

Shooting (ArcheryTag™) – SOP

Last Review:

This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola Shooting (ArcheryTag™) activity is a **low risk licensed activity** that involves teams playing a dodge-ball style game with fibreglass arrows with soft foam heads from re-curve bows.

Location

Either:

- ▶ Unused Horse Arena
- ▶ Soccer Field
- ▶ Open playing space



Requirements for activity

Activity Leader

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session
- ▶ The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *ArcheryTag™ Endorsement60*.

Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Shooting Supervisor* with the *ArcheryTag™ Endorsement*

Supervision Ratios

When children⁶¹ are present:

⁶⁰A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *ArcheryTag™ Endorsement*.

⁶¹Refer to Appendix 1.1 Glossary of Terms

- ▶ the medium risk ratio of 1 competent adult to 10 children applies
- ▶ there is a two competent adult minimum (this minimum includes the Activity Leader)

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

No activity restrictions exist for this activity

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(ArcheryTag™\) – Activity Sign-off](#) must be completed every time this activity runs.

Activity Equipment

The locked ArcheryTag™ equipment cupboard is located in the Main Lodge and will contain:

- ▶ Activity Logbook containing:
 - ▷ these current instructions
 - ▷ the current Activity RAMS
 - ▷ a daily Activity Sign off sheet
- ▶ dis-assembled ArcheryTag™ bows
- ▶ bow wax
- ▶ ArcheryTag™ arrows with soft foam heads
- ▶ pens and pencils for recording in logbook
- ▶ Marker Cones
- ▶ Firing Zone Rope lines
- ▶ Inflatable Bunkers (with 4 pegs per bunker)
- ▶ Electric Inflatable Pump

If this activity is to be run in any location other than the Main Lodge, Homestead paddocks or Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate competent supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

6 monthly check

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Shooting \(ArcheryTag™\) - Risk Analysis](#) and the [Shooting \(ArcheryTag™\) - Risk Analysis](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- ▶ Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

Day of Activity Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.



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- ▶ Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - ▷ Heavy precipitation
- ▶ The Activity Leader must complete the pre-activity sections of the [Shooting \(ArcheryTag™\) – Activity Sign-off](#)

Activity Setup

The Activity Leader must set up the activity by doing the following:

- ▶ Erecting the inflatable bunkers and pegging them down. Pegging them down must occur every time the bunkers are used to protect the equipment from damage.
- ▶ Setting up the arena boundaries using marker cones and the “safety zone” using the ropes
- ▶ String the bows and layout the targets and arrows as required.

With Each New Group of Participants:

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader

The introductory talk will cover the following:

- ▶ The Safety Rules as detailed below
- ▶ A demonstration of:
 - ▷ the correct ArcheryTag™ stance
 - ▷ the best way to grab arrows and string them into the bow quickly
- ▶ The Games rules as detailed below

The safety rules are:

- ▶ Masks must be used in the playing arena at all times – if you are hit then don't take your mask off until you reach the spectator zone or “sin-bin” area for each team.
 - ▷ Masks must be wiped with sanitiser wipes before sharing with another player.
- ▶ No using arrows or bows to stop incoming arrows.
- ▶ No dry firing of the ArcheryTag™ bows at any times
- ▶ No climbing on the inflatable bunkers or crashing into them at any time on purpose.
- ▶ Players are to respect and adhere to decisions made by the referee (who is usually the activity leader).

The “classic” game rules are:

- ▶ The object of the game is to eliminate all opposing players by getting them “out” or scoring 5 points from the targets.
- ▶ A game runs for 5-10 minutes or if a team wins earlier
 - ▷ In the event of a draw the game goes into sudden death overtime and the first team that scores a hit on an opposing team member wins. Target hits do not count during this sudden death overtime.
- ▶ When the referee blows their whistle everyone is to run from the back-line of their attack zone into the safety zone and grab as many arrows as possible. Players then return to their own attack zone to start shooting.
 - ▷ Players can hold as many arrows as they want.
- ▶ Players are only able to shoot or be shot within their own attack zone.
- ▶ Players are only allowed in the safe zone or the opposing team's attack zone to retrieve arrows and then immediately return to their own attack zone. Players must not stop in the safe zone. Any player who stops in the safe zone has 15 seconds to return to their attack zone before being eliminated.
- ▶ If teams have more than the starting number of players then substitutions are live and no stoppage of game play occurs.
- ▶ Hits are counted as anywhere on the body by an arrow fired from the opposing teams attack zone on the fall.
 - ▷ This includes hits on the mask, bow and any arrows being carried.
 - ▷ On the fall still counts even on rebounds off the bunkers or other players if the arrow hasn't yet hit the ground.



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- ▶ Catches are counted as catching an arrow fired by an opposing player on the fall either in the attack zone or in the safety zone.
 - ▷ Fumbles mean the person trying to catch is out unless they can catch the arrow dropped before it hits the ground.
 - ▷ If caught then the opposing player who fired the arrow is out and if the catcher's team has anyone already eliminated then one person can come back in (in order of first out first back in)
- ▶ If a player hits a target spot out of the opposing team's target then two things happen:
 - ▷ If any of the team are eliminated then one player can come back in (first out first in)
 - ▷ A point is scored for your team and if all 5 spots are knocked out then that team wins the game

After the activity is finished:

If ArcheryTag™ is not to be used again in the day of use then it must be disassembled:

- ▶ Bows are to be dis-assembled and to be placed back into a storage crate
- ▶ Inflatable bunkers are to be unpegged and placed away in secure area.
- ▶ All equipment is to be locked away in secure area.

The Activity Leader must complete after activity sections of the [Shooting \(ArcheryTag™\) – Activity Sign-off](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs on the soccer field or camping area at the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any other location then a off-site activity first aid kit is to be taken to the activity location

Refer to *First Aid Kits*

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (medium level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.



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Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (medium level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Archery\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)⁶²

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager
- ▶ ArcheryTag™ Licensed HQ (Global Archery Products Inc)

⁶²applied to this SOP as an OutdoorsMark Premium Activity



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Shooting (ArcheryTag™) - Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per Hazard and Risk Management Processes
- ▶ **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Risk Rating	Serious risk	Control	Instructions
Equipment: Shared Masks	Covid-19⁶³	High	✓	Engineering	▶ All face masks are to be wiped with sanitiser wipes before giving to another person for use.
Equipment: Arrow hit on head	Loss of Eye	Moderate	✓	PPE	▶ Participants must wear protective mask
People: Misuse of equipment	Bruises	Moderate		Administrative	▶ Clear safety instructions will be given before activity begins
People: Inadequate Supervision		Moderate		Administrative	▶ Participants will be supervised by trained activity leader
People: Fooling around		Moderate			▶ Clear instructions for use of activity will be given to all participants
Equipment: Bow string burn		Moderate		PPE	▶ Participants will be advised to wear arm guards
People: Impairment of activity leader	Fatigue	Moderate		Administrative	▶ Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Eliminate	▶ Full alcohol / drug prohibition applies to this activity as per policy
Equipment: Shattered / split arrows	Splinters	Low		Eliminate	▶ Activity Leader will remove from use any splintering arrows

Risk and Hazard Analysis Last Updated: 30 October 2020

⁶³Or other respiratory / gastrointestinal illness

