Return to Archery in Scotland

Phase 2
19th June 2020

#MakingSportLimitless
INTRODUCTION

This document was approved on 19th June 2020 by the Scottish Government and sportscotland.

This document is intended as a guide to all affiliated Scottish Archery clubs and their affiliated members as to the correct and most effective safety measures for clubs and individuals as opportunities to increase exercise gradually begin to return.

The guidance we have published is in line with the Scottish Government Route Map published on Thursday 18th June 2020. This document interprets the routemap guidance provided for Phase 2 which may be implemented from 19th June 2020 should testing and infection numbers permit an easing of restriction by Scottish Goverment. Guidelines will be updated as we progress through the Scottish Governments phases. Current information is available here.

Clubs and Archers must ensure that all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – club committees will also need to make sure that the club members, facility and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Government’s approach to managing covid-19 is available here.

This document supersedes the phase 1 plan (issued 29th May 2020) as the country moves through the pre-determined phases highlighted within the Scottish Government Route Map.

SGBs, clubs and participants should be aware that the easing of restrictions does not mean that all facilities/venues will open immediately. Owners and operators will require time to consider all the implications of opening facilities/venues and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers. This is a difficult time for everyone so please be patient

The Government has made significant changes from phase 1 to phase 2, this document reflects these changes so please read it in its entirety.
For Scottish Archery clubs, the guidance from Scottish Government and therefore the guidance within this document should be read in conjunction with the Archery GB rules of shooting.

Where this document differs from the Archery GB guidance, the Scottish Archery phase 2 guidance should be used to make your decision. With regard to range preparation and conducting risk assessment and other matters relating to the rules of shooting, we have adopted similar measures to those from Archery GB.

Scottish Archery appreciates this may cause confusion however sport in Scotland is a devolved matter under the Scotland Act 1998 and therefore we must follow the guidance of the Scottish Government. Where possible, we have adopted the Archery GB perspective particularly in line with modified rules of shooting.

**Comment from the Board of Scottish Archery**

The Board of Scottish Archery wishes to pass on its deepest thanks to all members who have been part of the keywork effort over the past few months and of course to everyone who has followed the guidance on movement and staying at home as well as the guidance for phase 1.

Following the Scottish Government’s guidance has been pivotal in getting us to this step where some archery may be able to resume – under the conditions stipulated of course! In line with our partners sportscotland and all the other governing bodies of sport in Scotland, we are part of this effort to extend the opportunities to exercise outdoors but the main focus in this phase must remain on maintaining and protecting public health.
This is why Scottish Archery is releasing the second phase guidance within this document and we accept archery still doesn't look like anything approaching what we were used to seeing before March 2020. With so many clubs reliant on public sector estate and venues it will be some time before these venues are accessible and similarly for those clubs where the majority of shooting takes place indoors, access is still some time away.

We ask our members to stay patient as only by moving through these small steps in a slow and considered manner can we play our part in maintaining public health and help the whole country realign for the future. We want archery to play a pivotal part in the sporting and health landscape and our vision statement of “Making Sport Limitless” becomes ever more relevant as we progress through this crisis and eventually, begin to realise different opportunities once restrictions are removed in their entirety.

Our staff are still working as they have been throughout this entire lockdown period and continue to maintain our connections with clubs and members. Please do reach out to them with any queries as they are keen to help whatever the issue may be.

We all look forward to seeing you soon, ideally on the shooting line or at another archery-focussed event.

Moira Taylor, Director of Coaching
Judith McCleary, Director of Development (Independent)
Craig Lindsay, Director of Finance (Independent)
Bob Provan, Director of Equalities
Kevin Pringle, Director of Strategy (Independent)
Caroline Buchanan, Director of Safeguarding
Jules May, Director of Digital
Pip Tucknott, Director of Performance
Jennifer Griffin, Director without Portfolio (Independent)
### Phase 2

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>All activity remains outdoor. Indoor facilities remain closed.</td>
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<tr>
<td>Archery remains an extension to exercise</td>
</tr>
<tr>
<td>Physical distancing of 2 metres applies at all times.</td>
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<tr>
<td>No time limit on archery activity provided all safety measures and</td>
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<tr>
<td>distancing adhered to.</td>
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<tr>
<td>Scottish Archery Child Protection, Safeguarding and Equality policies are</td>
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<tr>
<td>in place at all times. Advice from Children 1st is available here.</td>
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<table>
<thead>
<tr>
<th>Facility</th>
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<tbody>
<tr>
<td>Standard range safety measures and rules of shooting apply, with</td>
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<tr>
<td>particular note being taken of AGB Rules of Shooting 301 &amp; 302 and the</td>
</tr>
<tr>
<td>diagram</td>
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<tr>
<td>Limits on the number of participants should be considered to ensure</td>
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<tr>
<td>appropriate social distancing can be maintained:</td>
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<tr>
<td>- A maximum of 3 households (or extended households) present in a group</td>
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<tr>
<td>- No more than 8 per group (multiple groups allowed)</td>
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<tr>
<td>3 households per group with 10m between groups (All groups operating</td>
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<td>under 1 field captain). (See diagram)</td>
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<tr>
<td>Targets must be positioned at least 5 metres from each target centre.</td>
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<tr>
<td>This minimum spacing takes effect until further notice, and had to</td>
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<tr>
<td>comply with Rule 301 (b) (i) and (ii).</td>
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<tr>
<td>Only 1 archer per boss (participants from the same household can share</td>
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<td>a boss).</td>
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<tr>
<td>A one way system allowing clear entry and exit from the range should be</td>
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<tr>
<td>in place to maintain physical distancing at all times.</td>
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<tr>
<td>If an arrow is lost, then a physically distanced search from all present</td>
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<tr>
<td>must happen.</td>
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<table>
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<tr>
<th>Athlete</th>
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<tr>
<td>Phase 2 remains an extension of exercise</td>
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<tr>
<td>Interaction permitted with 2 other households per group with physical</td>
</tr>
<tr>
<td>distancing applied</td>
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<tr>
<td>Turn up “ready to shoot” as no changing facilities.</td>
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<tr>
<td>People from different households should not travel in the same car.</td>
</tr>
<tr>
<td>In line with current Scottish Government advice, please avoid travelling</td>
</tr>
<tr>
<td>more than 5 miles from home to engage in physical activity</td>
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</table>
Coach Coaching is permitted if physical distancing can be maintained and is with members of your household and/or members of 2 other households up to a max of 8 people. A coach should not deliver training to more than 2 households at any one time or provide training to more than 2 households per day. When participating in coaching comply with current hygiene guidelines. Coaches can only work with archers are able to shoot safely on their own without intervention. (maintaining 2m distancing). More guidance for coaches can be viewed here. Scottish Archery Child Protection, Safeguarding and Equality policies are in place at all times.

EIGHT STEPS TO AN OPEN FACILITY

The club has:

1. Gained consensus on being open from the committee
   i. Committee approve open facility plan
   ii. Key club volunteers have been consulted and are comfortable with the facility being open
   iii. Safeguarding/Welfare Officers briefed (if not on committee)
   iv. Any archers acting as field captains briefed on additional range rules (i.e. social distancing, field layout see diagram)

2. Read the guidance from Scottish Archery.
   i. Return to Archery in Scotland Phase Two (This document).
   ii. Risk Assessment Template
   iii. Implemented a Booking System

3. Where applicable, sought confirmation from the land owner on the facility being open and shared Scottish Archery guidance.

4. Undertaken a risk assessment on the range and ability to be open and manage your members
5. Targets can be left out and not moved where possible. If moving targets is necessary, then the guidance on moving targets should be followed. (See section titled ‘Clubs’)

6. Sufficient hand sanitiser available or archers bring their own. (See section titled ‘Preparing the Range’)

7. A booking system to comply with social distancing.

8. The ability to mark out the range in line with the stipulated guidelines within this document and the rules of shooting.

If you have answered YES to the eight steps above, then your club may be in a position to open its facility. We encourage you to use the guidance below and please contact us if you require support. admin@scottisharchery.org.uk

**PREPARING THE RANGE**

Maintenance of the range may be required prior to opening. The primary consideration should be to ensure volunteer safety when undertaking any maintenance. The club should undertake a range safety check and update the risk assessment BEFORE allowing archers to shoot. All activity should be consistent with the Scottish Government guidance regarding health, travel, social distancing and hygiene at all times.

Measures for opening the range should include but not be limited to:

- Ensure suitable disinfectant and hand sanitiser is provided
- Disinfect / sanitise all surfaces that are touched, for example door handles/gates, targets
- Allocate individual machinery to one volunteer, and fully sanitise all machinery after use
- Grass cutting as appropriate
- Provide sanitiser spray/cloths at each target

Hand sanitiser should be at least 60% alcohol based and detergent wipes are appropriate for the surface they are being used on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent.

**RISK ASSESSMENT**

Clubs are required to record how they are implementing the guidance, mitigating the risks and ensuring that they are meeting the Archery GB rules of shooting as well as the Scottish Archery guidance and Scottish Government requirements.

Risk assessments should be carried out and documented for all activities and facilities. Consider safety first, particularly minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected.

If a club cannot adhere to the Scottish Government's safety and distancing guidance the club cannot return to archery and will have to wait for the next phase or review again, as guidance changes.

Archery GB has provided a template risk assessment for clubs to use and adapt for local circumstances. This must be shared with all members before they return to the club.

A nominated club volunteer should manage this process and ensure that archers know to observe the social distancing and other Scottish Government guidelines.

- Archers MUST NOT come to the range/club if they show symptoms of any illness but in particular of Covid-19. These are highlighted on NHS Inform and include but are not limited to:
  - A new persistent and dry cough
  - A temperature
  - Recent loss or change to your sense of taste or smell

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• If you are symptomatic, living in a household with a possible COVID-19 infection, in quarantine the guidance is that you should remain at home.
• Archers must notify the club as well as (Trace & Protect) should they develop symptoms after attending the archery range.
• Clubs and venue operators must ensure that relevant workplace guidance is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.
• After the session, archers should sanitise their hands, clean their equipment and anything else used at the session.
• Health, Safety & Hygiene
  - Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.
  - Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, handrails etc) should where possible be left open but if not possible, regular cleaning wearing disposable gloves should be undertaken.

If you need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds or use hand sanitiser.

Detailed guidance is available at;
www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/
www.hps.scot.nhs.uk/a-to-z-of-topics/hand-hygiene/

CLUBS

These guidelines will cover the majority of archery clubs; however, we recognise that not all clubs will be able to open during Phase 2 for various reasons, and clubs should only open if they can confidently meet the guidelines.

• At all times, participants and facility operators should adhere to the Scottish Government's social distancing guidelines of staying at least 2m away from others. Scottish Government guidelines are available here
Members must practice social distancing at all times and maintain a distance apart of at least 2 metres. People from different households should not travel in the same car.

Face coverings should be worn in enclosed public spaces, including storage facilities.

In line with Scottish Government we recommend up to 8 participants from 3 households (including extended households) only in a group at any given time. We recommend having 10m between groups on the range. (diagram)

Provide target faces and target pins to archers for them to keep, and ask that they re-use or dispose of at home after use.

Targets must be positioned at least 5 metres from each centre. This minimum spacing takes effect until further notice, and complies with Rule 301 (b) (i) and (ii) of the rules of shooting.

All indoor facilities should remain closed to the public including club houses, toilets, locker rooms, retail outlets and activity areas.

These Guidance Notes should be provided to all club members.

We advise clubs to use a booking system that will support range access, avoid disappointment and stagger timings to avoid encounters between people, including in car parks and at entrances. Turning up at the range without a slot should not happen. Please see the Implementing a Booking System information at the bottom of this guidance.

Clubs with sufficient facilities may wish to partner with other local clubs, should sufficient time be available. There will be many clubs unable to open. This will be for a variety of reasons, including being located on local authority facilities that are not reopening at this time to external groups.

Targets can be left out and not moved where possible. Clubs that are unable to leave targets out, must carefully manage the movement of targets in between sessions and minimise the number of times they are handled. Social distancing must be maintained, for larger targets it may require members of the same household to set them out and take them down.

**Members from different households must maintain social distancing so should not set out or take down the same target.**
• Clubs may wish to allow archers to shoot as many arrows as possible during each end, reducing the number of times archers have to collect arrows.

• Clubs and operators should communicate clearly and regularly with members and participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.

• Sportscotland has produced the Getting your Facilities Fit for Sport guidance to help owners and operators of sports facilities as they prepare for when sport/activity resumes. The guidance is applicable to all phases of the Scottish Government Covid-19 routemap and can be adapted to support other planning-based work being undertaken by sports, clubs and community organisations.

• Field Archery – In addition to the general guidance above, field archery can take place with archers shooting with one other person not from their household (observing social distancing) or with members of the same household on each target, and at all times keep at least 2 metres apart.

• Clout, flight and other disciplines – As above, Scottish Government guidelines and social distancing measures should apply all times. Any equipment should be handled as little as possible, and cleaned before and afterwards.

• Please ensure any first aid equipment has been updated appropriately for the COVID pandemic and first aiders have undertaken appropriate additional training.

• Bins may be provided but should be regularly checked, cleaned/sanitised, emptied and disposed of using appropriate personal protective equipment.

• All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.

• No personal equipment should be left at a facility by a participant once the activity has ended.
ARCHERS

- Individual archers must shoot at a single target but archers from the same household may share a target. (Our recommendation is 3 households per group with 10m between all groups on the range, see diagram).

- Travel restrictions outlined by the Scottish Government should always be adhered to. You can drive within the local area for the purposes of undertaking outdoor exercise and physical activity. As a guide, rather than a fixed limit, broadly 5 miles from your home would be within your local area. Up to date guidance is available here.

- Always stay at least two metres away from other participants including before, during and after the activity or when taking breaks.

- Archers should use target faces and target pins allocated to you by your club or provided by yourself. Please put up your own target faces and re-use or dispose of them at home.

- Archers must use their own equipment, or equipment loaned to them by their club (any loaned equipment should remain with the archer until government restrictions are lifted further). Sharing of equipment is not permitted. Please take all your equipment home.

- If the club is providing timed slots, please ask that members follow your club's guidance by arriving shortly before their designated time, wearing and with the correct gear and be ready to shoot. After their slot, archers should leave as soon as they have packed away their equipment. Clubs are advised to stagger start times to minimise the risk of archers meeting others outside of their household.

- In order to minimise contact, there is no need for archers to remain at the club if they are not shooting.

- Be aware that all onsite indoor facilities will be closed.

- For professional athletes please see the specific guidance available here.
SPECTATORS & NON-ESSENTIAL VOLUNTEERS

Spectating is not allowed unless you are supervising a child or vulnerable adult.

Where attendance of a parent/guardian or a carer for a disabled archer is required (non-participant), it should be limited to one per archer, with social distancing strictly observed while watching the sessions (consider marking out specific boxes/areas for this purpose).

Depending on the size of the field the club may wish to appoint a dedicated non-shooting field captain, this would have to be included within the number of households on the field.

CLINICALLY VULNERABLE PEOPLE

The advice for clinically vulnerable groups has been updated.

People who are shielding can now undertake outdoor exercise activities. Further information is available here.

People who are symptomatic should self-isolate for 7 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

IMPLEMENTING A BOOKING SYSTEM

It is really important that the number of people visiting an archery club is minimal and shooting opportunities are limited and controlled to ensure the safety of all members.

Scottish Archery and Archery GB require the use of a booking system to manage access to the shooting range. There are various booking systems available which offer a free ticket (and cost you and person making the booking nothing) and a paid option. Each will take a small charge for making the booking – check the fine print.

Systems available include Bookwhen, Eventbrite, Clubevent, Bookitbee, TicketTailor, Contigoforms, Openplay and many others.
Things to consider:

- Implementing a short buffer period (e.g. 15 minutes) between session booking slots to allow time for archers to leave before the next archers arrive.
- Consider staggering the start time of bookings so that archers do not all arrive/leave at the same time.
- Where possible any payments should be taken online, to avoid handling cash.
- Where possible and in line with data protection regulations clubs should keep a register of who is in attendance and when, in order to assist the (Test & Protect) programme.

Please note guidance can change quickly and we will respond to any changes made by government as soon as is practicable to do so. Keep up to date with the latest information at [www.scottisharchery.org.uk](http://www.scottisharchery.org.uk)
COACHING

The following guidance is provided by Sportscotland.

This is a guidance document developed to support partners during phase 2 and should be considered in conjunction with current Scottish Government guidance. This is specifically to support coaches, leaders, personal trainers, deliverers and instructors, herein referred to as coach/es, on the phased return of sport in Scotland.

Coaches can work outdoors, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – they will also need to make sure that they can adapt to changes in guidance at very short notice.

In addition, please see Getting Coaches Ready for Sport which can be used by coaches to help them get ready for delivering sport. It can be used as it is or amended to reflect the sport or delivery activity.

People who are symptomatic should self-isolate for 7 days: household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports activity.

Coaches and participants should cancel attendance, even if at very short notice, if symptomatic.

GUIDANCE FOR COACHES

1. It is the responsibility of each venue, club and coach to ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times.

2. Coaches should not deliver training to more than 2 households (or extended households) at any one time or provide coaching to more than 2 households (or extended households) per day.

3. A maximum of 8 people, including the coach and participants from up to two other households (or extended households), can participate in a session. Physical distancing and hygiene measures must be fully implemented and maintained.
4. Coaches can, for paid work purposes, travel beyond 5 miles.

5. Volunteer coaches and participants can only drive within their local area for the purposes of undertaking outdoor exercise and physical activity. As a guide, rather than a fixed limit, broadly 5 miles from your home would be within your local area.

6. Coaching of people who are shielding is now permitted, provided it takes place outdoors and physical distancing and hygiene guidelines are strictly observed.

7. Up to date guidance on extended households, physical distancing and travel is available at Scottish Government Phase 2: Staying safe and protecting others.

8. At all times coaches should:

8.1 Adhere to the Scottish Government’s physical distancing guidelines of staying at least 2m away from others and ensure participants they are coaching do so too.

8.2 Plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session. A detailed document including checklists is available to support coaches at Getting Coaches Ready for Sport.

8.3 Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.

8.4 Consult Scottish Governing Body guidance for the relevant sport or activity being delivered. This can be found at Covid-19 Scottish Governing Body Guidance. Where relevant, also check with your venue provider, such as a local authority/leisure trust or club to ensure you follow their specific guidance and processes.

8.5 Be aware of their responsibilities and that of their participants before, during and after each session.

8.6 Check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver.
PHASE 2
COACHING

8.7 Find out about their direct and surrounding delivery environment in advance of the session and contact the facility operator, where relevant, to confirm any changes in processes and procedure.

8.8 Ensure appropriate policies are in place in line with respective Scottish Governing Body and local authority or leisure trust regarding safeguarding best practice.

8.9 Ensure they have an approach to activity that is feasible and safe to deliver.

9. Communication with members/customers

9.1 Coaches should communicate clearly and regularly with participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.

9.2 Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.

9.3 Ensure there is a process for cancellation should it be necessary.

10. Health, Safety & Hygiene

10.1 Ensure you have access to first aid and emergency equipment. As there is no access to indoor facilities you should know where the first aid equipment is stored. Please check in advance that the first aid equipment is appropriate for the COVID pandemic. (See further guidance at 10.5)

10.2 When undertaking coaching the coach should ensure, where possible, that everyone involved avoids touching surfaces, sharing personal equipment and touching their mouth and face.

10.3 Cleaning, hand, and respiratory hygiene are core measures and provision should be made for these. Clear guidance and plans are needed for cleaning of equipment and waste disposal. Note that toilets and other washing facilities will not be available.
10.4 A checklist for health, hygiene and cleaning considerations and actions is available here: Getting your Facilities Fit for Sport

10.5 Further guidance is available at:
- Health Protection Scotland: General guidance for non-healthcare settings
- Health Protection Scotland: Cleaning in a non-healthcare setting
- Health Protection Scotland: Hand hygiene techniques
- Health and Safety Executive: First aid during the coronavirus (COVID-19) outbreak
- St. John's Ambulance: Covid-19 advice for first aiders
- HSE: First Aid during the coronavirus

11. Equipment provision & use

11.1 Participants should bring their own personal equipment, including water bottles, towels and sport specific items. They should arrive in the appropriate clothing for the session as no changing will be available.

11.2 Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

11.3 No personal equipment should be left at a facility by a coach or participant once the activity has ended.

12. Bookings and payment

12.1 Online bookings should be taken if possible. If not, alternative measures should be put in place including phone bookings.

12.2 Where possible and in line with Data Protection regulations, a register of users should be kept in case there is a need to track and trace. Please follow any guidance provided by your employer or venue operator.

12.3 Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.
12.4 Where possible use online or contactless payment options and avoid handling cash.

13. Workers, venue operators and clubs must ensure that they follow all relevant workplace guidance for contractors and staff and that existing health and safety advice is maintained and aligned. This should be detailed in the documented risk assessment.

Please note that this does not relate to Performance coaching, a guide and definition of this can be viewed here.