



## RCA TOUR GUIDE

Welcome to archery at RCA.

### WebCollect

Membership fees and club purchases are made on WebCollect.

Your contact details on WebCollect will be used to create your Archery GB account and to keep you informed of club news.

You must keep your details up to date.

### Membership Fees

Your membership fees include affiliation to Archery GB which provides our insurance.

Renewals are due annually. You must pay before 1<sup>st</sup> October, or you cannot shoot.

### Deposit

Senior members pay a deposit of £10 for a key and fob.

Junior members pay £5 for a fob only.

If you leave RCA, you must return club items and we will refund your deposit.

### 24-7 Access

The indoor range is free for practise, 24 hours / 7 days, except Friday nights.

### Gate

The code for the RRUFC gate is **C1570X**.

### Fob

To enter/exit the doors, touch your fob to the grey reader to release the mag-lock.

In an emergency, press the plastic screen on the green emergency door release.

### Intruder Alarm

If you are the first in the range, the intruder alarm will give an intermittent sound.

Disable the alarm by keying in the code **0202**. Sometimes the buttons stick a little.

### Sign-in Book

We use a Sign-in Book (diary) for fire assembly Role Call.

Please sign-in on entry and sign-out when leaving.

### CCTV

The clubhouse CCTV covers just the two access doors, inside and out.

Recordings are password protected, can only be accessed by the Directors, and are stored locally only.

### Solo Shooting - Indoors

Indoors solo shooting is permitted but you are advised to inform someone where you are in case of emergency.

For junior archers to shoot there must always be a senior archer present and the junior archer must be supervised by a responsible adult.

### Solo Shooting - Indoors

Outdoors solo shooting is not permitted.

There must always be two senior archers present so there is always a lookout.

### Friday Night

We have a dedicated club night for U18s, U25s, and students who have gone on to Higher Education.

The U18/U25s meet on Friday 6:30-9:30pm. The indoor range is closed to senior archers.

### Personal Equipment

New archers are encouraged to buy their own 'accessories for archer':  
finger sling, finger tab, armguard, chest guard, quiver, bow stand, arrow puller.

### Your First Bow

When you are ready to buy your first bow, please speak to a coach for advice.

We recommend that you do not buy used equipment from online markets.

### Club Bows

If you are new to archery, please do not buy your own bow too soon. For the first few months shoot with our lightweight bows.

Club bows can be hired for £1 per session. There is an honesty box by the front door.

### Club Arrows

If you use club arrows, make sure you pick the right length. DO NOT shoot arrows that are too short. For help, please ask a coach.

### Damaged Club Equipment

If you have any equipment breakages, please write a note on the whiteboard for the Equipment Officer. Put full arrow sets into the big tube in the bow room.

### Risk Assessment

The Risk Assessment is reviewed annually. A copy is on the club Admin noticeboard.

### Fire Alarm

If the range is busy take the 'bar' off the double fire doors in the boss store.

If the alarm sounds, a loud continuous ringing bell, leave the range by the nearest exit and meet in the car park.

Do not re-enter the building until the all-clear is given.

### First Aid

The First Aid kit is available.

Accident/incident forms are available on the club Admin noticeboard. Please complete and pass to a committee member or coach.

### Kitchen Safety

The kitchen is a small space. Archers must not take their arrows into the kitchen, instead leave your quiver with your bow in the shooting range.

### Brews & Biscuits

Members/visitors may have hot/cold drinks and a couple of biscuits. You must pay the prices displayed in the kitchen. Please pay into the honesty box.

If you see anything needs to be restocked, please email [social@rochdalearchers.com](mailto:social@rochdalearchers.com).

Please wash and put away anything you use.

### Club Shirts

RCA T-shirts are £30. To order your shirts please email [social@rochdalearchers.com](mailto:social@rochdalearchers.com).

### Coaching

Coaching is at the range for anyone on Mondays and Tuesdays from 7:00pm; except the 2<sup>nd</sup> Tuesday of month when there is a Committee Meeting.

### Target Faces

Please use **used** target faces for practice.

On club shoots, the organiser will provide clean, unshot target faces.

Please put used target faces back in the store at the bottom right side of the range.

### Field Captain

Club shoots will be supervised by a Field Captain who has sole control of the shoot and is empowered to resolve all disputes.

Commands used: **All Shot, All Back, FAST.**

The Field Captain's decision is final.

### Thursday Cup

Thursday Cup is a handicap adjusted competition so new archers can win.

To qualify for the Thursday Cup, you must shoot at least 3 Portsmouths and 1 of each of a Bray I, Vegas, WA18 and Worcester.

### Work Nights

Cleaning nights to clean the range, kitchen & loo will be held on the last Monday of the month 7:00-8:00pm. Please help.

Work nights to fix bosses and equipment will be arranged by the Equipment Officer.

Requests for help will be sent to members by email.

### Last to Leave the Range

If you are the last to leave, please:

**Turn off** heater thermostat. The fan must continue to blow to allow the heater to cool.

**Pack up** your archery gear.

**Refit** the wooden bar on the fire exit doors.

**Turn off** heater isolation switch.

**Turn off** lights in kitchen, bow room, range.

**Enter code** on alarm keypad.

**Fob** to open front door.

**Lock** front door, turn key **twice** anti-clockwise.

**Check** if rugby club are still in clubhouse; if shutters are up, they are still in.

**Lock** gates if rugby clubhouse is locked.