



Archery Range

Standard Operating Procedures

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INTRODUCTION

The Tiverton Rod and Gun Club (TRGC) was founded in 1933 as a non-profit club rich in history and tradition. The club offers members access to multiple facilities including three Archery ranges.

The purpose of this document is to familiarize members with the Archery Ranges. This document covers such topics as physical operations and various safety rules.

ARCHERY RANGE CHARTER

INTRODUCTION

The TRGC Archery ranges are designed to provide a safe and comfortable setting for archery related activities. The Club offers two 3D archery ranges, practice butt range, a broadhead practice range, and a National Field Archery Association (NFAA) range that is designed in accordance with the general stipulations prescribed by the NFFA.

A primary goal of the TRGC is to provide a safe and comfortable setting for the members, guests, and observers of the TRGC. The General Rules / Safety Procedures provided in this document are established to ensure we meet this goal.

ADMINISTRATION

The Chairman of the Archery Committee manages the general operation of the ranges. The Archery Committee shall maintain all equipment and assets necessary to operate the ranges. Non-scheduled or informal use of the ranges is restricted to the discretion of the Archery Committee Chairman and the TRGC Board of Trustees (BOT). The TRGC BOT approves the fees and scheduling associated with the use of the ranges. The Chairman is responsible for using a TRGC committee accounting form to report the monthly financial status of the committee and a TRGC budget request form for requesting monthly committee expenses. The Chairman is

responsible for requesting budget approved funds from the BOT the month prior to any event or expense. The Chairman must turn in the monthly gross income, monthly expense receipts, and the balance of the monthly budget requests to the club Treasurer at each regular club meeting. NOTE: Chairmen are not authorized to spend the committee's budget without prior authorization from the TRGC BOT.

SHOOTER'S RESPONSIBILITY

It is each shooter's responsibility to know the range rules, handle his/her archery equipment appropriately, and shoot in a safe manner. Any unsafe situations should be corrected immediately and be brought to the attention of the Archery Committee. Failure to follow the range rules may result in suspension of shooting privileges.

GENERAL RULES

Safety is of paramount importance to everyone using the ranges and it is the top priority of TRGC. Any person utilizing the ranges must adhere to the safe handling and use of archery equipment. The following rules and safety procedures will be followed by all recreational shooters and enforced by all members.

- Members are allowed to bring one guest to the Archery Practice Butt range per visit. Guests are not permitted to use the Broad Head, 3D, or NFAA ranges. Please see the TRGC Guest Policy for more details.
- Members are fully responsible for the conduct and actions of their guests. Members will ensure that their guests comply with these and all other rules while on club property. Please review the TRGC Guest Policy.
- All non-members must sign a TRGC liability release form before using the Archery Practice Butt range.
- The consumption of alcohol or drugs is not permitted before or while participating in any shooting activity. The judgment, as to whether a shooter is impaired, and therefore unsafe, is strictly up to the Archery Committee staff present.
- Shooters under the age of 18 must have adult supervision while on the TRGC Archery ranges.

- Any unsafe conditions should be reported to the Archery Chairman for resolution.
- Any person not complying with these general rules and safety procedures or who becomes disruptive will be removed from the range and shooting privileges will be suspended until the matter is brought before the TRGC Executive Committee for adjudication.
- The Archery Committee shall be responsible for maintaining the ranges and filing a monthly Range Inspection Report.
- Any injury shall be documented using an Injury Report Form.
- All shooters must follow the Archery Safety Rules described in this document.
- Range operation times are defined in the TRGC Standing Rules.

ARCHERY SAFETY RULES

- **NEVER** point a bow and arrow at another person.
- **NEVER** shoot an arrow straight up into the air.
- **NEVER** shoot an arrow off into the distance where you cannot see where it will land.
- If you are looking for a lost arrow behind a target, always leave your bow leaning against the target face so that it will be seen by other archers coming up. If possible, have one archer from your group stand in front of the target to prevent anyone from shooting.
- On Field Archery or 3-D courses, be sure to stay on the marked path and travel only in the direction in which the targets are laid out while shooting is in progress. Going backwards on the trail or across an unmarked area could place you in the path of a flying arrow, resulting in serious injury.
- **DO NOT** shoot arrows with broadheads at standard targets.
- If you are shooting wooden or fiberglass arrows, check them regularly for cracks. If one is found cracked, break it immediately to insure that it will not be accidentally used.
- Always use a bowstringer for longbows and recurve bows.
- Check your bow regularly for cracks or twisting.
- Check the condition of your bowstring regularly.
- **DO NOT** draw a bowstring back further than the length of the arrow for which it is intended.

- **DO NOT** draw the string back except with an arrow on it and, especially, do not release the bowstring with no arrow on it. Doing so is called dry firing and can damage the bow.
- At practice ranges, the only safe place is behind the shooting line. Never shoot an arrow until you are positive that no one is in front of you or behind the targets. Conversely, do not stand in front of a bow while it is being shot, even if you are to one side of the shooter.
- Arrows should only be nocked on the shooting line and pointed in the direction of the targets.
- **WALK**, do not run toward the targets. Remember that the arrows are sticking out and can injure you.
- When pulling arrows out of a target, stand to one side and insure that no one is directly behind you.
- If you are using broadheads, be sure that they are adequately covered when not in use. Treat a broadhead with the same caution that you would a razor blade.

PHYSICAL DESCRIPTION

PRACTICE BUTT RANGE

The TRGC Archery program includes a practice area that features target butts at 10 through 50 yards. The range also includes a lighted shooting pavilion that is open all year long.

BROAD HEAD PRACTICE RANGE

The TRGC Archery program includes a broadhead practice area which also features an elevated tree stand.

3D RANGE

The TRGC Archery program includes a 3D range consisting of thirty targets. The range is an outdoor “woods walk” venue that features several types of targets.

NFAA RANGE

The TRGC Archery program includes an NFAA range. The range consists of an outdoor “woods walk” venue that features several targets.

The TRGC Archery Ranges contains several pieces of equipment including targets and other miscellaneous items. All range equipment is property of TRGC and may not be altered or removed from the range without prior permission of the TRGC BOT.

RANGE MAINTENANCE

GENERAL

Each Archery range should be inspected prior to use to make sure they are fully operational including the targets and practice butts.

EMERGENCY PROCEDURES

In the event of an emergency the following guidelines should be followed:

- Call 911 for physical emergencies. Members shall guide the proper authorities in order to assist the situation.
- TRGC Officials shall be contacted regarding the situation.
- The situation shall be properly documented using a TRGC Injury Report Form.

RANGE INSPECTION REPORT

Inspected by _____ Date _____

	Yes	No
Practice Butt Area Inspected	_____	_____
Broadhead Area Inspected	_____	_____
NFAA Area inspected	_____	_____
3D Range Inspected	_____	_____
Trash Receptacles Emptied	_____	_____
First Aid Kit Filled/Accessible	_____	_____
Range Maintenance Tools Stored/Accessible	_____	_____
Range Guest Book Stored/Accessible	_____	_____
Range Supplies Stored/Accessible	_____	_____

Comments: _____

INJURY REPORT FORM

Name: _____ Date of Injury: _____

Address: _____ Time of Injury: _____

_____ Phone #: _____

1. Describe nature and extent of injury: _____

2. Describe how the injury occurred: _____

3. Describe first aid given: _____

4. First aid was provided by (include names and phone numbers): _____

5. Disposition (specify name of hospital and time of transport): _____

6. Notification of next of kin (specify time, person contacted and method): _____

7. Location of incident and conditions of area: _____

8. Was protective equipment worn (if applicable): _____

9. Describe steps taken to preserve the scene (equipment, photographs, etc.): _____

10. Witness (Name): _____ Phone #: _____

Statement: _____
