

Archery



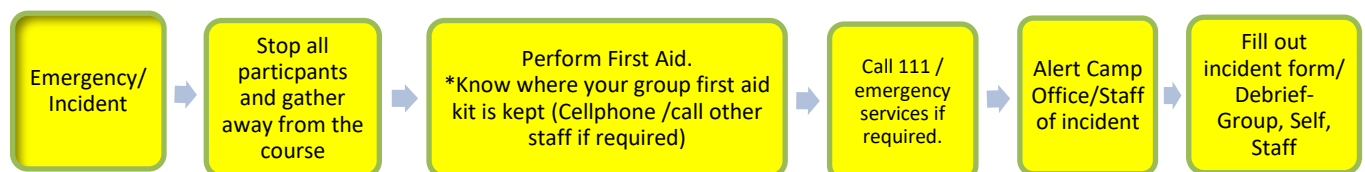
Standard Operating Procedures

describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.
is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

This form
This SOP

Activity:	Archery		
Location of Activity:	Archery range off the sports field		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	4
Position:	Lead Instructor	Approved:	30/06/2025. HJvR. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Activities Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 Participants Note: Ratio adjusted with changes in risk levels	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
MiCamp Equipment	<ul style="list-style-type: none"> ○ Bows ○ Arrows 	<ul style="list-style-type: none"> ○ Targets 	
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Covered shoes 	<ul style="list-style-type: none"> ○ Appropriate clothing for weather conditions 	
Communication Procedures:	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office or staff member.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Firearms Safety Code, Fire Arms Licence, Archery Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016.		

Emergency Procedures

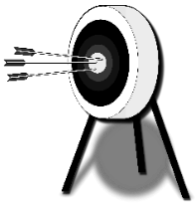


This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice

Operating Procedures		
Supervisor Induction		
1	Attend training and safety briefing with staff.	
2	Familiarise with SOP/ equipment location.	
Setup (Staff)		
1	Collect equipment.	
2	Check targets are fully secured.	
3	Visually check the equipment, targets, structures etc.	
MiCamp Instructor Brief to Supervisor (Staff)		
1	Go over the SOP.	
2	Conduct training as per "Activity supervisor training and acknowledgement form".	
3	Ensure supervisor is aware of emergency procedures.	
Supervisor Safety Brief to Participants		
1	Only those shooting and supervisor can be at the shooting line. Two can go at a time, all other participants must sit or stand at a safe distance.	
2	All arrows must be shot before anyone can enter the shooting range; bows must be handed back to the supervisor	
3	Loaded bows must be pointed at the targets or the ground only.	
4	Arrows must be carried in a safe manner. No running in shooting range.	
Operating Instructions		
1	Gather the group and explain the rules above.	
2	Explain how to load and aim. (Refer to Activity Operating Instructions)	
3	Supervisor must stand between the two participants at the shooting line, behind the rope.	
4	To retrieve arrows: walk along the side of the range to the targets. Place one palm flat on the target close to the arrow head and pull straight out with the other hand.	
5	Supervisor must call "STOP" if anything enters the archery range. When "STOP" is called, participants must stop what they're doing, slowly release tension on string and point loaded bows to the ground. They must not fire again until all clear is given.	
6	Wrap up by gathering the group together and conducting an activity debrief.	
Closing Down the Activity		
1	Gather all the gear and check that it is all returned.	
2	Inform staff of any incidents/broken or damaged gear.	
Pause points		
1	Pause the activity if loaded bow points anywhere other than the target or the ground.	
2	Pause the activity if anything enters the firing zone.	
3	Pause the activity at any time conditions become unsafe.	
4	Pause the activity if participant behaviour compromises group safety.	
5	Pause the activity if anyone gets injured.	

Equipment Check (Staff)		
1	Bows- cracks in body, fray in string, shape under tension	
2	Arrows- Straight shaft, nock is whole, all fletching are attached, soft point, enough for group	
3	Targets- are up and in good condition.	

Hazards and Risk Identification			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All risks must be continually monitored throughout the activity* New hazards/risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Driveway next to shooting range	Boundary rope must be up. Participants must keep off the road and never aim the arrows towards the driveway.	Low	High
Weather/sun (Supervisors and participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Supervisors must use good group management. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety. Weather Risk must be assessed continuously.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Participants or others have been shot by an arrow	Shooters must wait for the supervisor to say they can collect their arrows, only when all bows are handed over! All participants and others must stay behind the roped area while shooting.	Low	High
Participant points loaded bow away from the target at any time	Stop them immediately, physically intervene and point the bow to the ground. Remove the bow if necessary	Low	High
Participant poked in the eye	Walk at the side of the range to the targets so you can see the arrow. Do not walk directly at the target as it is hard to see the arrows.	Low	Medium
Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Incorrect use of equipment	Supervisor must ensure the group is operating safely. Participants are briefed and shown the correct use of all equipment and how to avoid injury using posture.	Low	Extreme
Equipment failure	Regular checks of equipment are made, removed from use and clearly labelled if faulty.	Low	Medium



Archery

Supervisor Instructions



Rules and Safety:

- All participants must be wearing covered footwear.
- Bows must only be pointed towards the targets or the ground.
- All other participants must be kept at a safe distance while waiting.
- No one is allowed in the shooting range until all the arrows have been shot and the bows are held by the supervisor.
- Participants must walk to the side of the targets when retrieving the arrows.
- Pull the arrows out by placing one hand on the target, holding the arrow at its base, and pulling the arrow straight out.

For the Supervisor:

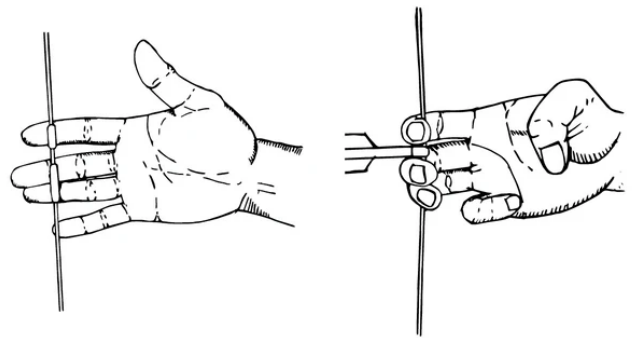
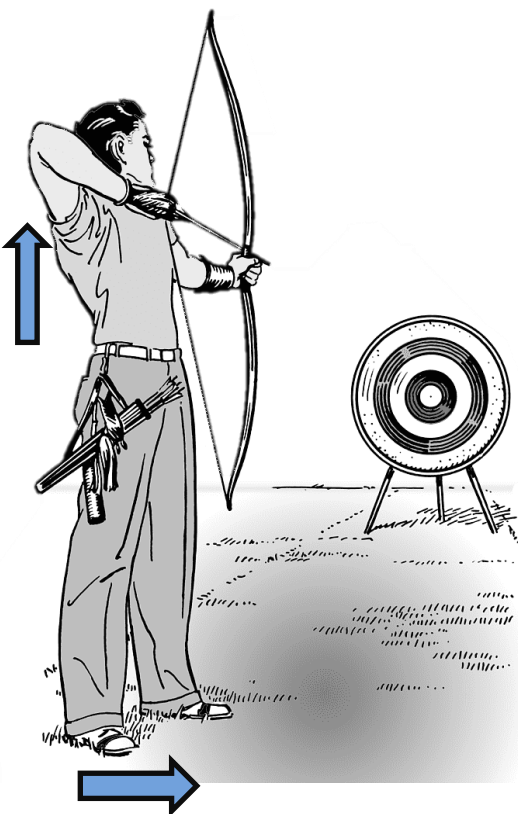
- Two participants may go at once with the supervisor standing in between them, ready to correct a participant if they were to point the bow anywhere other than the target.
- Never turn your back on a participant that is holding a bow.
- Participants must give the bows to the supervisor when retrieving the arrows.

Pack up:

- Lock all the equipment away before each break.
- Gather any rubbish/lost property.
- Inform the Office/Host of any lost or damaged equipment or any incidents/near misses.

Shooting Technique:

- Participants stand to the side with their feet apart, facing the direction of their dominant hand.
- Participants hold the bow with their non-dominant hand and pull the string back with the other.
- Using the fingertips, place three fingers on the string, one above the arrow and two below.
- Pinch the arrow and pull the string to the ear, in line with the eye, elbow raised.
- When ready to shoot, straighten the fingers holding the string to release.



Game ideas and suggestions:

If your group was able to have a round of practice and you have some time in your session, you can try a game. Keep in mind your group skill level and age. Make sure that above all, safety rules are being followed at all times.

Pizza making

Let's bake the best pizza in town!

- Divide the group into two teams (they can choose a pizzeria name).
- Each member has a turn with 3 tries to score on an ingredient.
- Ingredients must be scored in order 1-5. (If you score the cheese right after the olives, it doesn't count!).
- First team to score the last ingredient wins!

Race to 100

A game of precision and numbers

- Divide the group into two teams.
- Each member has a turn with 3 tries to score points.
- All points are added to the team score.
- If the team goes over 100, they bust. They must try again from their last score before 100.
- Winner team is the first to hit exactly 100.

SCORE GUIDE

