



**Archery Tag**  
**Standard Operating Procedure**  
**and**  
**Risk Management Plan**



## OVERVIEW

Archery Tag is an activity appropriate for campers in Grade 6 and over. It is fast paced and exciting and develops hand eye coordination, strategic thinking and encourages active participation as well as basic archery skills.

This activity is best suited to campers in grade 6 and over.

## OUTCOMES

For participants to be instructed in the basic skills of Archery and for them to utilise those skills to participate in the games.

Participants are taught how to correctly hold, load and shoot with a bow and skill development is a key aspect of the session. They learn to assess their shot, adjust their technique accordingly and try to better their attempts with each shot fired.

The activity encourages peer to peer encouragement, self-awareness, responsibility, physical coordination

## PRE-REQUISITES FOR INSTRUCTORS

Preferably instructors should have some form of qualification in Archery instruction or have been trained by camp staff in conducting a safe archery tag session.

At least one of the supervisors should hold a first aid qualification and in addition to the instructor there should be at least one other supervising adult present (this may be a teacher or responsible adult).

## LOCATION

In a marked outdoor location, free of trip hazards or inside the Rec Hall

## PRIOR TO COMMENCING

All equipment must be checked for damages or wear.

The area must be set up in preparation for the activity.

The main elements required in setting up are laying out the playing area, checking and preparing equipment (bows, arrows, masks, barriers ect.)

The playing area and waiting area must be highly visible and obvious for participants. This could constitute a rope on the ground, cones laid out in close proximity or a physical barrier (haybales, bench, lengths of timber).

The Barriers should be spaced around the playing area.

Place arrows in the safety zone in the center of the field either on the ground or in buckets or containers.

Lay out bows and equipment ready for the players.

## EQUIPMENT

Bows

Arrows

Face Shields

Face masks or bandanas (to be worn while covid mandates require mask wearing)

Breastplates

Arm guards

Cones or rope to mark areas.

Barriers



## INITIAL INTRODUCTION AND PARTICIPANT BRIEFING

Like archery, Archery Tag could be dangerous if not conducted in a safe and controlled manner.

Participants should be shown the playing and waiting areas and instructed not to enter or leave these zones until instructed.

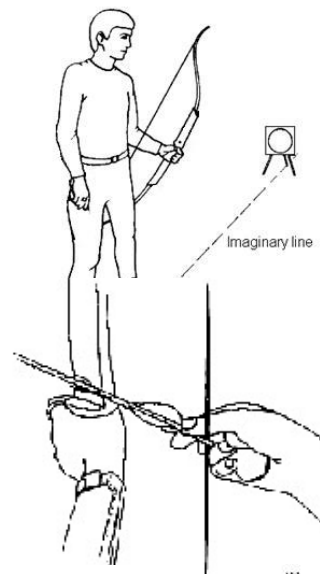
Participants should be fitted with the correct equipment including face masks, face shields, arm guards breastplates and the appropriate sized bows.

Instruction should be given on the correct stance and method of firing a bow, and safe handling of arrows, bows and moving around the playing area.

## SPECIFIC ACTIVITY SAFETY AND INSTRUCTIONS

### 1. Stance & posture

Right handed archers hold the bow with the left hand, so with your left side toward your target, stand at a right angle to your target, with the tips of your toes against an imaginary line pointing at the centre of the target. Your feet should be shoulder's width apart, Stand straight & tall, balanced, with ribs down, shoulders down and relaxed. Shoulders square to the target  
Try and relax.



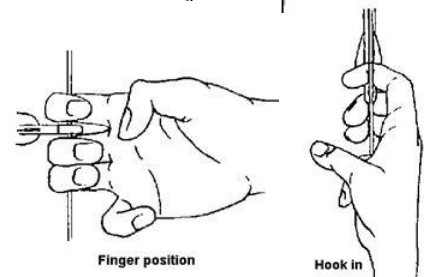
### 2. Nock

Reach over the bow and pick up your first arrow. The arrow should be placed on the same side of the bow as your arm that is holding the bow.

Sit the arrow on the arrow rest (the hook, shelf or inside the ring on the bow) and bring the knock (clip on the end of the arrow) back towards the string.

Nock the arrow UNDER the nocking point on the string. Listen for the sound of a "snap" as arrow connects to the string. The arrow should make a 90° angle with the string.

The flight feather (odd colour fletching) needs to point AWAY from the bow



### 3. Set -hook string & place bowhand

Place your fingers in such a way, that you "hook" the string with your index finger above the nock, and middle and ring finger under the nock

Do not use little finger.

Hook the string with the groove on your finger made by the first knuckle. Make sure to maintain a deep hook

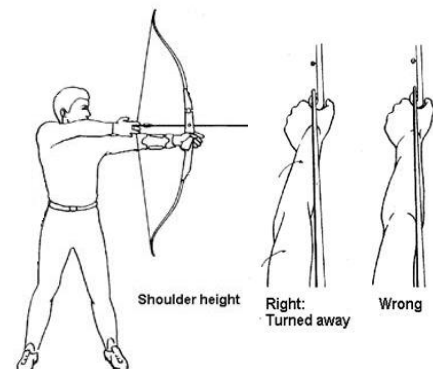
The grip on the bow should sit in the 'V' between your thumb and your hand. Your grip should be relaxed and your thumb pointing toward target. Relax your fingers

### 4. Set-up

Lift the Bow then bring your bow arm back down to shoulder height -keep shoulders DOWN and relaxed

Lift your elbow on your draw arm until it is in line with the arrow.

Turn your elbow on your bow arm away from the bow so that the string will not hit your forearm when you release. You can also achieve this by opening your fingers on the bow hand instead of clenching your fist around the grip.



## 5. Draw/load

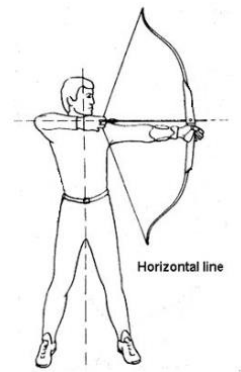
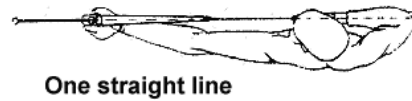
Draw the string along the bow arm in a straight horizontal line just below your face. Draw with your back muscles, moving the shoulder blades towards each other.

Stand straight up and relaxed

Keep both shoulders as low as possible.

Bow hand, draw hand and Elbow should form a straight line.

Keep both shoulders as low as possible

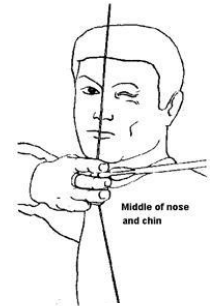


## 6. Anchor

To help you achieve a steady release you will need to use an anchor. The best place for this is either below the chin or in the hollow of your cheek.

When you draw back to your face, use your index finger to anchor just under your chin or your thumb to anchor in the hollow of your cheek. This will help to stop you from 'following' the string when you release and will give you a more stable shot.

Keep your teeth together. (no gum, remove hats as well)



## 7. Aim & expand

Aim at full draw, by looking down the arrow to the target. Maintain the connection of drawing hand to the face. Pull your shoulder blades together to stabilise your draw.



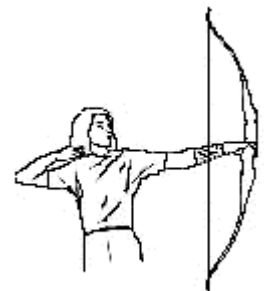
## 9. Release

Keep pulling the shoulder blades towards each other, while relaxing the fingers of the draw hand. As you relax your fingers open your draw hand and allow the string to release. Do not follow the string with your hand!

Hold your position until you hear the arrow hit the target.

A very common mistake is that people look for their arrow as soon as they release which causes them to lower the bow which effectively throws off their aim.

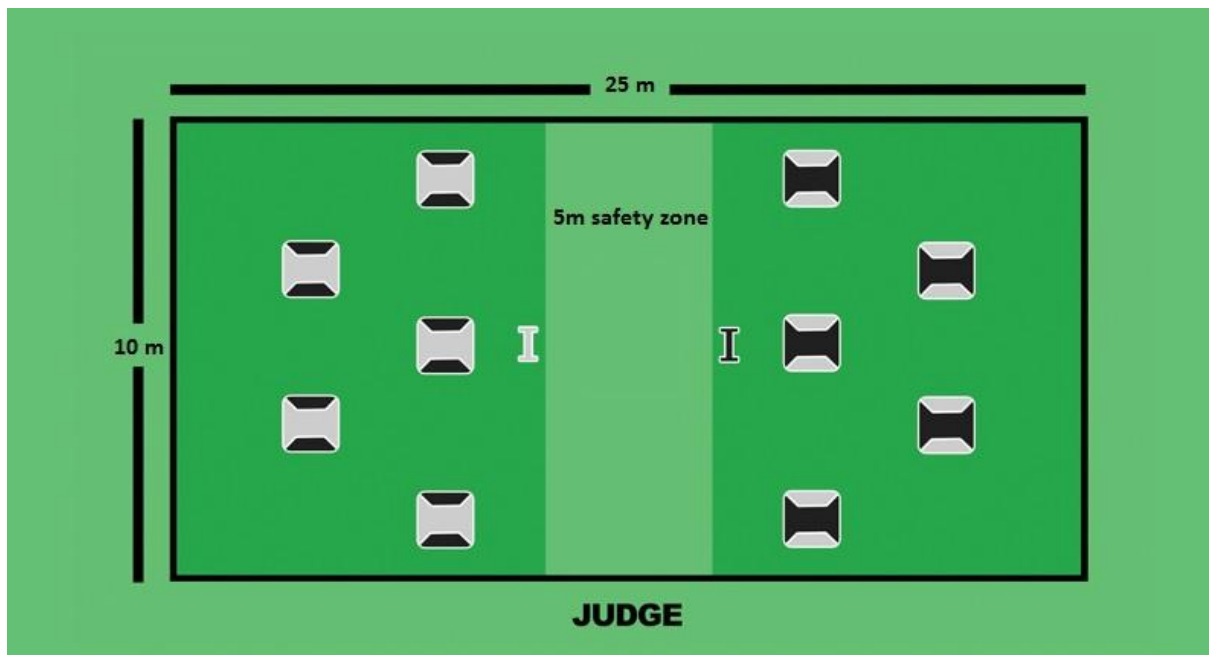
As you release you can draw your arm slightly back from your face to help you achieve a cleaner release.



**It is very important to stress that the players are not to take headshots. All shots should be aimed below the shoulders.**

- o Only loose arrows on command
- o All spectators to stay within their designated zones
- o No dry firing
- o Facemask must be worn at all times when shooting
- o Suitable shoes to be worn (enclosed shoes)
- o Long sleeved shirt is recommended

## Rules of Play



Each team is to stay on their side of the safety zone. After a player's initial arrows are shot, he or she can find replacement arrows laying about the field. Players may enter the safety zone to retrieve arrows but cannot shoot or be shot in the safety zone. Players cannot remain in the safety zone to avoid being tagged. If an arrow flies outside of the field boundary, a player may retrieve it, but must re-enter the field immediately after retrieving the arrow. Consider outside boundaries as safe zones; players cannot be "tagged" when recovering arrows outside of the Archery Tag<sup>®</sup> field of play. They also may not shoot any arrows until they return to the field. A player is tagged when the foam-tip of an arrow comes into contact with any part of their body, clothing or equipment (so yep, a bow shot counts as a hit!).

## DEBRIEF

**Themes: Setting goals, focus, team cooperation**

### PACK UP

It is always good to have participants share with each other at the end of an activity and discuss the aspects they found easy or hard about the skill and to share encouragement with each other.

Once the participants have left the range the equipment will need to be stowed. If there are other groups coming later in the day you can leave the range set up but put away the Bows and Arrows unless you are staying at the range. If you leave the equipment must leave with you.

At the end of the day the whole range will need to be packed down. Barriers need to be put away, Bows unstrung and hung up, Arrows checked for damage and put away and all other equipment such as the arm guards, masks, face shields, and field markers cleaned and put away in their respective storage.

### INSTRUCTOR RESPONSIBILITIES

The instructor is responsible for keeping participants safe at all times as well as effectively teaching the participants the skills they need to undertake the activity.

They are responsible for managing participant movement on and off the playing area.

They are also responsible for ensuring the equipment is in good repair, that it is stowed securely when they are not present, for reporting any breakages and putting away all equipment at the end of the day.

The instructor may instruct the assistants and supervisors to enable them to assist the participants

The Instructor is also responsible for coordinating first aid administration or referring it to a suitably qualified assistant or supervisor.

## ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

**Table 1: Likelihood Matrix**

Level	Descriptor	More Detail
A	Almost certain	Will occur. Expect frequent/regular occurrences.
B	Likely	The event will probably occur more than once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur
E	Rare	The event may occur only in highly exceptional circumstances

**Table 2: Consequence Matrix** – relate to the *most probable* outcome.

Eg. A fall from a windsurfer is most likely to result in **no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.**

Level	Descriptor	More Detail	Injuries	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	Student still able to participate.  Little impact <30min
2	Minor	Minor Injuries/damage sustained.  Low impact, possible public embarrassment.	First Aid Treatment	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	Student unable to continue with activity. Instructor impact whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3 <sup>rd</sup> party action, high news impact	Extensive Injuries. Medical Treatment	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3 <sup>rd</sup> party action, high news and media impact.	Deaths	Loss of instructor/s, closure of centre whilst investigation conducted.

Table 3: Level of Risk – consideration of both likelihood and consequence.

		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

**Important Note:** Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures serious consideration should be given to not proceeding with this activity. Risk vs Reward for this specific activity should be carefully considered!!

Table 4. Risk Priority – an indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.

Rating	Description
Low	Low priority.
Medium	Medium priority.
High	High Priority. Requires immediate action to redress risk. Additionally, risk should be closely monitored to ensure management strategies to reduce risk are effective.

**Important note:** The assessment and identification of Risk Priority should not be solely based upon the likelihood or frequency of an event occurring, but more a consideration of a number of factors, including: *frequency, likelihood, consequences (particularly the possibility of serious personal injury or death) and risk of litigation or legal exposure!* A student competing in a bicycle tour event on a controlled public road is very unlikely to be involved in a collision with a motor vehicle, however the consequences may well be most serious, with the possibility of a serious injury and possible legal exposure. Therefore a Risk Priority rating of **High** should be applied, with appropriate risk management.

## Risk Register/Risk Management

Activity: **ARCHERY TAG**



**Activity Description:** Archery Tag may be conducted on the playing field, in an open location or inside the Rec Hall. It is an activity where basic archery skills are taught, hand eye communication is developed, skills and safety are actively taught and team cooperation is fostered and encouraged.

**General Safety consideration:** Known hazards will be identified to all participants, in particular the risks to participants when rules are not followed. Participants will be required to wear closed toe shoes during Archery tag sessions. Hazards and should be monitored by the supervising adult and instructor. Handling the equipment is prohibited unless authorised by the instructor. There is shelter in the Archery area but hats and sunscreen should be worn as well as sun smart clothing. Equipment should be checked prior to use for damage and it should be reported to the camp manager/maintenance overseer.

<b>Risk description.</b> What and how can it happen	<b>Likelihood</b> (Refer Table 1)	<b>Consequence</b> (Refer Table 2)	<b>Level of Risk</b> (Refer Table 3)	<b>Management.</b> Including existing Control measures to eliminate or reduce the risk. Note: Once the risk management measures listed below are followed all risks described in column 2 will be reconsidered as having a "Low Level of Risk".	<b>Priority</b> (Refer Table 4)
Trip/stumble whilst playing	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Brief group on appropriate behaviour.</li> <li>• Warn of tripping hazards (uneven ground)</li> <li>• Warn of hazard of moving quickly while carrying a bow and arrows</li> <li>• No bows to be left on the ground</li> </ul>	Low
Being struck by an arrow	<b>C</b>	<b>3</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Instructor to monitor the area if people are not behaving appropriately.</li> <li>• Only loose arrows from within your team's playing space.</li> <li>• No deliberate high or wide shooting.</li> <li>• All spectators to stay in allocated zones.</li> <li>• Wait until instructed to begin shooting</li> <li>• Participants are to wear facemasks and protective equipment while playing</li> </ul>	Medium
Sting or arrow catching hair/ jewellery.	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Advise participants to remove all jewellery and tie hair back.</li> </ul>	Low
Bruising to arm.	<b>C</b>	<b>1</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>• Advise to wear long sleeve tops.</li> <li>• Advise on arm position if needed.</li> <li>• Provide arm braces if needed</li> </ul>	Medium
Lost arrows	<b>B</b>	<b>1</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Instructor to look for missing arrows when appropriate.</li> <li>• Instructor to report to the appropriate person the quantity missing.</li> </ul>	Low



				<ul style="list-style-type: none"> <li>• Every effort to be made to locate missing arrows.</li> </ul>	
Hypo/hyperthermia and exposure	<b>D</b>	<b>3</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Instructors should ensure that the group is appropriately clothed for the weather. (e.g. Waterproofs, hat, gloves, warm clothes, sun-lotion etc.)</li> <li>• Instructors should ensure that group is appropriately hydrated and monitor the state of all individuals within the group.</li> <li>• Instructors should be prepared to stop or have a break during the session.</li> </ul>	Medium
Lightning/Storms	<b>D</b>	<b>3</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Activity is to be postponed or cancelled if Lighting is sighted and the thunder clap comes within 30sec.</li> <li>• Move group to shelter indoors.</li> <li>• There is no shooting in lighting.</li> <li>• Local weather is to be monitored and forecasts checked prior to activity commencing.</li> </ul>	Low
Misfire	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Appropriate length arrows used to prevent overdrawing.</li> <li>• Enclosed footwear to be worn</li> <li>• Equipment to be checked between sessions</li> </ul>	Medium
Equipment failure	<b>D</b>	<b>3</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Equipment sourced through creditable companies</li> <li>• Equipment to be checked prior to each session.</li> <li>• Any broken arrows and bows to be removed from service for repair/replacement</li> </ul>	High
Unsupervised access to archery equipment	<b>C</b>	<b>3</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Arrows to be locked in shed when instructor is not present.</li> <li>• Verbal instruction not to use equipment unless the instructor has invited participants to do so.</li> </ul>	Medium
Injury/damage to equipment while stringing bow	<b>D</b>	<b>3</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Only sufficiently trained persons to string bows or to do so under instructor supervision</li> </ul>	Low