawn to the desired draw length.

**Cliniband** A piece of elastic used for warm up and to practise good shooting technique without the bow's draw weight to help speed up learning, also known as an exercise band.

**Closed stance** A shooting stance where the line of the shoulders is more than 180 degrees taking a line from the shooting position to the centre of the target. A clockwise turn of the feet position for RH archer, and vice versa.

**Clout archery** A form of archery in which archers shoot arrows toward a flag (known as the clout) from a relatively long distance and are scored based on how close each arrow lands to the flag.

**Coach** A tutor or teacher of sporting activities.

**"Come Down"** A verbal instruction used by a coach when giving one-to-one coaching. If when an archer is at full draw the coach sees that the archer's technique is putting the archer at risk of personal injury, you must stop your shot, gently let off the tension on the string, lower your bow and await further instruction.

**Composite bow** A bow that consists of different laminated parts or materials.

**Compound bow** A bow where the string is attached to pulleys, wheels, or cams in order to increase the kinetic energy when the bow is drawn.

**Creep** Letting the drawing hand edge forward before release.

**Cresting** Painted rings just in front of the fletchings for decoration or identification.

**Cross hair** A sight which has two fine lines that cross at right angles; the intersection of the lines is used for lining up on the aiming point.

**Crossbow** A bow that is fitted with a stock and is shot similar to a rifle. Not permitted by RCA, AGB or WA.

**Crown** The nock end of an arrow where cresting and paints are applied.

**Detail** A group of archers shooting together on the shooting line at the same time and the same 'end'. If more than two archers are shooting on the same boss, it is usual to shoot in two pairs.

**Director of shooting** The judge in charge during a tournament.

**Dominant eye** The eye which is dominant while aiming with both eyes open. This is physiologically determined. The majority of people are right eyed dominant.

**Draw** The act of pulling back the bow string thus storing energy in the bow.

**Draw (Barebow)** The use of the first three fingers to draw the bow, with all three fingers below the arrow.

**Draw (Flemish)** The use of only the index and second fingers to draw the bow, the index finger above the arrow and the other beneath the arrow.

**Draw (Freestyle or Mediterranean or Recurve)** The use of the first three fingers to draw the bow, with the index finger above the arrow and two below the arrow.

**Draw (Thumb)** The use of the thumb only positioned just below the arrow to draw the bow.

**Draw force curve** The curve as charted of the draw weight against the draw length.



**Draw force line (DFL)** This is the line between the pressure point of the hand on the bow, the string fingers, and the drawing elbow.

**Draw length** At full draw the distance in inches from nock point on bow string to pivot-point (deepest spot on the grip) plus 1¾ inches (44 mm) (ATA/AMO standard).

**Draw weight** The force required to draw the bow to the anchor point, measured in pounds using bow scales.

**Drift** Caused by a slight breeze where the arrow flight path wanders slightly left or right during its travel to the target.

**Drop away rest** An arrow rest/launcher used on compound bows that drops away clearing the path for the arrow as the bow string is released.

**Dry fire** A release of the string without an arrow. This can cause damage to the bow and must be avoided. Also known as dry loose.

**Easton ACC** A model of arrow (Alloy Carbon Competition) by Easton of aluminium-carbon construction, typically £150-165 per dozen fully built arrows.

**Easton ACE** A model of arrow (Alloy Carbon Extreme) by Easton of aluminium-carbon construction with a barrelled design, typically £320-340 per dozen fully built arrows.

**Easton Jazz** A model of arrow by Easton of aluminium construction, popular with beginners, typically £65 per dozen fully built arrows.

**Easton X10** A model of arrow by Easton of aluminium-carbon construction, commonly used by Olympic archers, typically £420-600 per dozen fully built arrows.

**Eccentric pulley** A cam-like wheel mounted on the limb tips of a compound bow, used to decrease the amount of weight held on the bow string at full draw.

**End** A specific number of arrows shot before the archers go to the target to score and collect their arrows; usually three or six arrows per end.

**English Archery Federation (EAF)** The English Archery Federation is a body set up by the five English Regions within The Grand National Archery Society (GNAS) to select and manage teams for International events where it is appropriate for England (as opposed to Great Britain) to participate. The five regions are: East Midlands, Grand Western, Northern Counties, Southern Counties, and West Midlands.

**English longbow** A powerful medieval longbow. Also known as the Welsh longbow.

**Face (of bow)** The side of the bow facing the archer when holding up the bow. This may at first seem counterintuitive, but this is the universally accepted notation. Also known as the front.

**Fadeout** The point where the non-working part of the limb that connects to the riser fades out to the working part of the limb.

**"FAST"** An emergency warning cry (derived from 'Hold Fast') that may be called by anyone in the range and used to stop all shooting when any potential hazard is observed.

**Field archery** A type of archery round shot outdoors in an undulating wooded area with targets of varying sizes and of varying predetermined distances. The archers walk from target to target.

**Field Captain** A person controlling the shooting along all or part of the shooting line, and responsible to the judge. Where there is no judge, the Field Captain has sole responsibility and their decision is final.

**Finger pinch** A condition where the fingers of the string hand are pinched when the bow is nearing full draw. This is caused by too short a bow length: the shorter the bow, the more probable the archer will feel finger pinch.

**Finger sling** A piece of leather, plastic or rope looped at each end through which the archer slips the thumb and finger after taking hold of the bow, permitting a loose grip on the bow and preventing the bow from being dropped upon release.

**Finger tab** A piece of leather worn on the drawing hand to protect the fingers and give a smoother release to the string.

**Fishtailing** An undesirable, erratic, horizontal left/right motion of an arrow during its flight to the target.

**Flatbow** A non-recurved bow with a rectangular cross section.

**Flemish twist** A method of assembling bow string end loops by twisting the material similarly to that of making a rope. It eliminates the use of serving the string loops.

**Fletching jig** A mechanical device that is used for accurate and consistent fletching of arrows.

**Fletchings** The feathers or plastic vanes fitted to the arrow.

**Flex** The amount of bend an arrow shaft provides; contrasted with spine.

**Flight archery** Shooting for maximum distance for the type and weight of bow being used.

**Flinch** To move either the bow or release arm just prior to the release, usually caused by anticipating the clicker or fear of hitting the arm.

**Follow through** The backward movement of the drawing hand after the release has been executed and the maintaining of the bow arm.

**Foot markers** Marks or small objects placed in the ground to show the place where the archer places their feet to assist with consistency of stance.

**Freestyle** A class of shooting where the bow has a single string and the bow is held with one hand and the string is drawn and released with the fingers of the other hand. Unlike barebow, sight aids and protruding stabilisers are permitted. Also known as an Olympic, recurve or take-down bow.

**Freeze** A shooting flaw where the archer aims outside of the gold and cannot move the sight aperture into the centre, or an inability to release an arrow. A psychological shooting problem.

**Front (of bow)** The side of the bow facing the archer when holding up the bow. This may at first seem counterintuitive, but this is the universally accepted notation. Also known as the face.

**Full draw** The position reached when the string has been pulled back to the anchor point (reference point) prior to the release.

**General Meeting** A meeting open to all members.

**Gold** The first (centre) colour of a target face. Sometimes incorrectly referred to as the bull or bull's eye.

**Grain** A very small measure of weight for arrow components (1 gram = 15.4323583 grains).

**Grand National Archery Society (GNAS)** The governing body of archery in the UK, now trading as Archery GB.

**Grip** The middle part of the bow handle for the positioning of the archers bow hand. Not to be confused for the action of gripping the bow, which must be avoided.

**Ground quiver** An arrow holder that sits on or sticks into the ground; may also hold a bow.

**Group** The pattern of an archer's arrows as they appear on the target.

**Handle** The centre section of a bow. Also known as the riser.

**Hanger** An arrow that does not penetrate the target and hangs down the face.

**Heeling** A term used when the archer puts the majority of pressure on the lower part of the palm (with the heel of the hand) when at full draw.

**Hen fletchings** Fletching other than the index fletch. Also known as the shaft fletchings.

**High Draw** A draw technique where at any point during the draw the archer's bow hand rises excessively higher than the draw hand allowing the arrow to point upwards. For barebow, recurve and compound archers who may use aluminium or alloy-carbon arrows this technique is deemed unsafe and must be avoided since should an accidental release occur the arrow could travel outside the range i.e. beyond the overshoot line. Longbow archers who use wooden arrows may raise their bow hand higher which is necessary to compensate for their much heavier arrows. The determination of an unsafe High Draw technique must not be determined by an individual but only by a consensus of judges, field captain or coaches.

**High Setup** A draw technique where the archer's bow hand and draw hand are raised together during setup to between chin and eye height resulting in the arrow remaining parallel to the ground throughout the draw. This technique is deemed to be safe since should an accidental release occur the arrow will remain within the range i.e. not exceed the overshoot line.

**Holding** Maintaining a steady bow position at full draw during aiming.

**Honorary Member** A class of membership nominated by the members to individuals who have given exceptional service to the club and is voted by the members at an AGM. Honorary Archers are:

- welcome in the clubhouse and at all club functions,
- insured to shoot,
- eligible for a fob for access in and out of the clubhouse,
- eligible for a key,
- welcome to attend General Meetings and may offer their opinion,
- eligible to vote at General Meetings.

**Index fletching (Compound)** The arrow fletching positioned in-line to the slot in the nock. This fletching is usually a different colour to the other fletchings. Formerly known as the cock fletching.

**Index fletching (Recurve)** The arrow fletching positioned at right angle to the slot in the nock. This fletching is usually a different colour to the other fletchings. Formerly known as the cock fletching.

**Judge** The person responsible for the application of the rules of shooting during a tournament.

**Junior Member** Someone who is between the ages of 8 and 18 who has joined RCA for archery activities. Junior Archers are:

- welcome in the clubhouse and at all club functions,
- insured to shoot,
- eligible for a fob for access in and out of the clubhouse,
- not eligible for a key,
- welcome to attend General Meetings and may offer their opinion,
- not eligible to vote at General Meetings.

**Kisser button** A small disc, or similar, which is fitted to the bow string and is drawn to the lips, or other reference point, before loosing (releasing).

**Kyudo** The traditional Japanese form of archery.

**Launcher** An arrow rest on top of a pronged extension just under and in line with the arrow. Can be spring loaded or drop away.

**Left hand archer** An archer who draws with the left hand and aims with the left eye. The bow is held in the right hand

**Left hand bow** A bow with the window cut out on the right-hand side when viewed from bow's string side.

**Let down** When drawing the bow to return to the pre-draw position without releasing the bowstring.

**Let-off** The weight reduction of between 65% and 80% from the peak weight to the holding weight on a compound bow.

**Level** A bubble device attached to the sight to help the archer maintain a vertical bow position. Very common on compound bows, not permitted on recurve bows.

**Limb twist** A fault of recurve limbs which casts the limb tips off the centreline of the bow. Can also be caused by using the push-pull method of stringing the bow, or from abuse of the bow while stored.

**Limbs** The parts of a bow that bend when the bow is drawn and give the propelling force to the arrow.

**Longbow** A traditional bow popular in England in the Middle Ages, usually 6 feet or more in length and made of Yew wood or similar.

**Longrod** Rod attached to the bow to dampen vibrations.

**Loop** The woven or served eyes at the ends of a bow string that fit into the notches at the tip of the limbs when the bow is strung.

**Loose/Loosing** The action of the draw hand at the point of release.

**Low wrist** A bow hand position where the hand is flat against the bow grip and the pressure during the draw is in line through the forearm bone.

**Mass weight** The weight of any piece of equipment placed on a weighing scale; usually used in reference to the bow.

**Member (AGB)** An archer who has paid their membership fee to the governing body, Archery GB, and is therefore covered by the AGB third party liability insurance.

**Member (RCA)** An archer who has paid their membership fees to Rochdale Company of Archers - the Club - and is therefore eligible to shoot at RCA 24/7 and attend RCA General Meetings and Committee Meetings.

**Monofilament** A single strand material which is used for the centre serving on the string.

**National Field Archery Society (NFAS)** Controlling body of Field Archery in Great Britain. Unlike Target Archery, Field Archery involves simulated hunting in woods or other rough terrain by shooting at pictures or models of animals.

**Nock** A device fitted to the back of the arrow that has a groove in it which fits onto the string. It is the grooves at the extreme ends of the limbs in which the loop ends of the bow string fit.

**Nock locator** A locator on the bowstring against which the arrow nock is placed.

**Nocking point** The marked place on the bowstring where the arrow nock is placed before drawing and releasing; usually in pairs, one for each side of the nock.

**Northern Counties Archery Society (NCAS)** When GNAS (now Archery GB) was created, the British Isles and Northern Ireland was split into Regions. NCAS was set up to serve the Northern Counties of England, Cheshire, Lancashire, Cumbria, Yorkshire, Northumberland and Durham, plus the Isle of Man.

**Olympic bow** A class of shooting where the bow has a single string and the bow is held with one hand and the string is drawn and released with the fingers of the other hand. Unlike barebow, sight aids and protruding stabilisers are permitted. Also known as a freestyle, recurve or take-down bow.

**Open stance** A shooting stance where the line of the shoulders is less than 180 degrees taking a line from the shooting position to the centre of the target. An anti-clockwise turn of the feet for RH archer & vice versa.

**Over braced** A bow that has a bracing height greater than the manufacturers' recommendation, or a bow that is fitted with a string too short for optimum and safe performance.

**Over spine** An arrow that is too stiff for the bow, as opposed to under spine, where the arrow is too weak.

**Overbowed** A situation where the archer is using a bow that is too strong. Can be noticed by the archer shaking and will result in poor shooting habits, inaccuracy and can result in physical damage to the archer.

**Overdraw** To pull the string further back than optimum at full draw which may cause limb failure or may cause personal injury.

**Overshoot Line** A safety line defined by the Rules of Shooting clause 302 as:

(i) Overshoot Line. The overshoot line is a line parallel to the shooting line positioned at the required distance behind the targets and extending to the width of the side safety areas.

(ii) Bows shot off the fingers.

a. At target distances up to 60 yards/metres the overshoot line shall be at least 110yds from the shooting line.



b. At target distances over 60 yards/metres the overshoot line shall be at least 50 yards from the target line.

(iii) Bows shot with Mechanical Release Aids. At all target distances the overshoot line shall be at least 150 yards from the shooting line.

**Pass through** An arrow that hits the target but passes right through the boss.

**Peak weight** The highest weight achieved during the drawing of a compound bow.

**Peeking** A shooting flaw wherein the archer moves the head at release to watch the flight of the arrow.

**Peep-sight** A plastic or metal device attached to the string of a compound bow and has a small hole which the archer looks through to line up the front sight with the target. Also required to give clarity to a magnifying front sight.

**Perfect end** An end in which all arrows land in the highest scoring zone.

**Petticoat** An outer, non-scoring area, on some target faces where the target pins are placed to hold the face on the target mat. Also known as the skirt.

**Pile (or Pyle)** The metal tip attached to the head of the arrow shaft. Also known as the point.

**Pinching** Squeezing the arrow nock with the fingers whilst at full draw.

**Plucking** A shooting flaw in which the string hand is pulled out sideways away from the anchor point (reference point) at the moment of loose.

**Plunger** A device that fits to the recurve bow and protrudes just above the arrow rest which can be adjusted to assist in obtaining true arrow flight. Also known as a pressure button.

**Point** The metal tip attached to the head of the arrow shaft. Also known as the pyle or pile.

**Point of aim** A sighting method where the archer uses the tip of the arrow by placing it on a certain object to attain accuracy when shooting.

**Porpoising** An undesirable, erratic, up/down motion of an arrow during its flight to the target, usually caused by a wrongly positioned nocking point.

**Practise** A period of 45 minutes before a metric round during which archers can shoot as many arrows as they wish, but still observing the safety whistle commands.

**Practise bow** A bow with a light draw weight, usually used when teaching beginners.

**Pressure button** A device that fits to the bow. Also known as the button or plunger.

**Pressure point** The place on the bow grip where the hand pressure is located when at full draw.

**Quiver** A holder for arrows that may be worn by the archer or placed on the ground.

**Range** The place where shooting takes place, whether indoors or outdoors.

**Recurve bow** A class of shooting where the bow has a single string and the bow is held with one hand and the string is drawn and released with the fingers of the other

hand. Unlike barebow, sight aids and protruding stabilisers are permitted. Also known as a freestyle, Olympic or take-down bow.

**Reference point** A location on the archer's face to where the string hand comes at full draw to give consistency to shooting. Also known as the anchor point.

**Release** The act of releasing the bowstring at full draw. Also known as loose.

**Release aid** A mechanical hand-held device that attaches to the bowstring and used to draw and release the string minimising the string deflection on release.

**Rest** A device mounted to the riser to support the arrow until it is released.

**Right hand archer** An archer who draws with the right hand and aims with the right eye. The bow is held in the left hand

**Right hand bow** A bow with the window cut out on the left-hand side when viewed from bow's string side.

**Riser** The rigid centre section of a bow onto which the limbs are attached.

**Round** The number of ends shot at designated distances and sizes of targets to obtain a standard score.

**Rules of Shooting** An Archery GB document which provides the approved rules for all shooting and etiquette in the UK.

**Serving** Thread wrapped around the bowstring at its centre and on the loops to protect the string and reduce wear.

**Serving tool** A mechanical device to assist in winding serving material onto the bow string.

**Shaft** The main body of the arrow, un-fletched arrow tube or solid wood.

**Shaft size** An identification code given to a particular arrow size and properties to allow matching with the bow weight in use.

**Shelf** The ledge, usually radiused, at the base of the sight window on the riser that forms a platform for the arrow rest.

**Shooting Administrative Procedures (SAP)** An Archery GB document which provides the approved guidance to organisers and to archers about matters related to the practise of archery within Archery GB.

**Shooting glove** A partial glove with three fingers to protect the drawing hand fingers and to ensure a smooth release of the bow string. Usually for longbow archers.

**Shooting line** A line marked parallel to the targets from which the archers shoot.

**Shooting zone** The area between the Shooting Line and the Waiting Line. The Field Captain and/or Judges are allowed in the Shooting Zone, but archers must leave the Shooting Zone immediately they have finished shooting and wait behind the Waiting Line. Coaches or Instructors are allowed in the Shooting Zone only while they are instructing archers actually shooting.

**Sight** Any device mounted on the bow that allows the archer to aim directly at the target or mark.

**Sight bar** The vertical bar of the bow sight to which the sight block or aperture assembly is attached.

**Sight block** The moveable portion of the bow sight which holds the sight pin.

**Sight extension** The horizontal bar of the bow sight to extend the sight pin away from the bow toward the target.

**Sight marks** Recurve and compound archers are permitted to use sight aids. The sight mechanisms are adjusted for different target distances and have graduated scales. It is good practise to record your settings for various distances for ease of setting up for future shoots.

**Sight pin** The part of the bow sight that is superimposed on the centre of the target during the act of aiming.

**Sight window** The recessed area on the riser just above the grip.

**Sighters** One end of six arrows or two ends of three arrows shot on an imperial round to 'get your eye in' prior to the scoring round.

**Six gold end** A perfect end of six arrows all in the gold.

**Skirt** An outer, non-scoring area on some target faces where the target pins are placed to hold the face on the target mat. Also known as the petticoat.

**Sling** A strap attached to the bow through which the archer slips the bow hand, thereby preventing the bow from being dropped upon release.

**Snap shooting** Shooting without pausing to aim carefully.

**Social Member** Someone who has joined RCA for social activities only. Social Members are:

- welcome in the clubhouse and at all club functions,
- not insured to shoot,
- eligible for a fob for access in and out of the clubhouse,
- not eligible for a key,
- eligible to vote at General Meetings.

**Spine** The measured deflection of an arrow shaft established by hanging a specified weight (880 grams) from its centre whilst being supported at both ends (28" apart). A measure of the stiffness of arrows.

**Stabiliser** A rod and weight assembly mounted on either the face or back of the riser to help eliminate torque of the bow around its axis upon release.

**Stacking** A rapid disproportionate increase in draw weight in the last few inches when drawing some (usually older) recurve bows.

**Stance** The physical standing alignment of the body in relation to the target in preparation for shooting.

**String** The string of a bow usually made of synthetic material.

**String alignment** The relationship between the bowstring and the sight aperture. Also known as string window.

**String fingers** The fingers that hold the bowstring when shooting a bow.

**String hand** The hand that pulls the string.

**String height** The distance between the string and pressure point when the bow is strung. Also known as bracing height.

**String jig** A mechanical device on which bow strings are made.

**String loop** The parts of the string that fit over the limb nocks.

**String walking** A technique where the longbow or barebow archer moves the position of the string fingers on the string to adjust the vertical displacement of the arrow.

**Tab** A piece of leather worn on the drawing hand to protect the fingers and give a smoother release to the string.

**Takedown bow** A class of shooting where the bow has a single string and the bow is held with one hand and the string is drawn and released with the fingers of the other hand. Unlike barebow, sight aids and protruding stabilisers are permitted. Also known as a freestyle, Olympic or recurve bow.

**Target archery** A competitive round shot at fixed distances in an open field.

**Target Captain** The person at each target during a tournament designated to record all arrows on that target onto the scoresheet. The Target Captain is the archer assigned to position 'C'. Note, the Target Captain cannot score their own arrow values which must be recorded by the Target Lieutenant.

**Target face** The paper face (or other material) printed with scoring area and mounted on the target boss.

**Target Lieutenant** The person at each target during a tournament designated to record the arrow values shot by the Target Captain. The Target Lieutenant is the archer assigned to position 'D'.

**Target panic** The inability to hold the sight on the gold long enough to steady the bow sight and aim before release.

**Target stand** A prefabricated structure which holds the target boss in the designated correct position.

**Tassel** A tassel of yarn worn at the archer's belt for cleaning arrows.

**T-draw** A draw technique where the archer's bow hand and draw hand are raised together during setup to chin height resulting in the arrow remaining parallel to the ground throughout the draw. This technique is deemed to be safe since should an accidental release occur the arrow will remain within the range i.e. not exceed the overshoot line.

**Tent line** A line behind which archers and spectators may erect a tent. No-one is permitted to cross the tent line towards the shooting line unless they are a participating archer and it is their turn to shoot, or the field party who may approach the targets to look for lost arrows or to move target bosses.

**Throat** The narrowest part of the grip where the thumb and index finger encircle the grip.

**Tiller** The difference between the measurements at a given point on the top & bottom bow limbs and the bow string. Most bows now have adjustable limb bolts that assist in adjusting the tiller measurements. Usually 4-9mm more at the top limb measurement.

**Tip** The extreme end of the narrow part of the limbs.

**Torque** A rotation of the bow about its axis upon release of the bow string.

**Toxophile/toxophilite** One who takes part in the sport of archery.

**Toxophilus** The title of the first book to teach the art of archery, written in 1545 by Roger Ascham who was the archery coach to Queen Elizabeth I of England.

**Toxophily** The sport of archery.

**Trajectory** The curved path of an arrow during its flight to the target.

**Tune** Adjustments made to the bow and arrow set-up, to achieve the truest arrow flight possible.

**Under spine** An arrow that is too weak for the bow, as opposed to over spine, where the arrow is too stiff.

**Under-bowed** An archer shooting a bow that is too weak for the task being undertaken.

**Under-draw** An archer who does not draw the bow to its full potential.

**Under-strung** A bow with a string too long resulting in a low bracing height and reduced efficiency.

**Unit aiming** Maintaining the relationship of the body's shooting line while adjusting the elevation needed from the waist or hips.

**Unshot arrow** If an arrow is dropped or mis-shot (excluding bouncers) and the archer can reach it without leaving the shooting position, the arrow is considered to be unshot, retrieved and re-shot.

**Valley** The point of the lowest holding weight reached at full draw on a compound bow.

**Vane** A feather or plastic fletching fitted to the arrow.

**WA (World Archery)** Formerly FITA - Fédération Internationale de Tir à l'Arc. The international governing body of archery.

**WA standard arrow** An arrow not exceeding the diameter of 25/64 of an inch (9.4mm) with a specification of the XX75 alloy or its equivalent.

**WA standard bow** A basic one piece or take down bow with wood and or glass fibre limbs. It can have a simple sight and a non-adjustable arrow rest. The tab or finger protection must exclude any form of stiffening or locating platform. The un-braced bow complete with its accessories must be capable of passing through a hole of 12.2cm diameter.

**WA Star** A special tournament run under WA (formerly FITA) rules at which an archer may win a FITA Star award. These are awarded to archers achieving a score for the first time in the following category – 1000 (star), 1100 (star on black shield), 1200 (Star on blue shield), 1300 (star on red shield), 1350 (star on gold shield) and 1400 (star on purple shield).

**Waiting line** A line parallel to the shooting line, at least five yards behind the shooting line, which the archers about to go to the shooting line must not cross until given the signal to do so.

**Wax** Beeswax or synthetic wax used to seal the bowstring preventing excessive moisture being absorbed. It also binds the string fibres together and lubricates the loop ends.

**Weight** The force, measured in pounds, required to draw the bow to the specified draw length.



**Windage** Horizontal correction of the bow-sight adjustment to compensate for wind drift.

**Wobble** An erratic motion of an arrow in flight.

**Wrist sling** A strap that wraps around the archer's wrist and the bow, thereby preventing the bow falling to the ground during release.

**Yew** A type of wood traditionally used to make bows.

## Postscript

This handbook is intended only as an introduction to the rules and guidance of archery and is far from a complete knowledge of the sport. There is further reading available in the range, including the Rules of Shooting. Please feel free to talk to any senior archer who will be happy to share their knowledge with you.

Membership fees are due annually at the end of September; for more information please contact the Membership Secretary.

For more information on any aspect of archery at RCA, please feel free to chat to any of the coaches or email the Committee members on the addresses below.

Chairman	chairman@rochdalearchers.com
Child Protection Officer	cpo@rochdalecompanyofarchers.com
Company Secretary	<i>No direct email, please contact the Secretary</i>
Competitions Secretary	competitions@rochdalecompanyofarchers.com
Equipment Officer	<i>No direct email, please contact the Secretary</i>
Secretary	secretary@rochdalecompanyofarchers.com
Health & Safety Officer	<i>No direct email, please contact the Secretary</i>
Junior Coach	junior.coach@rochdalearchers.com
Junior Records Officer	junior.records@rochdalearchers.com
Junior Secretary	junior.secretary@rochdalearchers.com
Media Officer	<i>No direct email, please contact the Secretary</i>
Membership Secretary	membership@rochdalecompanyofarchers.com
President	<i>No direct email, please contact the Secretary</i>
Records Officer	records@rochdalecompanyofarchers.com
Rugby Representative	<i>No direct email, please contact the Secretary</i>
Social Secretary	social@rochdalecompanyofarchers.com
Treasurer	treasurer@rochdalecompanyofarchers.com

## Useful Links

### Archery Clubs

Assheton Bowmen  
 Blackpool Bowmen  
 Pendle & Samlesbury (Bowmen of)  
 Chorley Bowmen  
 Eccles Archery  
 New Century Bowmen  
 Preston Grasshoppers Bowmen  
 Rochdale Company of Archers  
 Saxon Archers  
 Spinners Mill

[asshetonbowmen.com](http://asshetonbowmen.com)  
[blackpoolbowmen.co.uk](http://blackpoolbowmen.co.uk)  
[pendleandsamlesbury.co.uk](http://pendleandsamlesbury.co.uk)  
[chorleybowmen.co.uk](http://chorleybowmen.co.uk)  
[ecclesarcheryclub.uk](http://ecclesarcheryclub.uk)  
[newcenturybowmen.org.uk](http://newcenturybowmen.org.uk)  
[grasshoppersbowmen.co.uk](http://grasshoppersbowmen.co.uk)  
[rochdalecompanyofarchers.com](http://rochdalecompanyofarchers.com)  
[saxonarchers.uk](http://saxonarchers.uk)  
[spinnersmillarchery.com](http://spinnersmillarchery.com)

### Archery Shops

Aardvark Archery  
 Alternatives  
 Archery World  
 Bowsports  
 Clickers Archery  
 Heritage Archery  
 Longbow Shop  
 Merlin Archery  
 Perris Archery  
 Phoenix Archery  
 Quicks Archery

[aardvarkarchery.co.uk](http://aardvarkarchery.co.uk)  
[alternativess.com](http://alternativess.com)  
[archeryworld.co.uk](http://archeryworld.co.uk)  
[bowsports.com](http://bowsports.com)  
[clickersarchery.co.uk](http://clickersarchery.co.uk)  
[heritage-archery.co.uk](http://heritage-archery.co.uk)  
[thelongbowshop.com](http://thelongbowshop.com)  
[merlinarchery.co.uk](http://merlinarchery.co.uk)  
[perrisarchery.co.uk](http://perrisarchery.co.uk)  
[phoenix-archery.co.uk](http://phoenix-archery.co.uk)  
[quicksarchery.co.uk](http://quicksarchery.co.uk)

### Governance

Archery GB (AGB)(GNAS)  
 British Archery Postal League  
 Cheshire Archery  
 English Archery Federation  
 Lancashire Archery Association (LAA)  
 Northern Counties Archery Society  
 World Archery (WA)(formerly FITA)

[archerygb.org](http://archerygb.org)  
[bapostalleague.co.uk](http://bapostalleague.co.uk)  
[cheshirearchery.org](http://cheshirearchery.org)  
[englisharcheryfederation.org](http://englisharcheryfederation.org)  
[lancashire-archery.org.uk](http://lancashire-archery.org.uk)  
[ncas.co.uk](http://ncas.co.uk)  
[worldarchery.org](http://worldarchery.org)

### Tools

Eventbrite  
 Sight Mark Calculator  
 Sight Mark Calculator

[eventbrite.co.uk](http://eventbrite.co.uk)  
[bascule.demon.co.uk](http://bascule.demon.co.uk)  
[plumpton-bowmen.org.uk](http://plumpton-bowmen.org.uk)



Hands Lane, Moorgate Avenue, Rochdale, OL11 5LU