

Blackwood Special Schools Outdoor Education Centre Inc.

ARCHERY

Archery Locations

- 🐼 The Blackwood Special Schools Outdoor Education Centre Inc. Archery Site
- 🐼 The Blackwood Sports Reserve

Archery Activity Descriptions

- 🐼 This is considered a specialised activity as poor supervision, inappropriate behaviour or lack of instructor skill or experience may harm participants.
- 🐼 Archery will not be available during times of extreme high & low temperatures, high winds and storms.
- 🐼 The aim of the activity is to provide participants with:-
 - 🐼 A new recreation experience;
 - 🐼 Aid the development of psychomotor skills;
 - 🐼 Increase self-confidence;
 - 🐼 Understand the fundamental skills and safety issues associated with archery; and
 - 🐼 An opportunity to Play, Enjoy, Laugh and have Fun.
- 🐼 At the conclusion of the activity participants should be able to:-
 - 🐼 Identify the parts of a bow, arrow and string
 - 🐼 Know the correct stance for loading and releasing an arrow
 - 🐼 Competently load and release an arrow
 - 🐼 Safely participate and understand the safety issues associated with the activity.
- 🐼 **THE FULL RESPONSIBILITY FOR SUPERVISION OF THESE ADVENTURE PLAYGROUNDS BELONGS TO:-**
 - 🐼 **THE GROUP LEADER; and**
 - 🐼 **VISITING STAFF**

Age Suitability

- 🐼 10 - 18 year olds

Staff Ratio

(Remember Blackwood Special Schools Outdoor Education Centre Inc. Staff cannot be considered as part of your Staff : Student Ratio at any stage during your Blackwood Experience.)

- 🐼 1:6 - leaders/teachers/adults to campers (a minimum of 2 Visiting Staff must onsite during the implementation of Archery **AT ALL TIMES**)

Blackwood Special Schools Outdoor Education Centre Inc. Staff Experience

- 🐼 **Archery is a Specialised Activity and can ONLY be conducted under the direct supervision of Blackwood Special Schools Outdoor Education Centre Inc. Staff.**
- 🐼 Blackwood Special Schools Outdoor Education Centre Inc. Staff have demonstrated an ability to undertake the activity.
- 🐼 Demonstrated ability includes:-
 - 🐼 Previous experience instructing and supervising small groups in recreation activities
 - 🐼 A full understanding of the technical, safety and supervisory components of archery.

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Student Participant Experience

- 👤 No previous experience in the activity is required.

Blackwood Special Schools Outdoor Education Centre Inc. Responsibilities

- 👤 Blackwood Special Schools Outdoor Education Centre Inc. Staff will instruct the activity and take responsibility for the technical and related safety of participants engaged in the activity, including observers.
- 👤 Blackwood Special Schools Outdoor Education Centre Inc. Staff are responsible for:-
 - 👤 Checking Blackwood Special Schools Outdoor Education Centre Inc. Activity First Aid Kit prior to activity.
 - 👤 Ensuring all Archery Equipment is provided and on the activity site.
 - 👤 Confirming weather conditions prior to the activity,
 - 👤 Informing visiting staff of their roles in the behaviour, supervision and instruction of campers.
 - 👤 Monitoring the welfare and fitness of participants.
 - 👤 Ensuring the group is properly instructed in safety procedures.
 - 👤 Checking the suitability of clothing and equipment used by archers.
 - 👤 Undertaking a head count prior to, during and after the activity.
 - 👤 Implementing sun safe strategies.
 - 👤 Recording near miss incidents in the accident register and advising the Blackwood Special Schools Outdoor Education Centre Inc. Manager.

Group Leaders Responsibilities

- 👤 Visiting Staff will be responsible for the behaviour and supervision of campers **AT ALL TIMES** including:-
 - 👤 To and from the activity;
 - 👤 For those awaiting their turn; and
 - 👤 For following the directions of Blackwood Special Schools Outdoor Education Centre Inc. Staff.
- 👤 Visiting Staff will also be responsible for informing Blackwood Special Schools Outdoor Education Centre Inc. Staff of medical conditions of participants which may arise during the activity.
- 👤 Assessing first aid requirements, identifying campers at risk e.g. asthma and appointing the first aider.
- 👤 Check and provide their groups first aid kit prior to the activity commencing.
- 👤 Undertaking a head count prior to, during and after the activity.
- 👤 Implementing sun safe strategies.
- 👤 Ensuring adequate & appropriate drinks and snacks are available on the Archery Activity Site.

Visiting Staff Responsibilities

- 👤 To carry out tasks as directed by the Group Leader and / or Blackwood Special Schools Outdoor Education Centre Inc. Staff.
- 👤 These may include - but are not limited to:-
 - 👤 Monitoring the welfare and fitness of campers;
 - 👤 Assisting the Group Leader and Blackwood Special Schools Outdoor Education Centre Inc. Staff;
 - 👤 First aid responsibility;
 - 👤 The supervision and behaviour of campers; and
 - 👤 Adhering to the safety rules.

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Participant Responsibilities

- 🐘 Adhering to the safety rules and directions of:-
 - 🐘 Blackwood Special Schools Outdoor Education Centre Inc. Staff
 - 🐘 Group Leader
 - 🐘 Visiting Staff

Safety Equipment, Inventory & Clothing Requirements

Blackwood Staff	Group Leader	Visiting Staff	Participants
🐘 Archery Targets	🐘 1 st Aid Kit	🐘 Sunscreen	🐘 Hats
🐘 Bows, Arrows, Quivers	🐘 All Medical Details	🐘 Snacks	🐘 Appropriate Clothing
🐘 Safety Firing Rope	🐘 Water	🐘 Water	🐘 Water
🐘 Whistle	🐘 Appropriate Clothing	🐘 Appropriate Clothing	🐘 Solid Footwear
🐘 Everyone should wear solid footwear at all times eg. sandals/runner - Thongs, Sandals & Gumboots are NOT appropriate			

First Aid Requirements

- 🐘 Archery occurs within visual distance of the School & Tent Shelter Accommodation Sites.
- 🐘 A first aid kit and a trained first aider will be the site of the activity at all times.
- 🐘 Personal sun protection must be used.
- 🐘 Insect repellent and stingoes is a good idea.
- 🐘 A current Level 2 of First Aid Certificate is required by a minimum of one of the visiting staff.

Safety Briefing & Emergency Response

- 🐘 The following information is included in the activity briefing:-
 - 🐘 Identity and role of all staff.
 - 🐘 Briefing participants about the nature and purpose of the activity, about potential risks and appropriate safety procedures.
 - 🐘 Essential equipment and clothing (e.g. sunhat, long sleeves if possible, solid footwear, long hair tied back. Securing or removing any loose apparel, jewellery and other ornaments that may cause injury to themselves and/or other participants)
 - 🐘 Brief participants about the need to minimise the impact on the environment
 - 🐘 A summary of the emergency plan or sufficient information to allow participants to act appropriately in the event of an incident or emergency, including methods of emergency communication.
 - 🐘 Explanation of what is expected of participants and the participant's responsibility to act as requested (conduct etc.) both in at the firing line and while observing.
 - 🐘 Agreed methods of communication within the group (signals and calls) devised before the activity commences.

Other

- 🐘 Immediately prior to commencing the activity Blackwood Special Schools Outdoor Education Centre Inc. Staff will ensure:-
 - 🐘 All Archery Equipment is checked
 - 🐘 No broken or damaged arrows;
 - 🐘 No damaged or frayed strings; and
 - 🐘 No cracked bows.
 - 🐘 Equipment is safely carried to and correctly setup at the firing line

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- 🐼 Bows correctly strung
- 🐼 Establishing a firing line using the existing safety rope
- 🐼 Participants are seated behind those actually firing
- 🐼 Participants are briefed about:-
 - 🐼 The nature and purpose of the activity
 - 🐼 About potential hazards and appropriate safety procedures
 - 🐼 As well as behaviour of observers
- 🐼 Activity area clear of pedestrians and tripping or slipping hazards
- 🐼 First aid needs and identifying campers at risk e.g. asthma has been arranged
- 🐼 Near miss incidents are recorded in the accident register and Blackwood Special Schools Outdoor Education Centre Inc. Manager advised
- 🐼 Blackwood Special Schools Outdoor Education Centre Inc. sun safety policy is adhered to

Specific Archery Activity Instructions

- 🐼 Participants are instructed to:-

Handle a Bow

- 🐼 **Never draw a bow and point it at someone else, even if it does not have an arrow in it.**
- 🐼 **DO NOT** nock an arrow and draw a bow until you are standing on the firing line and the signal to begin firing is given.
- 🐼 **DO NOT** 'dry fire' a bow without an arrow.
 - 🐼 This can cause shock, which can damage the bow.
- 🐼 If you misfire or drop an arrow forward of the shooting line, **DO NOT** step forward to pick it up until the signal to stop shooting has been given.
- 🐼 Always aim directly at the target.
- 🐼 Never fire an arrow up into the air.
- 🐼 Always check that your line of sight to the target and the area to either side and behind the target is clear before you shoot.
- 🐼 When you have finished shooting all your arrows:-
 - 🐼 Place your Bow in the Quiver; and
 - 🐼 Step back from the firing line & sit down until the other archers have finished and the signal to stop shooting is given.
- 🐼 Wear an armguard to protect your forearm from the string on release.
- 🐼 Before and during shooting check that your bow and string is:-
 - 🐼 In good condition;
 - 🐼 Properly set up; and
 - 🐼 Your arrows are not damaged.

Handling Arrows

- 🐼 Carry arrows with the points towards the ground.
- 🐼 Do not run while carrying arrows.
- 🐼 When approaching the target look out for arrows that may have fallen short in front of the target.
- 🐼 Stand to one side of the target while pulling out arrows.
- 🐼 Do not hand an arrow point first to another archer.
- 🐼 Check your arrows after each end. Do not shoot an arrow that has a damaged nock or shaft or shows signs of fracture or splitting.

General

- 👤 Instruction in the correct method of loading and firing arrows
- 👤 Withdrawing arrows from the target or the ground to prevent eye injury

- 👤 Signals to students to:-
 - 👤 Commence shooting - A whistle
 - 👤 Cease shooting - A double whistle
 - 👤 Retrieve arrows - Firing Safety Rope Down & Whistle Blown
- 👤 General activity safety.

- 👤 After the activity Blackwood Special Schools Outdoor Education Centre Inc. Staff are responsible for ensuring the equipment is securely stored and that any damage or wear and tear to the equipment is noted for action and repair.

Emergency Strategy

- 👤 Mobile phone communication is very restricted from the Archery Activity Sites.
 - 👤 The Archery Site is 80 metres from the Tent Shelter where a phone is available.
 - 👤 The Archery Site is 150 metres from the School Accommodation Site where a phone is available.
 - 👤 The Blackwood Sports Reserve is 1.2km from the Residence Accommodation Site where a phone is available.
- 👤 The Archery Activity Site is easily accessible for Camp & Emergency Vehicles at all times and in all seasons.
- 👤 The Blackwood Sports Reserve is easily accessible for Camp & Emergency Vehicles at all times and in all seasons.
- 👤 Participant names, addresses, details, permission & medical forms, etc. are held by the visiting staff.
- 👤 Any special medical issues are known to the teachers and any students with potential medical conditions will be monitored during the activity.
- 👤 Archery is not weather dependent but in periods of extreme temperatures, high winds or storms groups may be directed to another activity - until the weather is more suitable.
- 👤 Groups must stay at the Archery Activity Site for the duration of the Activity - unless they require bathroom facilities or any other equipment within their Accommodation Site.
- 👤 **PERSONS WAITING TO ACCESS THE ACTIVITY MUST REMAIN SEATED AT ALL TIMES & MAY ASSIST WITH SCORING FOR THE OTHER PARTICIPANTS.**
- 👤 **ONLY FOUR (4) PARTICIPANTS MAY STAND AT THE FIRING LINE AT ANY STAGE.**
- 👤 **ONCE A PARTICIPANT HAS FIRED ALL OF THEIR ARROWS THEY MUST REMAIN SEATED.**
- 👤 **ONCE EVERYONE HAS FINISHED FIRING THEIR ARROWS:-**
 - 👤 **ALL BOWS MUST BE PLACED ON THERE STANDS**
 - 👤 **ONLY THE PARTICIPANTS CAN ENTER THE RANGE - EVERYONE ELSE MUST REMAIN SEATED**
 - 👤 **ONCE THE ARROWS ARE COLLECTED THEY MUSTBE PLACED IN THE QUIVER**
 - 👤 **ONCE THE RANGE IS CLEARED OF ARROWS & PEOPLE THE FIRING ROPE IS PUT BACK INTO PLACE & NEW PARTICIPANTS ARE CALLED TO THE FIRING LINE**
- 👤 Visiting Staff MUST monitor the behaviour of those people not actually at the firing line.
- 👤 Blackwood Special Schools Outdoor Education Centre Inc. Staff will direct the activities of the archers.
- 👤 All Staff will be briefed on the emergency strategy and be expected to be able to seek assistance if required.

Activity Notes

- 👤 This activity can only be conducted by Blackwood Special Schools Outdoor Education Centre Inc. staff who **MUST BE**:
 - 👤 Familiar with the Archery Activity Sites
 - 👤 Familiar with the Archery Safety Briefing
 - 👤 Familiar with Emergency & Risk Management Plans
 - 👤 Currently 1st Aid Level 2 Qualified
- 👤 Constantly check the health and wellbeing of all members of the group throughout the walk

Environmental Considerations

- 👤 Groups **MUST** implement Minimal Impact Bushwalking Practices
- 👤 These include but are not limited to:-
 - 👤 Pack to minimise rubbish
 - 👤 If you carried it in, you carry it out
 - 👤 Don't feed or leave food for the animals
 - 👤 Always walk on the tracks and established paths
- 👤 **NO RUNNING**
- 👤 Keep the noise to a minimum