

Policy 2020.03.03 (d) Duties & Responsibilities of an Archery Range Officer

Section 1 – General Provisions

1. Range officers may be provided a key for access to both indoor and outdoor range. Loaning of keys is discouraged, check club policy. Special circumstances may necessitate a temporary key being provided to an individual; this will be done at the discretion of the Club Director or Co-ordinator responsible for the applicable Archery Range.
2. Range Officers should be knowledgeable of Club Policies as they pertain to use of the ranges, - general and archery in particular.
3. Everyone using the range must be a member of the Nelson District Rod & Gun Club. Exceptions to this are:
 - a. Attendance at recognized Club matches that have an entry fee
 - b. Non-members may attend as per Club Guest Policy
 - i. First visit is at no charge.
 - ii. Second, third and first visit is with payment of a ten dollar (\$10.00) guest fee.
 - iii. The member hosting the guest is responsible for collecting or paying for the guest fee. The members will ensure that the payment is placed in the available guest fee envelope and put in the lock box located at the Archery range.
4. Club members must carry their membership card.
5. The Range Officer will be in command of the range at all times when the range is being used for shooting activities:
 - a. Range Officer must be noted (RO) in the log book for every shooting session
 - b. Every person present in the range during a shooting session must sign in the long book, even if they are not shooting.
 - c. Signature must be legible, if not, get them to print
 - d. Range Officer is responsible for everyone including him/herself for using appropriate safety gear.
6. Range Officers have the right, upon request, to immediate inspection of any equipment for safety and proper use.
7. Range Officers have the right, upon request, to immediate inspection of any documentation regarding membership.

Section 2 – At the Firing Line

1. As a Range Officer, you should understand that it is **‘SAFETY FIRST, SAFETY ALWAYS’** and while you have only two eyes, it is your responsibility to encourage others to be watchful as well. Should another shooter on the line see a potential problem, they have the right to, and should be encouraged to, call a ‘CEASE FIRE’ to any unsafe action they encounter.
2. Range Officers will have complete and final authority over the use of the range and any person using the facility while in charge of the range.
3. Range Officer will ensure that no arrows that damage targets to be used (e.g. broadheads).
4. Use the proper arrows for the right poundage of bow: e.g. a 30lb fiberglass, carbon or wood arrow shot from a 60lb bow may shatter.
5. All firing will take place at the same distance for all shooters on the firing line at one time, straddling the line.
6. No one will be in front of the firing line while shooters are on the firing line and the range is live
7. No one will handle bows in the waiting area behind shooters that are at the firing line.
8. All shooting of bows is only to be done on the command of a Range Officer.
9. All persons not shooting or observing will be back of the firing lines

Section 3 – Typical Archery Shooting Event

1. At the start of an Archery shooting session:
 - a. Indoor Archery Range
 - i. Open range door
 - ii. Turn on lights and heater (if required)
 - iii. Inspect range for hazards and damage (note in log book)
 - b. Outdoor Archery Range
 - i. Inspect range for hazards and damage (note in log book)
2. During the session
 - a. All members and guests must be knowledgeable of the outdoor archery range commands:
 - b. All archers will move to shooting location on the firing line;

- c. Only two (2) archers, maximum on the line at a time.
 - d. Archers must not load bows until commanded.
 - e. Junior archers must be within arms length of adult supervision.
 - f. Command – “Archers shoot when ready”:
 - i. Archers may now load and fire bows when ready.
 - ii. If an arrow is dropped forward of the firing line during a session, **do not** pick the arrow up until all archers have stopped shooting, placed their bows on the wall hook, and the range officer has given the command to retrieve arrows.
 - g. Command – “Range is clear”:
 - i. Command is given once the range officer has observed all archers have stopped shooting and hung their bows on the wall hooks
 - ii. Archers may now go down range to check targets and retrieve arrows.
 - iii. No handling of bows while archers are down range.
 - iv. All bows must be hung on wall hooks while the range is being cleared.
 - v. When retrieving arrows, grab each arrow on the shaft at the point closest to the target and pull straight backwards.
 - i. **Warning:** always check behind you to make sure nobody is behind you when pulling out the arrow to avoid injury
 - h. If a “Cease Fire” is called:
 - i. Stop shooting, and
 - ii. Make bows safe, and
 - iii. Archers to step back from shooting line and place bow on the wall hook, and
 - iv. Await instructions from the range officer.
3. At the end of a session
- a. Ensure range area is clean and neat
 - b. All paper/garbage to be cleaned up and placed in appropriate container.
 - c. Inspect range for hazards and damage (note in log book)
 - d. Ensure everyone has left range area
 - i. For Indoor Range – turn off lights and heater (if applicable), shut and lock range door
 - ii. For Outdoor Range, return any club equipment to storage area, and lock the gate

The above represents a typical event. This does not represent the only way a shooting session could be run, but it does cover all safety aspects in a typical session.

Here are some common sense suggestions you should consider as a Range Officer;

- Outerwear and all non-shooting items (packs, etc) should be left outside the range area
- In the event of an injury or accident, the Range Officer will follow the provisions of Club Policy 2019.308.06 Recordable Incident
- Any consumption of alcohol and/or recreational drugs during or before use of the range is not to be allowed.

Approved by Board: _____

H. Grant, President

Richard Green , Vice-President

Confirmed by Membership (date) _____