



SAFETY POLICY

Policy Title	Southern Cross Archery Club: Safety
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Audience:	Southern Cross Archery Club
Version:	2023:1
Review:	17/02/2026
Purpose of Document:	This document establish guidelines and procedures aimed at ensuring the well-being and protection of individuals, assets, and the environment within the club.
Scope:	<p>This document applies to:</p> <ul style="list-style-type: none"> • All members, committee and board members, coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions. • any other person to whom the policy may apply.
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Document(s) :	Safety policy

Range Safety

- Flags must be set prior to shooting to warn and protect members of the public.
- Shooting can only take place during daylight hours on a Tuesday, Thursday, Saturday and Sunday.
- Shooting must cease immediately if a member of the public or a pet crosses the shooting range or moves behind the target butts. Shooting may not recommence until all members of the public or animals have reached a safe area. Always be courteous to members of the public.
- Targets should be positioned according to the range layout guidelines.
- Covered footwear must always be worn while engaging in the practice of archery.
- No person may shoot when under the influence of alcohol or drugs (see drug and alcohol policy)

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- Headphones or ear coverings must not be worn while shooting or on the Field of Play, that may prevent an archer hearing any warning signals.
- Armguards, chest protectors and tight-fitting clothes are recommended for personal safety.
- Bows must never be drawn back with an arrow fitted unless the bow is pointed toward the targets and the field of play is clear of archers and officials.
- Never aim a bow, loaded or otherwise, at another person.
- Never run on the Field of Play - walking pace only, particularly while carrying arrows.
- When crossing the Field of Play always walk behind all archers on the shooting line.
- Be careful not to disturb neighbouring archers when shooting or leaving the shooting line. Avoid poking other archers with bow limbs or stabilisers.
- Archers must regularly check and maintain their equipment. Archers should inspect equipment for cracked limbs and risers, damaged arrows, frayed strings and damaged nocks. It is the archer's responsibility to ensure their equipment is safe to be used.
- Always use matched arrows.
- Never dry fire a bow (i.e. firing a bow without an arrow attached to the sting).
- All organised/controlled shooting (when a significant number of archers are present and arrow retrieval can't be safely done individually)
 - should be controlled by sound signals (whistle or hooter blasts) and voice command by the Director of Shooting (DOS)
 - 2 Blasts: Come to the Shooting line
 - 1 Blast: Commence shooting
 - 3 Blasts: Stop shooting, retrieve & score arrows
 - Multiple Blasts: (5 blasts or more) Danger, stop shooting immediately.
- Never move forward to collect your arrows before directed to by the Director of Shooting, or suitably qualified and experienced club official.
- When approaching a target, look for arrows that may be lodged in the ground.
- Approach the target from the sides to avoid arrows lodged in the ground or in the target
- When pulling arrows from the target, ensure there is no one standing in front of the arrows and always pull arrows out while standing to the side of the butt.
- A maximum of two archers are to remove the arrows at a time, one from each side (one person removes from the left side, one from the right). Always use the method of withdrawing arrows from the target prescribed Archery Australia method.
- Never pull an arrow from the target butt toward your face.
- Always use two hands when drawing arrows from the target and always use the method prescribed in the Archery Australia method.
- At no time shall a person cause any interference to an archer or their equipment whilst they are shooting.
- A First Aid Kit is available in the Target shed.

For further details on safety and etiquette please also refer to:

www.SouthernCrossArchery.com.au/public/pages/range-setup-guidelines

General Safety

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- SCAC will conduct a Risk Analysis of their facilities and activities annually to identify potential risks and hazards. If a risk is identified the club will develop an action plan to manage the identified risk.
- In accordance with the Archery Australia Constitution and Shooting Rules and the Archery Australia Public Liability Insurance policy, only members (affiliates) of a club registered to Archery Australia through their RGB are permitted to shoot or undertake archery activities on any club ground or identified facility used by the club. A visitor or non-member to the club who undertakes any shooting activity must be a Temporary Member of Archery Australia.
- An attendance register (online or physical) must be completed by all members, temporary members, and visitors attending the Club in order to validate attendance for the Archery Australia Insurance policy.
- Visitors who are not members of Archery Australia are not permitted to shoot at the range unless partaking in come and try sessions with a qualified instructor.
- Shooting in residential areas, including your own residential property is not covered by the Archery Australia Public Liability Insurance policy.

Personal Equipment Safety

Arrows

- Arrows should be inspected for damage regularly, preferably after each end, particularly carbon arrows.
- Arrows should be matched being the same type, size, and length, fitted with the same points, nocks and fletches (vanes).
- Only arrows designed for target or field shooting must be used. Hunting arrows must never be used at an Archery Australia Club.

Recurve Bow

- The bow must be inspected each time you shoot for damage; such as cracks or faults.
- The bow should be strung only in an approved and safe manner.
- The bowstring should be checked for damage, wear, or faults prior to shooting.
- Arrow rests should be checked for damage or wear prior to shooting.

Compound Bow

- The bow must be inspected daily for damage, cracks or faults.
- The bowstring and cables should be checked for damage, wear or faults prior to shooting.
- Arrow rests and accessories should be checked for damage, wear or faults prior to shooting.
- An experienced and trained person should only carry out maintenance on a compound bow using appropriate equipment.

Release Aids

- Release devices must be of sound design, inspected regularly and in good working order.
- If the release aid uses a rope to hold the string or a loop attached to the string the rope or loop must be inspected by the archer prior to commencing and on a regular basis and changed when any signs of excessive wear are found.

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Hygiene

- Toilet and food preparation areas are cleaned periodically.
- There is a lockable space for any toxic supplies and cleaning fluids (storage room next to toilet).
- There is a supply of gloves for cleaning and sealable bags for disposing bloodied or soiled materials.
- There are visible checklists for cleaning to ensure it is done thoroughly and safely e.g. reminder to lock away any cleaning products after use
- First Aid personnel should have a Blood Kit available containing e.g. paper towel, disposable latex gloves, packet of resealable plastic bags, a spray bottle (containing a recommended antiseptic fluid), and plastic bags for clothing.

Preventing heat illness and hydration

Refer to the club's UV Protection & Heat Illness Policy

Injury prevention

- Ice packs, first aid kits are available.
- Communications will be periodically sent informing members of the importance of warming up.
- Club facility will periodically review the safety and cleanliness of the facilities. Form for reporting hazards and repairs by members.
- Basic clearing resources available in tuning shed (dustpan and brush)
- Syringe disposal kit (obtained from council) worth getting in case there are some on the shooting line.
- Pre shooting surface checks are carried out as part of shooting preparation. This should be undertaken when shooting away also. Any hazards are removed or rectified e.g. debris, etc
- Safety equipment securely fixed i.e. targets are secured to frames.
- Fire extinguishers are easy to access and are routinely maintained/serviced.

Injury Recording

- An Injury Report Form is available and located with the First Aid Kit. (Attachment A)
- Completed form to be submitted to the Club within 1 week of the injury.
- The Committee to conduct a review of the circumstances resulting in the injury and take approximate action to prevent future injuries, where possible and potentially contact the injured party.
- Filing and storing Injury Report Forms for at least 7 years

First Aid Personnel

- The club will maintain a database of club members who have first aid qualifications and are prepared to provide first aid if and when required.
- Committee will receive and conduct a review of lodged Injury Reports as part of regular periodic meetings.

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- First Aid Kits, Defibrillator Unit and will be periodically checked as part of checklist.
- Instructions on the use of the Defibrillator unit are provided by the device and on the website (ensure committee and instructors are knowledgeable in its use).
- This policy is to be read in conjunction with the Safety Policy of Archery Victoria.