



Archery Tag

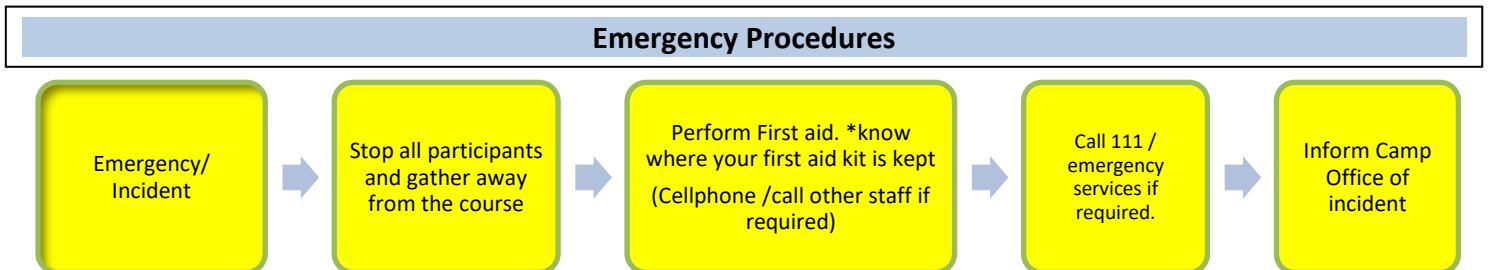


Standard Operating Procedures

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.

This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

Activity:	Archery Tag		
Location of Activity:	Inside the recreation hall or on the field.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	2
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 ○ Soft Tipped Arrows ○ Face Mask 	<ul style="list-style-type: none"> ○ Target ○ Inflatable Barriers 	
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Covered shoes ○ 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:	Health and Safety at Work (Adventure Activities) Regulations 2016, Target Shooting Good Practice Guide 2018.		



**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.**



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Operating Procedures

Supervisor Induction

- 1 Attend training and safety briefing with staff.
- 2 Familiarise with SOP/ equipment location.

Setup (Staff)

- 1 Collect equipment from the activity shed.
- 2 Visually check the equipment, targets, structures etc.
- 3 Inflate the barriers and secure them with standards.

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 Boundaries: **Play zone** - Where safety masks must be worn.
Safe zone- where safety masks can be taken off.
- 2 Shooters must only fire at those with safety masks on.
- 3 Use bows only as instructed in area provided. Only fire the soft tipped arrow from bows. Do not dry fire bows.
- 4 No close shots. 3 meters or more between opponents firing.

Operating Instructions

- 1 Get to know the group (run a name game/ice breaker).
- 2 Gather the group and explain the rules above.
- 3 Show how to put on safety masks.
- 4 Explain how to use bows and start with target practice. Refer to Activity Operating Instructions.
- 5 Start with team-on-team games explained the Activity Operating Instructions.
- 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 anyone in the playing area does not have a safety mask on.
- 2 Pause the activity at any time conditions become unsafe.
- 3 Pause the activity if participant behaviour compromises group safety.
- 4 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. | |
| 4 | Face masks are clean, in good repair, clear visibility, straps intact. | |

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
Broken glass or lights (Indoor area)	Participants must not to shoot high and must avoid shooting at windows, lights, etc.	Low	High
Long hours in the 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 manage the group. 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 assessed continuously.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Participant behaviour compromises group safety	Give a safety brief. Staff or Supervisor can remove the participant from the activity area or deny participation if the safety of others is compromised.	Low	High
Participants come onto the playing field without a mask on	Stop the game immediately. Take the participant off the field and/or give them a mask	Low	High
Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Incorrect use of equipment	Bow and arrows must only be used when everyone has a safety mask on. 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	High
Equipment failure	Regular checks of equipment are made; faulty equipment is removed from use and clearly labelled as retired.	Low	Medium



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Supervisor Instructions



Rules and Safety:

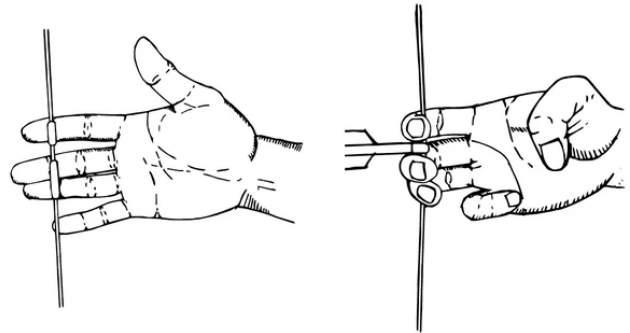
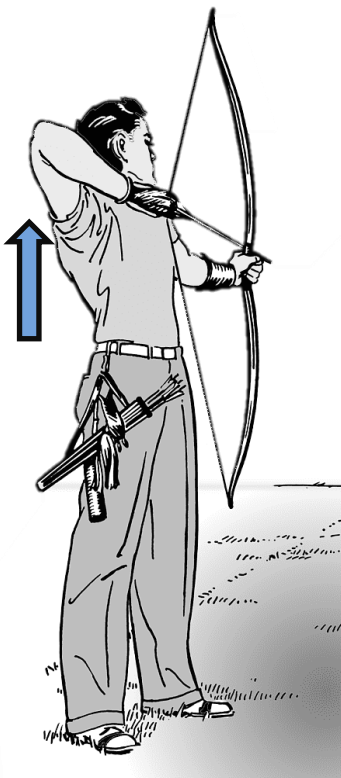
- All participants must be wearing covered footwear.
- Participants and instructors must wear masks during the game.
- If a participant takes off their mask, the supervisor must shout **"STOP"** for everyone to hear and pause the game. The only place for masks to be removed during play is in the safe zone.
- Arrows must not be released while aimed at someone closer than 2 meters.
- Participants must stay within the designated area.
- Participants can only start the game when you have shouted **"GO"**.

Set Up:

- Set up the targets and spread arrows randomly over the course before the group arrives.
- Explain the rules.
- Show the group how to hold, load and use the bows.
- Give the participants time to practice aiming and getting used to handling the bows and soft tip arrows.
- Split the group into two even teams.
- Distribute masks and bows.

How to aim:

- Bow can be held in either hand depending on preference
- The arrow should be loaded onto the bow with the odd-coloured feather facing out and the nock clipped onto the string in between the finger rests.
- Using the tips of your fingers the string is drawn back to the ear, elbow raised high and arm holding bow locked straight out in front.
- Arrow is released by opening the fingers holding the string.



Games

- **Team's Target**

Each team has a target with five foam circles that the opposing team is trying to shoot out first. If a participant is hit, they must touch the back of their side of the course to be able to continue. The game ends when the first team has shot out the opposing team's circles. You may also want to play with eliminations.

- **Last Man Standing**

Every man for himself. Each player tries to last the longest and get everyone else out. If they are hit, they're out for the rest of the game. You can either play that each player has one or three lives.

- **Capture the Flag**

Split the group into two teams and start on opposite sides of the field. The aim is to be the first team to steal the flag and bring it back to their base. If anyone gets hit, they must "respawn" back into the game by going into their base. If someone is transporting a flag but gets hit before arriving at their base, the flag must be returned. You can also play with eliminations.

- **Infection**

One or two players start as the taggers and begin as the only players with bows. If a player gets hit, they collect a bow and become a tagger. The last person left is the winner.

Pack Down:

- Gather all the masks, bows and arrows
- Gather any rubbish/lost property
- Inform the Office/Host of any lost or damaged equipment or any incidents/near misses

