



Welcome to  
Rochdale Company of Archers.

## WebCollect

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

You must keep your details up to date.

## GDPR

Your data will be treated as confidential and is only accessible by a few Committee Members.

AGB need: name, address, email, DoB, gender.

Your data will never be shared with anyone without your consent. You have the right to have your data removed from WebCollect.

## WhatsApp

Members communicate on an RCA WhatsApp group - [RCA Friendly Archers](#).

## Membership Fees

You must be insured to shoot.

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

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

If you do not renew your membership your fob will be deactivated.

## Deposit

Senior members pay a deposit of £10 for a key and fob. Juniors pay £5 for a fob only.

Pay by bank transfer or cash.

If you leave RCA, you must return all club items for us to refund your deposit.

## 24-7 Access

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

## Friday Night

We have a dedicated club night for U18s, students in Further Education, U21s and U25s.

Friday nights 6:30-9:30pm the indoor range is closed to senior archers.

## Gate

The code for the Rugby Club gate is [REDACTED].

## Fob

To enter/exit the doors, touch your fob to the reader which releases the maglock.

## Emergency Exit

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

## Intruder Alarm

If you are the first in the range disable the alarm by entering the code [REDACTED]. Sometimes the buttons stick a little, just keep pressing.

## 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 stored locally only, overwritten every 30 days, password protected, and can only be accessed by the Directors.

## Solo Shooting - Indoors

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

Juniors - there must always be a senior archer present and the junior archer must be supervised by a responsible adult.

## Solo Shooting - Outdoors

Outdoors solo shooting is not permitted.

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

Carbon arrows are NOT permitted.

## Personal Equipment

New archers are encouraged to buy their 'accessories for archer':

finger sling, finger tab, armguard, chest guard, quiver, bow stand, arrow puller.

## 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.

To use our club bows, pay £1 per session into the 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 find any club equipment broken, please write a note on the whiteboard for the Equipment Officer.

Put arrow sets into the tube in the bow room.

## Your First Bow

When you are ready to buy your first bow, we recommend that you do not buy used equipment from online markets.

Please speak to a coach for advice.

## Risk Assessment

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

## Fire Alarm

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.

## First Aid

The First Aid kit is available.

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

## Accident / Incident Forms

Email Accident/Incident Forms to the relevant Committee Member. See the Admin board.

## 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 range.

## Brews & Biscuits

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

## Target Faces

On club shoots, the organiser will provide new target faces.

For practice, use any used target faces from the store at the right hand side of the range.

Please put destroyed target faces in the bin.

## 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.

Requests for help will be emailed to members.

## 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.

**Check** wooden bar is 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** rugby club have left, if their shutters are down and lights are off, they have left.

**Close** gates as you leave.