



Returning to Archery

Phase 2 – Competition

Guidance Notes for Judges

Version 1

Issued: 06/08/2020



FOR THE **LOVE** OF ARCHERY

INTRODUCTION

Following publication of version 1.0 we will indicate the key additions and updates to these guidelines with [NEW] and [UPDATED] on the following pages.

These guidelines have been produced in line with the English Government guidance on public spaces, outdoor activity and exercise published on 9 July 2020, which can be read on the Gov.uk website - <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>

Archery is a sport where close contact with others can be avoided. Archery GB has developed a set of practical guidelines for clubs to follow so that restricted shooting can take place, where the local environment allows.

The choice to return to competition at this time is one that needs to be made locally by clubs and tournament organisers after considering their own circumstances. There are many clubs and organisers who are keen to return to competition as soon as possible, but we appreciate there will be those that have genuine concerns, or their local environment will make shooting safely impossible at this stage. It is the responsibility of each club to make their own assessment based on their local environment and circumstances.

These guidelines should be read in conjunction with the guidelines for clubs and archers and all elements should be considered to ensure activity can be delivered safely.

We therefore ask you to read and consider the information below carefully, before making a decision to return to archery as safely as possible during this current phase.

Please do not feel pressured to hold a competition at your club until you are confident you can do so safely, by following both the Archery GB guidelines and the current government advice.

STAY ALERT

The clear Government message is that we can all help to control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly

Do not leave home if you or anyone in your household has symptoms.

At all times, clubs need to remain flexible and have the ability to communicate changes to entrants quickly. Tournament organisers must respond quickly if there is an increase

in the virus locally, nationally or if any of club's members or visitors to the range test positive for coronavirus.

RECREATIONAL SPORT

The UK Government set out a return to recreational sport on 9 July 2020.

As part of this, club officials and tournament organisers should ensure that the following Government guidance is included in their planning.

These include:

- Activity organisers should support track and trace efforts by collecting information on participants at both training and matches.
- All archers, officials, volunteers and spectators must undergo a self-assessment for any Covid-19 symptoms. If they or anyone they live with has symptoms, they should not attend club/competitions, and should instead self-isolate in line with public health guidance.
- Archers and spectators should minimise the use of public transport and car-sharing with anyone outside their household. They should instead walk or cycle to clubs/competitions where they can.
- Clubs should strictly limit the time spent congregating at a venue before a competition begins. Where possible, archers should arrive changed and ready to warm up, limiting time spent waiting around or in changing rooms.
- All sports must adhere to social distancing throughout warm-ups and breaks in play, and avoid equipment sharing where possible. Archers should also avoid unnecessary close contact such as handshakes or huddles.
- Club toilets will need to be opened for pre-practice/competition, during and for 30 minutes afterwards, but they must be cleaned regularly in line with public health guidance.
- Clubhouses and bars can be opened in line with government guidance on hospitality, with groups limited to six people.

STEPS TO RESTARTING COMPETITIONS

In additional to the guidance, the Tournament Organiser should look to:

1. Gain consensus from the judges and workforce
2. Read the following guidance from Archery GB
 - Risk Assessment Template
 - Example Range Layout (Target)
 - Return to Archery guidance
 - Return to Competition guidance
3. Where applicable, seek confirmation from the land owner to allow competitions to take place and share with them the Archery GB Guidance and Risk Assessments
4. Undertake a risk assessment on the range and ability to hold competitions and manage competitors and spectators
5. Provide sufficient hand washing facilities or sanitiser, the latter should be a minimum of 70% alcohol based

6. Mark out the range in line with the competition guidelines

Paperwork

- All communication should be by email before the event and record status form must be filled in online by the Chief of judges (CoJ) on their own machine after the event.
- Tournament Organiser (TO) should also produce/e-mail a target list for each Judge
- Expenses should be paid by bank transfer

Number of Judges

- CoJ to work with TO to have a reserve judge in case of illness.

Judges' position and personal safety

- The TO should provide an adequately large tent for the Judges at the end and/or in the middle of the shooting line. If there are many targets then gaps should be left for the Judges to stand so they are not encroaching on the social distance of any of the archers.
- Judges should bring their own chairs, depending on the catering arrangements their own cups etc
- Unless exempt, Judges should consider wearing a face covering at all times.
- All judges should wear/bring appropriate clothing for the weather.

Field inspection guidance

- One Judge will carry out FOP distance checks, and face checks on the target.

*Advice if you have this available - Use a solid folding ruler to check target face heights so that there was no touching of target face.

Equipment inspection guidance

- Archers to hold bows at arm's length to allow a view.
- Archers show finger tabs/release aids – with tabs ask the archer to show there isn't anything hidden that could help.
- Archers are to be asked to remove 2 or 3 arrows from the quiver and show the judges for checking.
- Compound Bow weights- ask each archer if they are satisfied their bow weight met the rules. If the archer would like their bow weighed, the scales should be placed on a clean table for the archers to use and the must then show the judge the result. The bow scale will then be cleaned for the next person.
- Each Judge to check off the archers on their own list using their own pens.

Prior to the competition ask yourself the following questions:

1. Do you have a high temperature? Yes/No
2. Do you have a new, continuous cough? Yes/No
3. Do you have a loss of, or change to, your sense of smell or taste? Yes/No
4. Are you in a household or bubble with someone who has tested positive for Covid-19 in the past 14 days? Yes/No
5. Are you in a lockdown area? Yes/No

If the answer to any of these is yes, then they **should not attend the competition.**

Archer Conduct

The vast majority of archers will abide by the rules and guidance set down. However, in the event that an archer repeatedly contravenes rules – sport or social distancing measures – then the Tournament Organiser has the authority, and backing of Archery GB, to evict the archer from the field of play and disqualify their scores.

TOs should be aware that Judges will support the TO's decision, but will not be responsible for this actioning this element.

SHOULD SOMEONE FALL ILL

If someone should fall ill at the competition, they should be advised to leave the event as soon as possible. If this is not possible, they should be isolated in their own car until arrangements can be made for their journey home. Advise them to call 111/119 once at home to follow the NHS clinical/testing pathway.

If a person falls seriously ill with suspected Covid-19 whilst at the competition (probably unlikely if they have followed all your other advice) then normal first aid procedures should be given wearing FFP3 mask, gloves and eye protection with the ambulance being made aware of 'suspected Covid-19'. There is also new guidance on resuscitation in cases where Covid-19 is suspected, so your club's First Aiders should be made aware of this, if they aren't already.

It is also advisable to run a track and trace system and then contact all of the attendees at the competition to ensure that they get tested following a positive test from another archer who may have gone home with symptoms.

Further advice on First Aid during the Covid-19 pandemic is available from [St John Ambulance](#).

Please find below the risk assessment for judges at competition

Function:		Who for:	
Location/site of activity:		Date Assessment carried out:	
Groups at risk:		Version Number:	
Persons carrying out assessment:	Name:		Positions:
Date of acceptance and publication:		Planned review date:	

***NB - This is not an exhaustive risk assessment to cover every possible process or scenario. Gives you the key areas. Please spend the time to review and where necessary update and adjust for your needs for your event/competition.**

‘Social Distancing & Staying Safe is everyone’s responsibility’

Individuals not conforming to COVID-19 protocols

Shooting will stop until the risk is removed.

The individual(s) choosing to not conform to the strict COVID-19 safety measures will be instructed to leave the venue.

Hazards	Consequences	Who is at risk	Severity	Like-likelihood	Risk	Control Measure	Risk with Control Measure
Symptomatic If the Judge has Symptoms of Covid-19 or other infectious disease	Risk of Infection to other people	All	3	3	9	Judge(s) or members of the Judge's household MUST refrain from coming to the Archery Range. Government Guidance Must be Followed.	1
I have had symptoms of Covid-19	Risk of Infection to other people	All	3	3	9	Judge MUST refrain from coming to the Archery Range and Facilities for at least 7 Days.	1
Someone in my household is symptomatic with Covid-19 but I am well.	Risk of Infection to other people	All	3	3	9	Judge MUST refrain from coming to the Archery Range and Facilities for at least 14 Days.	1
Becoming ill whilst on the Archery Range.	Infection may be passed to another Archer, Judge or volunteer	All	3	3	9	Should you become ill whilst you are at the Archery Range, you MUST inform someone immediately, leave the Range and go home. Please arrange urgent support should you find yourself seriously sick whilst you are at the range.	1
Distancing of Judges and Archers during shooting	Some risk of infection from interaction of	All	3	2	6	All judges need to be mind of social distancing while carrying out your duties	2

	Judges, Field Party and Archers					<ul style="list-style-type: none"> • TO should provide an adequately spaced area for the judges at either end of the field and or in the middle (a gap in targets). • With more targets there should be a larger 'gap' so a judge can be positioned without being at risk, or a risk. • TO should provide shelter if needs be. • Judges should ensure they wear their usual clothing for the correct weather conditions. 	
Judge Equipment Use	Cross Contamination to Archers or other judges	All	3	2	6	<p>Judges to provide their own chairs and Judging equipment, including any cups etc they may wish to use (Dependant on how the organisers are running catering too)</p> <ul style="list-style-type: none"> • If in doubt with the process speak to the TO 	1
Judge Target Patches	Risk of transmission	All	3	2	6	<p>Judges to have assigned patches as usual, ensure keeping to social distancing. However, they may assist other areas, again keeping to guidelines.</p>	2
Judge Cleaning / Protection	Risk of Transmission or contamination	All	3	2	6	<ul style="list-style-type: none"> • The Judge shall have their own hand sanitiser for use, so that it is always available. 	2

						<ul style="list-style-type: none"> • Face covering which the judge will supply must be worn in social distancing cannot be achieved. 	
Field Inspections	Risk of Transmission or contamination	All	3	2	6	<ul style="list-style-type: none"> • Judges should be allocated a task, and this is carried out using their own equipment (e.g. measuring a field) • Where target checks are done, ensure any contact points are appropriately sanitised and the Judge uses hand sanitiser immediately after contact. • Also checked the shooting line positions and marks to ensure there was clear indication of shooting positions for the athletes and they met the 2m requirement. Other ground markings were reviewed for standing at targets and for position of tents etc. • One Judge checked small sample of target faces from the same batch as being used, which were provided beforehand, and after checking these were removed and not to be used for the next 72 hours. 	2
Judges while carrying out equipment inspection	Risk of Infection to other archers, Judges	All	3	3	6	Before carrying equipment inspection, ensure the judge has a face covering and or is wearing a face shield, as they will be inside the social distancing guidelines.	2

						<ul style="list-style-type: none"> • Judge not to touch any of the archer's equipment • Judges only use their own equipment and do not share equipment • 	
Use of a timing system	Risk of cross contamination	Other Judges/ Work party	3	2	6	<ul style="list-style-type: none"> • Appoint a single person to use the system • Where a different person uses the system, wipe/sanitise before and after. 	2
Judging duties – Line Calls, Bouncers, Pass throughs	Some risk of infection from cross contamination	All	2	2	4	<p>While carrying out your duties, ensure that you do not touch the archer's equipment or target face.</p> <ul style="list-style-type: none"> • Line Call – Ask all archers to stand back away from the target social distancing. If you accidentally touch arrows and or target face, ask field crew to sanitise the target face and advise the archer of whose arrow you touched so they can sanitise prior to removal. You will also need to sanitise your hands. • Bouncer - take the archer who had the bouncer with you, once you have observed the bouncer, have the archer place it under the target. Mark arrow hole without trying to touch other arrows and the target face at the 	2

						<p>event, do ask field crew to sanitise the target face and advise the archer of whose arrow you touched so they can sanitise prior to removal.</p> <ul style="list-style-type: none"> ● Pass throughs – carry out the duties as normal please do not touch the arrow observe the archer to whom the arrow belongs pushing it back through the target if necessary or retrieve the arrow from behind the target and place under target. 	
Judges duties – Arrow alterations on score sheet	Some risk of infection from cross contamination, from archers	All	2	2	4	<p>While carrying out this duty, carry it out as quickly and as professionally as you can. Ensure the judge has a face covering and or is wearing a face shield, as they will be inside the social distancing guidelines.</p> <ul style="list-style-type: none"> ● Carry the duties out in same way. However, ask the scorer to hold the score board for you while you carry out any corrections on the score sheet. ● If you are unable to amend in the normal fashion – witness the scorer make the alteration and then circle and initial with your red pen the signature box. ● Once completed, sanitise your hands. 	2

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The risk of this Range is assessed as -	Average Risk Level:	Low
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Risk Calculation Matrix

Severity	Description	Likelihood	Description
1	Slightly Harmful	1	Highly Unlikely
2	Harmful	2	Unlikely
3	Extremely Harmful	3	Likely

Risk Classification					
Note: Risk = Likelihood + Severity			Severity		
			1	2	3
Likelihood	3		3	6	9
	2		2	4	6
	1		1	2	3

Risk Classification and Action		
Designation	Classification	Action
6 to 9	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.
3 to 4	Tolerable	Shooting can continue as long as all control measures are in place and observed
1 to 2	Low	Little or no risk

Reviewed and approved by:

Name	Role	Signature	Date