



SAFETY REGULATIONS

AC RANGE SAFETY OFFICER CERTIFICATION PROGRAM

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1 STANDARDS FOR FACILITIES

Section I: Outdoor Facilities

A. TARGET

Terrain

The shooting area must be smooth/flat and free of unnecessary objects.

Range Layout

1. On the shooting line, each archer requires a minimum of 90cm and 1.25m for wheelchair athletes.
2. When the public has the right of access or in a residential area, suitable barriers must be erected around the range to keep spectators back. These barriers will be at least 20 meters away from the ends of the target line set at 90 meters and may if desired reduce in a straight line to a minimum of 10 meters away from the ends of the shooting line. This will maintain a margin of approximately 13 meters from the target line when the targets are moved forward to 30 meters. The barriers will be at least at 50 meters beyond the 90 meters target line. The safety distance of 50 meters may be reduced if an adequate backstop e.g. efficient netting, a bank or similar device is erected (not a Hedge or penetrable fence). The backstop must be high enough to stop arrows which have just missed the top of the butts at 90 meters. Considerations should also be given to any distractions caused to the athletes by movement of people, etc. behind the butts.
3. A target range situated near a residential zone must be marked off by a warning tape 1m from the ground.
4. A clearly labelled sign, indicating «Danger, archery zone, No traffic allowed» must be placed at all access paths and behind the targets.
5. Should a shooting lane parallel a thoroughfare, there must be an empty space/safety zone between the shooting lane and the thoroughfare. The side space for safety buffer extends to 10 meters to the side at the shooting line to a 20 meter width at 90 meters and then extends to 140 meters from the shooting line⁴. When the ideal safety zone is not possible, it may be possible to reduce the safety zones to the side and behind the archery range by introducing physical barriers. For these to be effective, arrows must not be able to pass through these barriers. The materials used must be capable of withstanding the elements and an arrow strike. These must be well maintained.
6. There must be a safety zone of at least 3 m behind the shooting line.
7. The shooting line must be marked clearly. The demarcation lines must be visible. They must cross the shooting area's length and width, and outline the shooting lanes.

RECOMMENDATIONS

Layout /Design

1. When setting up an outdoor shooting range, it is suggested that targets be placed north north-west of the shooting line and the shooting line should be situated south-south east.
2. For long-distance shooting or clout, use a large, vacant and isolated area.
3. A warm-up or practice area should be provided for outdoor tournaments whenever possible.

B. 3D COURSES

Range Layout

1. The course must be laid in a wooded area seldom used by the general public.
2. No path or shooting lane should cross another path or shooting lane.
3. A backstop should be installed to stop the areas that may go over the target butt.
4. If moving targets are used, (suspended or otherwise devised), a backstop material covering all possible deflection surfaces must be created to a height no less than 2.5m.
5. A raised shooting stake (i.e. platform) must be secured, as well as access to and from the platform.
6. A raised platform must be enclosed with a guard rail. The guard rail must be at least 1.06m tall.
7. Shooting stakes or shooting positions must be dug into the ground.

Safety Zones

1. There should be a 25m safety zone behind each target preventing archer or spectator access.
2. There should be a 15m safety zone on each side of the shooting lanes.
3. The course makers must prepare safe paths for judges, medical personnel and allow the transportation of equipment round the course (s) while shooting is in progress.

Signage

1. Each target must have a sign directing the archer to the next target. Clearly visible direction signs indicating the route from target to target must be placed at adequate intervals to insure safe and easy movement along the course.
2. A clearly labelled sign, indicating «Danger, archery zone, No traffic allowed» must be placed at the start of all access paths.

RECOMMENDATIONS

1. For field or 3D use a starting signal that respects the environment.
2. A warm-up or practice area should be provided for outdoor tournaments whenever possible

Section II: Indoor Facilities

TARGET

Floor

1. Shooting area must be smooth and free of unnecessary objects.

Range Layout

2. On the shooting line, each archer requires a minimum of 90cm and 1.25m for wheelchair athletes.
3. A backstop net should be hung behind the targets.

Safety Zones

4. There must be at least 1m between the net and the wall.
5. There must be at least 3m behind the shooting line. During a competition, this safety zone must be at least 5m.
6. The height of the shooting area must be at least:
 - 3m when shooting up to 35m
 - 4m when shooting between 40 and 45m
 - 5m when shooting between 50 and 55m
 - 6m when shooting 60m and more

Ventilation

1. Practice should take place in a well ventilated area.

Access

2. Doors or windows situated in front of or beside the shooting line must be bolted shut.
3. Entrances situated in front or beside the shooting line must be controlled during shooting. Also, a screen should be installed to protect anyone entering the range.

3D

Range Layout

1. Because the shooting positions may not be in line, instead of having a 2m area in front of or behind the shooting posts, the shooting position must be a minimum of 4m between 2 lateral shooting posts.
2. An elevated shooting position must be stable.

RECOMMENDATIONS

Layout /Design

1. A warm-up or practice area should be provided for indoor tournaments whenever possible.

Section III: Equipment

Target Butts and stands

Buttresses should prevent rebounds while stopping the arrow and allowing retrieval. Target stands may be made of wood and should be dug securely into the ground.

Distance Markers

Distance markers should be placed at the ends of each shooting line, marking the distances shot for outdoor rounds.

Bow Stands

Bow stands, tackle and other accessories must be kept behind the shooting line or outside the marked range area.

Flag

In competition, a small flag (wind indicator) should be placed on each target during outdoor tournaments.

Lights

In competition, control lighting or flags should be placed in front of shooting line and at each side of the range at a distance visible to all competitors.

Director of Shooting Stand

In competition, a platform of at least 75cm tall should be placed behind or on the shooting line, or at one end of the field for the Director of Shooting.

First Aid Kit

A first aid kit should be accessible near the area of shooting. (See Appendix 1)

Telephone and emergency phone numbers

A telephone must be accessible at all times in the training or competition area. The following emergency numbers must be on a sign next to it:

- ambulance
- hospital
- police

Section IV: More things to remember

Spectator Area

Spectator areas must be clearly marked.

Parking

A safe area should be provided for cars

Signs

Signs indicating the proximity of the competition should be clearly visible.

Inspection

AC suggests, before holding an event or competition, that you contact your provincial association or judge chair for advice to ensure the facility is safe. Once any necessary modifications are done, it is not necessary to have another judge inspection unless you further change the installation layout.

Standards for Participation - Notice of Insurance Coverage

The general AC liability insurance policy must be posted near the practice area. The club has the obligation to post, in plain sight, with a warning indicating that any archer not affiliated with the PSO has the responsibility of obtaining insurance equivalent to that offered by the AC/PSO to protect him/herself and to protect the other archers from the inherent risks when participating in archery. See appendix 7

Modifications

Any modification of the installation should comply with AC safety.

2 STANDARDS FOR PARTICIPATION

Section I: Preliminary conditions for participation

Affiliation

1. A new archer should become a member of the AC and a provincial archery association recognized by the AC.
2. An archer must be a member in order to compete at AC national championships and when training with a provincially or nationally-affiliated team.

Section II: Running a training session or a practice

Supervision

1. An authorised club official or safety officer should be present during shooting sessions.
2. The suggested level of coach/instructor certification for the level of archers participating during the shooting session is listed below:
 - a. Club level session – Instructor Beginner
 - b. Regional events – Instructor Intermediate
 - c. Provincial events – Introduction to Competition Coach
3. The suggested ratio of coach to archer is listed below:
 - a. instructor/coach for every 10 beginner archers
 - b. instructor/coach for every 20 archers with previous shooting experience

Facilities Set-up

When preparing for shooting or a tournament, the following information will be useful.

1. Archers do not approach the shooting line until signalled to do so by the official or safety officer. This can be done using a whistle, light or flag system.
2. When there are two shooting lines at two different distances, e.g. 70m for women and 90m for men, a 20m safety zone should be designated between the two groups.
3. Each archer is allowed 80cm of space on the shooting line.
4. For indoor tournaments, the shooting line should not be staggered when two different distances are needed at the same time (e.g. youth distances). Target butts should be
 - a. placed at the different required distances instead.
5. When setting up an indoor target facility, no diagonal shooting is allowed at the same time as shooting is occurring perpendicular to the shooting line.
6. When setting up an indoor 3D facility, diagonal shooting is permitted only under competent club official, judge or safety officer supervision. The angle of shooting should not be less than 60 degrees relative to the shooting line. Shooting should be controlled by visual or auditory cues such as lights, flag or whistle.
7. When setting up an indoor facility for moving targets (suspended or otherwise) the organiser must protect the entire area from deflected arrows with netting and ensure that arrows can not contact or rebound from any metal surface. This type of event must be supervised.

Archers' Equipment

1. During the initiation period, all archers must wear an armguard.

- 2 The archer must not use arrows that are cracked or too short for the archer's draw length.

Section III: Running a Competition

Classification

Participants should be registered in the appropriate age categories used by AC or the provincial archery association.

Tournament Rules

For target competitions, the following shooting rules apply:

1. An auditory system should be used for line control:
 - TWO BLASTS for the archers to approach the shooting line
 - ONE BLAST for the beginning of shooting
 - THREE BLASTS to indicate the end of shooting and permission to approach the targets;
 - SERIES OF BLASTS (5 or more blasts) means stop shooting immediately.
2. Use one of the following visual signals:
 - a. Lights must be red, yellow and green in that order, top to bottom. The lights should be timed so that two colours can not be seen at the same time. The lights can be synchronised with an auditory cue
 - b. A yellow light placed on each side of the shooting area, at ground level, 25m in front of the shooting line outdoors; 10m in front of the line indoors
 - c. A red flag.

These signals should be operated from behind the shooting line.

3. When retrieving arrows at the butt, only one archer at a time should remove arrows from the buttress. The other archers stand to the side of the buttress waiting their turn.
4. It is preferred to have one shooting line for all the distances and age categories. When this is not possible, the empty shooting lane must be at least 20m for every 10m of distance difference between the shooting line and the line of targets. There must be a safety zone of at least 3 m behind the shooting line.
5. There should not be more than 4 archers using the same target butt at the same time.
6. The archer may only draw the bow on the shooting line in the direction of the target butts, whether with or without an arrow on the string. When drawing the bow, it must be drawn so that the arrow is parallel with the ground/floor.
7. Any arrows that fall in front of the shooting line will be retrieved only after the end of shooting is finished.

Tournament Rules

For **Field** and **3D** competitions, the following shooting rules apply:

1. When shooting field or 3D courses, 4 archers may shoot at the same time as long as they stand side-by-side.
2. Archers will stand at the shooting position post marked in the ground.
3. For indoor 3D events, archers shoot and collect the arrows at the same time.
4. In forested areas or similar terrain, the shooting groups need to follow the designated walking paths.
5. In the practice or warm-up area, there should be one shooting line with the targets positioned at the various distances for all the age categories for the round. When this is not possible, the empty shooting lane must be at least 20m for every 10m of distance difference between the shooting line and the line of targets. There must be a safety zone of at least 3 m behind the shooting line.

Section IV: Personal Safety

Responsibilities

During practice sessions or competitions, archers should:

1. Advise a club member if their present health condition could adversely affect their ability to shoot
2. Advise a club member if they are using medication that could affect the safety of others
3. Advise a club-member if they have consumed, or are under the influence of alcohol or drugs
4. Respect the Code of Conduct (See Annex 2)
5. Respect the Fair Play Code (See Annex 3)

When there is open practice for more than one archer, there must be an agreement on shooting and collection of arrows. One archer should be designated to control the shooting line and tell all archers using the site what the shooting control signals will be.

Report

Should an accident or injury occur during a shooting session, the victim should file an incident report and send it to the club secretary 48 hours after the incident occurred.

Should an accident or injury occur during an organised event or clinic sanctioned by the provincial archery association, the person in charge must file an incident report to the provincial archery association secretary, using the form in annex 4, 48 hours after the incident occurred.

3 EMERGENCY ACTION PLAN

All AC-affiliated clubs should have an emergency action plan. It should be posted where every club member can find it. Clubs should appoint a charge person and/or call person.

Purpose: Get professional care to the injured member ASAP.

Charge person Responsibilities (should have specific training in the care of injuries)

1. Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
2. Designate who is in charge of the other participants
3. Protect yourself (wear gloves if he/she is in contact with body fluids such as blood)
4. Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
5. Wait by the injured person until Emergency Measures unit arrives and the injured person is transported
6. Fill in an accident report form

Call Person Responsibilities

1. Call for emergency help
2. Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
3. Clear any traffic from the entrance/access road before ambulance arrives
4. Wait by the driveway entrance to the facility to direct the ambulance when it arrives
5. Call the emergency contact person listed on the injured person's medical profile

EMERGENCY NUMBER CARD			
Locations of Phones			
Equipment room - main floor		Pay phone in main lobby	
Phone Numbers			
Emergency	911	Hospital	000-0000
Ambulance, Police, Fire	911	Doctor's Office	000-0000
		Facility Security	000-0000

Details of Location (to be read over phone to emergency dispatcher)

Example: Athletic Complex, Trafalgar Road north of the Q.E.W. Enter main College Drive. Go to the very end of the drive. Turn left to the Athletic Complex. Enter by the main lobby doors.

Draw a map of the location

APPENDIX 1: FIRST AID KIT

Keep a first aid kit readily available at your range. Store it in a dry place and replace used or outdated contents regularly. Be aware of Provincial requirements for the type of first aid kits that should be in place for your business.

The minimum contents of a First Aid Kit are as follows:

- 1 a first aid manual approved by a recognized first-aid organisation
- 2 the following implements:
 - a) scissors
 - b) tweezers
 - c) 12 safety pins (assorted sizes)
- 3 the following dressings (or equivalent sizes):
 - d) 25 sterile adhesive dressings (25 mm X 75 mm) wrapped separately
 - e) 25 compresses of sterile gaze (101.6 mm X 101.6 mm) wrapped separately
 - f) 4 rolls of sterile gaze bandage (50 mm X 9 m) wrapped separately
 - g) 4 rolls of sterile gaze bandage (101.6 mm X 9 m) wrapped separately
 - h) 6 triangular bandages;
 - i) 4 sterile compress dressings (101.6 mm X 101.6 mm) wrapped separately
 - j) a roll of diachylon (25 mm X 9 m)
- 4 antiseptic: 25 antiseptic pads, wrapped separately.

APPENDIX 2: ARCHER'S CODE OF ETHICS

1. The archer always draws the bow pointed toward the target, with or without arrows.
2. Avoid physical contact with an archer in the shooting position.
3. Respect the signals for shooting and the stoppage of shooting.
4. Do not shoot arrows up into the air.
5. Do not use damaged equipment.
6. Never use arrows that are too short for your draw length. Archers must never use cracked arrows.
7. Wait behind the shooting line until all archers are finished shooting and the signal to collect is given.
8. Never handle another archer's equipment without permission.

APPENDIX 3 CODE OF FAIR PLAY

Educators, parents, coaches, athletes, all participants should demonstrate fair play by putting into practise the 10 articles of the Code of Fair Play. Everyone must do his/her part to promote a more humane and fair practice of the sport of archery.

Article I

Demonstrate fair play. That is above all, to follow all rules and never deliberately contravene them.

Article II

Demonstrate good sportsmanship. Respect officials. They are essential because competitions can not run without them. Officials have a difficult role to play. They deserve respect.

Article III

A good sport accepts the Judge's decision and never questions the judge's integrity.

Article IV

A good sport, when defeated, recognizes the superiority of an opponent with dignity.

Article V

Demonstrate good sportsmanship by accepting victory with modesty and not ridiculing opponents.

Article VI

A good sport knows to recognise an opponent's good shots, and good performance.

Article VII

A good sport treats opponents as equals. A good archer relies only on talent and the will to win.

Article VIII

Demonstrate good sportsmanship by refusing to win by illegal means or trickery.

Article IX

Fair play, for an official, means being well versed in the rules and applying them impartially.

Article X

A good sport always acts with dignity and demonstrates that with self-control. The good sport never acts with physical violence or belittles opponents verbally.

Article XI

A good sport respects the national code on the usage of banned substances in sport (drugs and alcohol)

APPENDIX 4

ACCIDENT/INCEDENT REPORT

USER GUIDE

This report must be completed each time an accident results in an injury. Once completed, the person in charge of the activity must keep one copy and send two copies to the provincial archery association, within 30 days.

LOCATION OF ACCIDENT

In this section, provide the following information:

Name of the sport centre, school or facility Address (if possible)

While describing as precisely as possible the accident site, it is recommended to sketch a map indicating the exact site of the accident with an X.

DESCRIPTION OF THE ACCIDENT

Include in this section all information necessary to explain the events that happened and the order in which they happened.

DESCRIPTION OF THE INJURY

Check off the boxes that describe the type of injury and describe where they are located on the body. In the case of multiple injuries, use more than one box per item for type and location. In this case, it is recommended to use different symbols (X, @, O). The location, nature and type of each injury should be identified using the same symbol.

WITNESSES

If there is space, the information of all witnesses should be noted

NOTES

Incident Report

Particulars of incident:		
Date:	Time	Location:
Type of incident (please circle below):		
Injury	Illness	Environmental
		Notifiable event
Other:		
Reported by:		Phone:
Role in the event:		Email:
The injured/affected person:		
Name:		Address:
Age:	Phone:	
Witness(s):		
Name:		Phone:
Name:		Phone:
Describe the incident: <i>(space overleaf for diagram if needed)</i>		
Describe any illness, injury or impact:		
Describe any property damage if any: <i>What damage was caused and how?</i>		
Analysis: <i>What do you think caused or contributed to the incident?</i>		
Prevention: <i>What action has been taken to prevent a reoccurrence?</i>		
Treatment:		
Was first aid administered? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe:		Was an ambulance called? <input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Centre / Hospital:		Doctor:

APPENDIX 5 Judge Certification levels and Responsibilities

In Canada judge development is administered at the provincial level, with the exception of the range Safety Officer training which is set out and administered by Archery Canada, and Judging development at the National Level. The process in general across Canada on becoming a judge follows a general pathway:

- Local/Club Judge
- Provincial Judge Candidate
- Provincial Judge
- National Judge Candidate
- National Judge
- World Archery Judge Candidate (Continental or International)
- World Archery Judge (Continental or International)

To become a judge at any level, an individual must be registered with the Archery Canada Member organization corresponding with the Province/Territory in which they live.

Duties

A local judge must:

- Be at least 18 years of age
- Know the safety regulations (She/He is a safety officer)
- Pass certification requirements for this level
- Performed the practical requirements of this level

Responsibilities

A Judge should:

- Respect competition rules as mentioned in chapter 2
- Insure that locations, installations, equipment and services and safety standards meet the requirements in chapters 1 and 2;
- Insure that facilities standards meet requirements in chapter 1
- Insure that tournaments are run properly
- Submit a tournament report and send it to the provincial judge committee chairperson 48 hours after the event
- Obtain or receive liability insurance coverage that protects against the commission of a fault during the execution of judge duties or functions

Roles

1. A local judge can officiate only at club-level events.
2. At a provincial championship, a provincial judge candidate can officiate only with the assistance of a provincial judge.
3. The chairperson of the judge corps is the only person who can authorise the entrée of a spectator into the official competition area.
4. All registered events of AC or championships of AC must be judge by a judge having at least a provincial status.