



# Welcome to Royal Richmond Archery Club

*A Guide for New Joiners*



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## A Guide for New Joiners (and anyone else who may be interested)

We've put together this guide to give you some information about the club, and about archery in the UK in general. Some of this you may already know but we hope you find it useful all the same.

If you have any questions at all then please ask! Our members are all very friendly and will happily help you out; or will be able to point you in the direction of someone who can.

Now that you've paid your fees you should expect an RRAC membership card through within a few weeks, and an Archery GB membership card within 6 weeks. If you don't receive these please let our Membership Secretary know.

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## **1. RRAC and the Summer Clubs/Cricket Club**

RRAC was founded in 1873 and we have had a long association with our present site of Old Deer Park. We are a sub-section of the Richmond Cricket Club and share their facilities. During the summer season (mid-April to mid-September) we share the Old Deer Park grounds with the Cricket and Tennis clubs and we have exclusive use of our field for Archery. During winter we share our field with the Rugby club and can shoot there when the rugby teams do not require the field.

RRAC is actually made up of three separate clubs - RRAC, RRAC disabled and RRAC juniors.

We are a target club, shooting a variety of distances with a variety of bow types – primarily sighted recurve bows, but with a large longbow section, and a growing number of compound and traditional archers.

Membership has been steadily growing over the last 5 years and we now stand at around 150 members. Many are long-standing members but we also have a healthy new intake every year.

## **2. Old Deer Park Facilities**

Old Deer Park Pavilion is mostly open at the same time as our summer archery sessions but less so during winter.

When it is open, you'll find a well-stocked bar, also selling snacks; more substantial fare is available at the serving hatch next to the bar when this is open. Don't miss the infamous "full house" all-day breakfast.

The Archery club does not have its own toilet facilities but gents toilets are found upstairs in the main pavilion, or in the separate block behind the pavilion.

Ladies toilets are also upstairs, or on the ground floor near the back entrance.

Most of the big RRAC functions – the AGM, the club supper etc are held in one of the Pavilion's function rooms.

### **3. The RRAC Committee**

RRAC is governed by an elected committee. Anyone can choose to become a committee member by being proposed, seconded, and voted in at our AGM which takes place in September. If you wish to become a committee member do talk to the person in the current position to get an idea of what the job entails!

The current committee is as follows:

Please see the insert for the up-to-date list of committee members

#### ***Chairman***

The Chairman is our public club representative; the chairman attends RCC meetings on our behalf, chairs the various committee meetings and ensures the smooth running of the club.

#### ***Vice-Chairman***

The vice-chairman is the chairman's deputy.

#### ***Club Secretary***

The secretary receives all official communication to the club, and deals with meeting minutes and agendas.

#### ***Treasurer***

The treasurer looks after the club finances and liaises with the Cricket club treasurer to ensure our accounts are in order.

#### ***Records Officer***

The records officer looks after the scores database, inputting all the scored rounds the members submit to her (as long as the score sheets are filled in correctly!). They also announce club records and awards classification badges, and calculates individual archers' handicaps.

#### ***Coaching***

The head coach looks after the team of coaches to ensure our training is the best possible, and that we meet all rules.

#### ***Junior Coach***

The junior coach looks after all aspects of mentoring the junior members to ensure they are shooting safely and reaching their potential.

#### ***Child Protection***

The child protection officer ensures we are following best practice and legislated requirements to ensure our juniors are safeguarded.

#### ***Membership Secretary***

The membership secretary deals with the initial contacts and membership requests by potential new joiners, and is responsible for keeping Archery GB informed of new members. They also inform Archery GB of any members' change of address if they are unable to do so through the Archery GB website.

### ***Fixtures Secretary***

The fixtures secretary is responsible for scheduling and publishing our Summer and Winter fixtures list – the calendar of when we are shooting, what round we are shooting, and at what time. They also look after club entries for external tournaments and entries for the winter postal leagues.

### ***Beginners' Liaison***

The beginners' liaison looks after our beginners' courses, and any queries the attendees have. They are also a point of contact for anyone who joins from one of our courses for the first few months.

### ***Communication***

The communication officer looks after our website and keeps our email list up to date. Anything the club wishes to send out to its members is sent out through the communications officer.

### ***Fund-raising***

The fund-raising officer looks for opportunities to increase the club income by way of hosting and attending events, and applying for grants.

### ***Equipment Officer***

The equipment officer looks after all the club property – bows, arrows, targets, stands, the clubhouse etc. They ensure all the equipment is in good repair, and that replacements are ordered in good time.

### ***Junior Club Representative***

The junior club rep reports to the committee any issues affecting the Junior section

### ***Disabled Club Representative***

The disabled club rep reports to the committee any issues affecting the Disabled section

## **4. Club Colours**

RRAC has a set of club colours you are expected to wear at our Summer weekend target shoots, and if you are shooting at an away tournament.

Our colours are white and black, with gold (deep yellow) highlights. The club shirt is white with black sleeves, and gold highlights on the sleeves. You can wear either black or white on your lower half.

Wearing our colours makes the club look smart and professional and we are instantly recognizable at away shoots – when we have a large presence at an external tournament we look formidable in our white, gold and black. It is no different from a football team wearing their kit. Obviously if the weather is bad, you can wear waterproofs of any kind.

All new joiners receive one club shirt as part of their fees. Extras can be ordered, or club hoodies should you wish – talk to one of the committee if you want to do this.

An additional note – if you forget your club colours, you can shoot on Saturday/Sunday only at the discretion of the Target Captain – do bear in mind though that Archery GB rules state you cannot wear blue denim or camouflage.

Open-toed shoes are not acceptable - this is a safety, not a sartorial issue!

## 5. Communications

### **Facebook group**

Please join our Facebook group! This is where we put any urgent information up if we can't email it out in time (on-the-day cancellation of shooting sessions for example). Look for Royal Richmond Archery Club. If your Facebook name doesn't match your real name – let the Membership or Communication secretary know as they are the site admins.

### **Website**

Our website is [www.royalrichmond.org](http://www.royalrichmond.org) - keep up-to-date with our latest news and club records there. You will also find a link to the fixtures list/calendar – please check these regularly as they are subject to change.

### **Email**

Most RRAC/Summer clubs communication is done via email. Please check your spam folder if you believe you're not getting our emails. These contain important information so please do read them – changes to the fixtures, tournament entries, information about the club supper and the AGM for example. Where the email asks for a reply, please don't reply directly back as this will go to the communications officer only – there will be a link to the correct person in the text of the email. If you do not have email make sure you let us know so we can keep you up to date in other ways.

## 6. The AGM, Club Supper etc

### **AGM**

Once a year RRAC club holds its AGM – usually in mid-September. Please make every effort to attend this. Each committee member presents a summary of the last club year, it is your chance to ask any questions or make any observations about how the club is run. There is also the opportunity to elect new committee members, and vote on any important matters which the club as a whole need to decide on. You can ask for anything to be added to the agenda beforehand should you wish it to be raised – look out for the pre-AGM email sent out by the Secretary. There's also a buffet and drinks should you need further encouragement to come along!

The Summer Clubs hosts a separate AGM in the middle of March. This is a great opportunity to find out what all the clubs have been doing for the year, and we strongly encourage as many people as possible to attend.

### **Club Supper**

The annual Club supper takes place in November and is our equivalent to the Oscars (with fewer speeches). This is the time we celebrate the achievements of the club as a whole for the year, and present the trophies, medals and certificates to those who've won something at the club championships. You will need to pay to attend, but you'll get a full three-course meal and a drink, and the chance to stay late celebrating with your friends and club colleagues.

### **Summer Clubs' Ball**

The Summer Clubs hold a Summer ball in late June – they hire a marquee, have a three-course meal, a band, and some other entertainment (it has been dodgems in the past few years). We try to get a full table of 10 archers to attend but the more the merrier!

Look out for other club events advertised during the year such as quizzes.

## 7. The Pagoda Shoot

Every year we host one of the first major shoots of the summer season – the Pagoda shoot. This is usually the second weekend in April. We take over the entirety of Old Deer Park and have over two hundred entrants.

We host both an Albion (taking place on the Cricket pitch) and a Windsor (on the main club field). For details of what these rounds are see the appendix1.

This shoot is record status, which means any UK records that are broken on the day are valid. We have up to four Archery GB judges in attendance and we have to make sure the field is set up precisely – all distances from the shooting line to target are within tolerances, all targets set up at the right height and angle and so on. The judges give us a score at the end of the shoot and we have very rarely dropped below full marks.

RRAC archers are not permitted to shoot at this, as we need all hands on deck to help out over the weekend – both laying out the field on Saturday and early Sunday, and helping to run the shoot on the Sunday. The atmosphere is exciting, with so many archers shooting, There are plenty of different jobs that need doing so it's easy to find one that suits you. A month or so before the shoot is due to take place you'll be contacted to find out if and how you can help.

## 8. The Summer Shooting Season

### ***The Opening Shoot***

The summer season starts after the Pagoda Shoot in late April. Our opening shoot is very well attended. Please make every effort to wear club colours so we all look the part in the obligatory team photo! All archers are invited to attend and there we are provided with a substantial lunch. Do let us know if you plan on attending when the email comes out so we know how many lunches to order.

We shoot the full range of distances in summer, up to 100yds for gents and 80yds for ladies. You can shoot whatever distance you like, though, but you are strongly encouraged to shoot to the limit of your ability to challenge yourself and make it more likely you can manage the longer distances when the time comes for you to start shooting at away shoots, or compete in the main Club Championships.

We have a number of fixed club days. Evening sessions usually run from around 4:30pm to sunset. Saturday and Sunday sessions are as listed in the fixtures list.

***Monday evening*** – priority is given to beginners on this day though any archer is welcome to shoot subject to there being spaces available. The coaches will be on hand to help you start shooting your first rounds and will be watching out for any bad habits! This is where you'll consolidate what you learnt on your beginners' courses and start to get used to scoring, the rounds and classifications and so on.

***Wednesday evening*** – This is a general club night with no particular priority for any group. The coaches will be around but don't expect their full attention as they'll be wanting to shoot too. Don't worry though, if you have any problems just ask anyone for advice.

***Friday evening*** – this is junior priority night so expect a lot of young people around. Again, any archer can shoot, but the coaches will be concentrating on helping the juniors.

**Saturday** – Approximately every two weeks there is a longbow-only shoot. This is usually a two-way Western (4 dozen arrows at 60 yards, 4 dozen at 50 yards). The scoring for this differs from normal target as the winner is the archer with the highest number of hits. Second place is determined by the score, and third place determined by the number of golds.

On non-longbow Saturdays there may be other scheduled shoots (check the fixtures list) or there will be a club members down shooting on an ad-hoc basis as detailed below.

**Sunday** – This is our main Club day. We usually schedule the longer rounds on a Sunday – a normal plan will be to have an all day York/Hereford/Bristol or World Archery (WA) round, and run Nationals or Metrics in the morning and afternoon for those who can't do an all day shoot for whatever reason. Make sure you check the times and arrive at least 45 minutes early to ensure you can help with the set-up of the field, and so you have time to set-up your own equipment. Please also wear club colours so we look fantastic when people walk past on the way to Kew and stop to watch.

**Qualification for Sunday Shooting** - Your beginners' course will have given you a very firm grounding in all archery basics, etiquette and shooting. However, Sunday is our main club day and our coaches want to be able to shoot too. Before you can shoot on a Sunday they want to be assured that you'll be able to set up your bow, score correctly and shoot safely so you don't need constant supervision. To this end, you are advised to attend the weekday sessions, particularly Monday evening, where the coaches will be able to assess you properly and give you the go-ahead to shoot on Sunday. You will of course still be able to ask for advice during a Sunday, you're not being left totally to your own devices! There will always be a senior archer around (even if not necessarily a coach) to monitor you and help with things like scoring reminders, arrow pulling technique and so on. You won't be expected to jump straight into shooting at 60/80 yards, we'll be able to accommodate you whatever distance you want to shoot. The Field Captain will be taking a list of everyone attending the shoot and the distances they wish to shoot so do make sure you check in with the field captain when you arrive.

**Ad hoc shooting** - As long as there are two archers, approved by the committee with access to the clubhouse, you can shoot at any time (unless we have agreed another activity can take place on the field). Many of the senior archers will shoot during weekdays so if you have a day off and fancy shooting, it's always worth checking with them to see if they're planning to be down at the club. We also have a club Google calendar which is regularly updated with details of who is running these ad-hoc sessions. Please be aware that these may be cancelled at short notice so keep an eye on the Facebook group for this.



## 9. Trophy shoots and the Club Championships

Some of our scheduled shoots are competitions – including the club championships.

Look out for these in the summer fixtures list.

Please let the organiser know in advance if you will be attending any of these shoots (look out for the Club emails) and if there is a choice, what distance you wish to shoot – this is so we know how many targets to put out on the day.

### ***The Kings Walk – usually held in March***

This is based on a French shoot – introduced by our partner club, Fontainbleau.

Archers shoot at a special white and black target at 50 metres with scores from 1-4; line cutters count low, and the very centre spot is no bigger than a ten-pence piece. There are two targets, one at each end of the field and only one arrow is shot each time with archers walking back and forth. The first person to hit the centre – and the arrow has to be completely within the centre spot – becomes King or Queen. Shooting stops once this has been done, or we reach 20 arrows in total (sometimes this is cut to 12 if the weather is poor). If no-one gets the centre, the winner is determined by score.

### ***The Richmond Round***

This is our own personal club round. It is 5 dozen arrows at 70 yards, and 3 dozen at 40 yards. This is a handicap round.

### ***American Handicap shoot***

This is an American round (2.5 dozen arrows at each of 60, 50 and 40 yards). It is handicapped so everyone is in with the same chance regardless of what distance you usually shoot.

### ***Victorian shoot and Eccles shoot***

Both of these shoots are longbow only and are two-way westerns; the Victorian shoot is in costume, and the prizes for the Eccles shoot are Eccles cakes.

### ***Nationals Day***

This is a handicap shoot, with three separate awards for three handicap groupings. First place in each grouping will get a trophy (which you'll need to give back!) but also a commemorative item you can keep. Second and third places will get silver and bronze medals.

Archers can shoot any National round they would like to but bear in mind that if you shoot an easier distance than that which you usually shoot, your handicap will disadvantage you when it comes to calculating the scores!

## **Club Championships**

This is your chance to test yourself against everyone else in the club – or just to have a nice day shooting with your friends and other club members.

These are always held towards the end of the Summer season. A brief summary follows here but for the full rules and details do look at the club constitution booklet.

There are four sets of championships – all archers are free to enter any of them (providing you're shooting the correct bow type), except for the Novice shoot which is restricted to new archers.

All trophies and medals for the club champs will be presented at the annual Club Supper.

### ***Longbow Championships***

Restricted to longbow shooters, this is a two-way Western round (60/50 yards), shot under British Longbow Society rules. A shorter distance will be available for any juniors.

### ***Traditional Championships***

For all those who shoot mainly wooden construction bows with wooden, feather fletched arrows (but not longbows) – this is a Western round (60/50 yards). All these bow types shoot as barebows – no longrods, no sights! A shorter distance will be available for any juniors.

### ***Modern Championships***

This is for the modern bow types – recurve, recurve barebow and compound bows with aluminium or carbon arrows. Rounds shot are Yorks (100/80/60 yards) for the gents, Herefords (80/60/50 yards) for the Ladies. Juniors shoot the Bristol round according to their age.

### ***Novice Championships***

This is held on the same day as the Modern Champs, but is restricted to archers who have been members of the club only since the last modern championships. This will be a 40/30 yard Junior National round to allow most (if not all) new joiners to be able to shoot. This is a handicapped round, and the assumption is that everyone will have been able to shoot the three practice rounds needed to secure a handicap value beforehand. If not, then you can still shoot but you won't be able to get a handicap allowance when the scores are calculated. Novices can choose to shoot in any of the championships instead of this one if they wish to.

## **10. The Winter Shooting Season**

We all tend to shoot less frequently in winter, but it's important to keep going as it allows you to keep those hard-won muscles you built over summer, and hit the next summer season running. There are also plenty of indoor competitions to attend, with the added benefit that you never lose your arrows. During winter the rugby club own the field, so we have to give them priority when shooting at the club. However, they are usually very accommodating and we have worked out regular times we can have the pitch. If they need the field, though, some of these scheduled sessions could be cancelled at short notice so do please check the Facebook page and email.

When shooting at the club it is absolutely vital you find all your arrows. This is true enough for summer but even more so in winter. Rugby players can be seriously injured if they land on an arrow or slide into one. Get into the habit of knowing exactly how many arrows you have in your quiver when you start shooting and make sure you count them all back in before finishing and packing up. If you tend to miss a lot at longer distances, it is wiser to stick to shorter distances in winter to reduce the chance of losing arrows - it's also not much fun late at night trying to find them in the cold and dark!

***Friday evening*** – From around 5pm to 9pm using the floodlights. All archers welcome; this is when we shoot our monthly postal Frostbite rounds (a special round at 30m using the smaller 80cm targets). Don't let cold weather put you off – wrap up warm; handwarmers are always recommended!

***Sunday 1:30pm to 4:30pm*** – indoor session at the Richmond-upon-Thames college. This is just off the A316 – details are on the winter fixtures list. Please arrive on time to help set up the hall – there is usually space for 7 targets with at least 4 archers per target. We shoot a mixture of Brays (40cm face) or Portsmouth (60cm face) rounds, or you can shoot at a standard size 122cm target for practice. There's usually enough time to do one Portsmouth of 5 dozen arrows, and one Bray of 2-and-a-half dozen arrows.

Shooting indoors is a little different from being outside, it's usually a bit more cramped, and very echoey. It's good to get used to these conditions though; being able to shoot successfully with these distractions is a useful skill to have.

**Ad hoc shooting** – The same criteria apply as for ad-hoc shooting in the summer, - a minimum of two archers, approved by the committee with access to the clubhouse. However, if the rugby team need the pitch for whatever reason, you will need to stop shooting and clear up (including finding missing arrows!). Please do this politely and without argument – we are lucky to get the outdoor shoots we have during winter and this relies on the good will of the rugby club.

Other opportunities for outdoor shooting may be available if we are able to secure the field and will be advised on the website calendar/Facebook.

You may also want to shoot indoors at Quicks in Walton (Apps Court Farm). This is an archery equipment supplier, but they have an indoor 20 yd/18 m range with 8 lanes. You'll need to pay around £5 for an hour's shooting. Bear in mind that they are very busy on a Saturday, and take extra care when shooting, as there are no whistles or target captain – ensure everyone has stopped shooting and is ready to walk to the targets before doing so.

Other archery clubs also occasionally offer us spaces on their evening/weekend sessions – look out for emails detailing this as and when we receive the offers.

## 11. Setting up the Archery Field

There will always be a senior archer around to oversee the setup of the field, and you will have covered how to set up and put away a target during your beginners' course but it is useful to know some basic details about how the field is set up. These descriptions can never replace watching someone handle the targets etc in person so if in doubt about anything ask a more experienced archer to show you how it's done! The most important thing is – if in doubt, don't do it, the equipment can be heavy, and we don't want you to be injured.

There is a comprehensive field set up method statement held in the clubhouse so refer to this if you have any doubts. Along with the risk assessment it covers the positioning of the targets so that we have enough overshoot distance behind, and to the sides of the targets to be safe – setting up too close to the road or too close to the tennis courts is dangerous, no matter how accurate an archer you are, there is always the risk an arrow could ricochet off a target at funny angle. Never set up so that you are shooting AT the tennis courts; the only time we do this is for certain fun shoots and these are very specific short distances and target types.

Firstly – for any scheduled shooting – arrive 45 minutes before the time advertised, not after. We need everyone's help to set up the field for the shoot to start on time. If you arrive late you may not be allowed to shoot!

During summer our field is marked out for our use. In winter it is set up for the rugby so you may need to rely on the tape measures to set up the correct distances.

You'll see several sets of lines marked out on the field.

The first sets of lines are:

Equipment line (all bows, stands, chairs, tents should be behind this)

Shooting line (this is where everyone stands to shoot)

Overshoot line (5 metres after the equipment line, if your arrow falls off your bow and lands within this area then you can shoot another)

The solid lines running across the field are markers for Imperial distances in Yards, the dotted lines are markers for metric distances, in metres. There will also be coloured marks along these

lines to show where the centre of a target should be set up (blue for imperial, red for metric). These are set up so that the corresponding mark on the shooting line is in a straight line to the target at any distance you choose.

All RRAC's stands are three-legged with a fly bolt closure at the top. When setting up a stand, place the back of the front legs on the front of the marked line, setting the legs to be about 4 feet apart. The back leg should then extended, and the fly bolt at the top tightened as far as it will go.

The round straw bosses need to be moved using a sack truck – this can be done by one person but you should be using two people to lift the boss onto the stand. The easiest way to do this is to have the boss facing backwards resting against the stand, then have one person either side lift and rotate the boss onto the stand. Watch out for splinters from the straw, for some reason these are more likely to cause infection than wood splinters so you should really be wearing gloves (there are some available in the club house).

The boss needs to be secured on the stand by a tie line – push the pins on either end of the line into the side of the boss at around the level of the very top of the gold (so around 3/5<sup>th</sup>'s the way up the target). Pull the tie straight and push or hammer the peg into the ground behind the target, in line with the back leg. Don't leave the hammer on the ground even if you know you need it again soon – it will be just your luck to miss the target, hit the hammer and break an arrow... If the target is not properly tied down and the stand not properly tightened up there is the risk of the boss falling off, or being blown off the stand – this will damage any arrows in the boss, and could potentially be very dangerous if archers are nearby when it happens.

To move the target between ends, one person needs to pick up the entire stand by the pegs sticking out of the front.



One person behind pushes up the back leg and tips the boss onto the back of the person at the front. Both then walk forward steadily until you reach the distance you wish to use; don't forget to tie down the target again. Really, really do not attempt to do this if you are at all unsure of how to do it!



We have lots of safety signs – they need to be put out at all four corners of the field, and down the side of the club house road where people for the other clubs tend to park. The field will always need to be cordoned off with yellow tape too – follow the directions of the Field Captain for this. Once the shoot is over, you need to stay to help put the equipment away – do this before putting your own equipment away so the clubhouse can be closed up promptly. Ensure all equipment is taken off the field and returned to the clubhouse – no leaving any hammers or pegs out, all arrows should have been found. The equipment should be returned to the correct place – there are labels on the board stating what tools go where, for example.

Setting up for indoor shooting is less complicated as we are in an enclosed room; we don't tie the targets down, and we set up flightstop netting across the back of the targets so you won't hit the very hard concrete walls behind, and wreck your arrows. Follow the directions of the Field Captain if you're helping to set up at the indoor sessions.

## 12. The Field Captain

The Field Captain is the archer in charge of the shoot. He or she will be a senior archer – a coach, a committee member, or someone given permission by the committee. They are responsible for the safe running of the shoot, ensuring all the required targets are set up (with help, of course!), that the shoot runs on time and the length of any breaks. The Field Captain's word is final – if they feel you are not shooting safely you can be asked to leave the shoot. Late arrivals, and those not wearing club colours at official club days (Sundays and other special shoots), can only shoot at the discretion of the Field Captain. The Field Captain is in charge of the whistles which determine the start and end of shooting.

For our outdoor shoots, please check in with the Field Captain once you arrive, to have your name added to the list of attendees and to let them know what distance and round you would like to shoot.

If you need to take a break during shooting, or leave early, let the Field Captain know.

## 13. Shooting Safety

Archery is generally considered a safe sport – and we'd like it to stay that way. The following list of rules and guidelines might seem a lot to take in but they're important to follow! Some of these are specific to RRAC and our field, but most are applicable to archery in general.

When setting up the field, the safety/warning signs need to be put up at regular intervals, no matter how many people are shooting or for how long. The field may need to be cordoned off with yellow tape too (follow the directions of the field captain).

The Field Captain's word is final – no arguing!

Everyone should remain behind the equipment line when not shooting.

A single whistle marks the start of shooting – only those archers on their detail should approach the shooting line at this point.

Three blasts of the whistle denote the completion of the current end of shooting. No archer should start moving towards the targets until the Field Captain has blown the whistle three times.

If someone shouts "FAST!" you must immediately stop shooting, take any arrow off your bow and place it back in the quiver, and step away from the shooting line. Do not recommence shooting until the field captain gives the go ahead by blowing the whistle once.

All archers have a responsibility for the safety of the field; if ANY archer sees anything on the field which causes concern, shout "FAST!" and bring it to the attention of the Field Captain.

Watch out for other clubs' members crossing the field – they shouldn't do this but still tend to take short-cuts. Again – shout FAST!

If we know there is a hard-of-hearing archer on the line – we have an additional visual method of notifying FAST – this is usually a coloured ball thrown onto the archery field. Do let the Field Captain know if you think this may be applicable to you.

Archery GB forbids solo shooting – there must be a minimum of two archers shooting, one of who needs to be a senior member. Shooting must take place in two details, regardless of the number of archers present, so there can be at least one archer watching the same time, one must be watching the field for any safety issues.

Watch out for arrows on the ground when walking up to collect and score – they can be tricky to see and you risk breaking them or injuring yourself. Walk, not run, up to the target.

If an arrow cannot be pulled from the target (either in a hard boss, or stuck in the wooden frame) then request the help of the Field Captain – he/she will have access to the correct tools/people to ensure the arrow and club equipment isn't damaged whilst pulling the arrow out. Trying to pull out tough arrows can lead to injury. Also make sure no – one is behind you whilst pulling arrows out.

If an arrow falls off your bow whilst you're setting up your shot, don't attempt to retrieve it (even if it falls within the overshoot line). If you have a spare arrow, shoot that, if you don't, walk off the line, put your bow up to get the attention of the Field Captain, who will arrange for you to retrieve your arrow and take your shot once the rest of the field has finished shooting that end.

If it is windy it can be dangerous, and you may find you are unable to keep an arrow on the rest at all (or it is blown off your hand if using a bow without a shelf) . If in doubt, don't shoot the arrow, and use your common sense to decide if it is too dangerous to continue shooting.

Dry firing a bow (that is – pulling and releasing without an arrow on the string) can be dangerous. The energy which should have been sent into the arrow is instead dissipated through the bow itself and it could cause the bow to fail during later shots. Inspect your equipment if this happens, if in doubt check with a coach or take it to an archery shop such as Quicks for inspection.

Keep your equipment footprint to a minimum as it often gets quite crowded on busy days – use a stand to hold your bow, don't scatter your chair, coffee cup, quiver, spare arrows etc about. Watch out when walking through the equipment area – take care not to trip up over someone's bow, or tread on it. During the Summer, particularly, the club house gets very busy so unless the weather is very bad please set up your bow outdoors and keep your equipment tidy so it doesn't get in the way of other people.

There is a no dogs policy whilst shooting takes place – any dogs should be fully supervised or locked safely in a car. If a dog needs exercising then it should be done away from the field and on a lead. Please supervise children fully if you bring them along.

## **14. The Coaching Team**

The list of current coaches can be found on the insert sheet

We are very lucky at RRAC to have a good team of dedicated and knowledgeable coaches. Steve Patterson is currently our head coach and is level 3.

You will have met most of the coaches already on your beginners' course. They are available to help after the course finishes and will be very glad to help you – however do bear in mind a few things. Coaches will not be pro-actively offering their help (unless you're doing something dangerous!) so you'll need to approach them to request their time.

The coaches are also active archers so do want to spend time doing their hobby. If you need some help either choose a coach who is not shooting, or wait until a coach is between ends, on a break or resting.

You can request one-to-one coaching but this may not be a free service – discuss this with the coach in question.

During one of the club's bow set-up and tuning sessions run by the club, coaches may also recommend and offer coaching help.

## **15. The Clubhouse**

Our clubhouse was built in 2010, funded partly by grants, but mostly by a loan from the Summer Clubs. We paid off this loan in 2014, earlier than expected due to a superb fundraising effort by the club. We are proud of our facilities, and we want them to stay as pristine as possible. To this end, please help us and do your part – if you use any of the kitchen equipment, mugs etc, wash up afterwards, and wipe down surfaces. Don't leave any food lying about – if you're not going to eat it, take it home (though biscuits and cake in proper airtight containers will be eaten by anyone if left!). Put anything you use away, and please don't leave any of your equipment lying around – take it home! If the floor looks dirty, please sweep up; if the bin is full, replace the bag and take the full bag over to the main bins behind the main club pavilion. Every so often we'll request help to blitz the cleaning – do volunteer if you can, there will usually be an incentive (bacon sandwiches always popular).

If you use the tea/coffee making facilities, please make sure to put the correct amount of money in the piggy bank – the list of prices is easily visible.

If you use any of the club equipment, ensure it is put back neatly, and in the correct place (eg bow in the correct rack, unstrung; arrows neatly placed in the right holes labelled with the length).

## **16. Fun Shoots**

Fun shoots take place occasionally throughout the year. At the moment we have the Halloween, Mince Pie and Haggis shoots, and a summer fun shoot to welcome the beginners. Targets will be a mixture of 3-D models, flat targets and some other unusual objects. Distances are short but unmarked so you'll need to use your intuition to judge the correct place to aim. There are (usually edible or drinkable) rewards for the winners.

## **17. Using Club Equipment**

Once you've completed your beginners' course you will be allowed to use club equipment for the first few months of your membership. This is subject to availability – you may need to be prepared to make do with a slightly different bow and arrows to those that you are used to if another beginner is also using that bow. During the winter season you will be able to borrow equipment to take home (so you can take it to the indoor sessions) but this will require a substantial deposit. Check with the coaches or equipment officer to find out more about this and the current deposit requirement.

## **18. Buying or Hiring Your Own Archery Equipment**

Whilst our equipment is good quality, it is entry level and you will soon want to buy your own. Don't do this until you've talked to the coaches! They will be able to advise you on the best equipment to buy, what sort of weight and length limbs would be best and so on.

There are plenty of archery equipment suppliers about, such as Perris, Merlin and so on. Conveniently we have Quicks near Walton who have an eight lane range which you can pay to use. Most archery shops are very busy on Saturdays so if you do want to go and ask for their help with new equipment it is often best to go during the week when they will have more time to spend on you. It is always worth phoning ahead to check what stock is available rather than having a wasted trip.

Second hand equipment is often available from other club members – look out for notices on the clubhouse notice board.

Some companies offer bow hire. For example, a number of our members use an archery equipment supplier called Stylist. These bow hire scheme allows you to request new limbs if you need them which is useful as your strength increases. At the end of the hire period you can then buy the equipment if you wish, or continue with the hire agreement.

## **19. Archery GB and the County Associations**

Archery GB is the governing body for target archery in the UK. It is also known as the Grand National Archery Society (GNAS). They publish our rule book, train tournament judges, track UK records, determine the classification thresholds and award Master Bowman and Grandmaster bowman classifications. Most importantly, they also provide insurance to associated clubs. All RRAC members must be members of Archery GB and to that end our club fees include the Archery GB fees.

We are also members of the County of Surrey Archery Association (CSAA) and the Southern Counties Archery Society (SCAS). The county societies exist to provide tournaments and coaching to the local areas' archery clubs; there are regular Surrey Championships, and if you wish to participate and be in contention for medals then you need to be members of the county association. Your fees also include membership of these societies.

CSAA take part in regular indoor and outdoor inter-county matches; some of our archers have been selected to shoot for Surrey.

## **20. Archery Rounds – Imperial, Metric**

Target archers shoot rounds – a set number of arrows shot at set distances. These are the best way of charting your progression as an archer, and to compare yourself against other archers. They are standard across the country (and certain rounds are shot world-wide) and will be the ones shot at an external tournament. If you see a tournament advertising Yorks and Herefords - you know you'll be doing 12 dozen arrows, at three distances, gents 100, 80 and 60 yards, ladies 80, 60 and 50 yards.

In the UK we shoot both Imperial rounds and Metric. Metric rounds are becoming more and more common as these are the ones used around Europe and the world.

Imperial rounds are measured in yards and have names evocative of the area they were first devised – Yorks, Herefords, Bristols, Warwicks are all examples of outdoor rounds, Indoor rounds include the Portsmouth or the Worcester.

Metric rounds are measured in metres; the distances shot are similar to imperial (eg the longest distance gents shoot in Imperial is 100yds, for Metric it is 90m which is almost the same distance).

Most rounds are shot on standard targets – gold, red, blue, black and white.

Outdoor Imperial scoring is known as five zone scoring – the yellow is 9 points, going down to white which is 1 point. A handy tip is “even hits, even score!” when checking that you've added up your score correctly – if you have an even number of arrows hit the target then your score should also be even. If you end up with an even score with odd hits or vice versa at the end of a shoot you may end up losing a point!



Metric rounds, and most indoor rounds, use ten-zone scoring – you'll see that each of the five coloured zones is split into two rings; the centre of the gold is 10 points (there's an even smaller ring in the centre for compound archers to score 10!), the outer gold ring is 9 points and so on. "Even hits, even score" doesn't apply for metric rounds.

The 1-10 values are usually written on the target so you can more easily work out which of the 10 zones your arrow is in; it'll soon become second nature though.

Look out for the Worcester round – every year Spelthorne invite us to join in one of their Indoor Worcester league shoots. The target is about the same size as a Portsmouth target but is almost all black with a white centre; there are five zones with the centre scoring 5, but you only shoot 5 arrows in one go.

A list of the most frequently shot official outdoor rounds can be found in appendix 2

## 21. Filling in your scoresheet

Our Records Officer has a hard job already with the huge number of archers submitting scores. They have to be input into a scoring database which is time consuming. Please help to make her job easier by ensuring you fill in your scoresheet correctly!

The following information is required:

**Full Name** in readable hand writing (first name AND last name – there are quite a few members with the same first names now, Steve, Alan, Barbara to name just a few)

**Date**

**Bow Style** – especially if the same archer shoots different bows

**Age** (Juniors only)

**Round** – if you don't know the name of the round, please ask a senior archer or look it up in the club house

**Distance** – this lets the Records Officer check whether you put down the correct name for the round. Also include whether it's measured in Yards or Metres.

**Add up ALL the columns** – Hits (H), Score per dozen (S), Golds (G) – and check that the Score Column adds up to the same total as the Running Total (R/T)

**Signatures** – Both the Target Captain and the Archer have to sign – if one or both signatures are missing the whole score sheet is invalid and it will not be entered into the data base!

If you are the archer you should check that all is correctly added up before you sign. The Records Officer **will not check the adding up** – unless the score looks too high! You could miss out on club records and classifications that way!

Please see appendix 3 for an example of a correctly filled in score sheet.

## **22. Classifications**

Archery is all about the badges! As you progress and your shooting improves, you will be able to achieve a number of different classifications all of which come with badges to put on your quiver. To achieve higher and higher classifications you need to be shooting longer distances, and longer rounds. To get a classification, you need to shoot at or above the set score three times. The earlier classifications can be done at the RRAC club grounds or at away shoots, but Master Bowman (except junior Master Bowman) and Grand Master Bowman can only be done by attending Record Status shoots, and have to be 12 dozen rounds.

The Classification progression is Third Class, Second Class, First Class, Bowman, Master Bowman, Grand Master Bowman.

The scores to achieve these ranks differ depending on bow type, age and gender; a list of the scores required for each rank for recurve archers, split into gender and round shot can be found in Appendix 2. Other tables (for juniors/other bowtypes) can be found online. These required scores can change year on year, but this doesn't happen often.

Some away shoots may also award other achievements such as rose awards or FITA stars (yet more badges!); this will be advertised on the shoot application form itself and involves you submitting your achieved score at the end of the shoot – the shoot organiser can give you more information on how to do this on the day.

## **23. Handicaps**

All archers who have shot three official rounds will have a handicap – this is similar to a golf handicap and allows archers of all abilities to compete together for the same title at certain shoots. Archery GB publish a table which allows our Record Officer to lookup a handicap based on the round you have shot, bow type and score. This value is then used to calculate an adjusted score at one of our handicap shoots.

Throughout the year, as you get better at shooting, your handicap will improve (and the value will decrease). Be warned - it cannot go back up during the year even if your scores start to go downhill!

## **24. Club Records**

These are kept up to date on the website and in a folder in the clubhouse. The most recently broken records are listed on the clubhouse notice board. If you break a club record you can request a certificate by ticking the box on this list.

## **25. Tournaments**

During the year other archery clubs host a number of tournaments. These are big events where many local (and some not so local) archers come together to shoot the same rounds. The biggest, best attended ones are where they are Record Status – where the shoot has been registered as such with Archery GB and any UK record can be officially up for grabs. World Record Status is even more prestigious and archers may come from all over the country or even from abroad for these ones.

Look out for emails from the fixtures secretary if you decide you'd like to do a tournament. Have a chat with the fixtures secretary or one of the coaches for advice on which competitions might be most suitable for your abilities. It can be a great way to meet other archers and have a fun day in a different venue. As long as you can shoot safely and (mostly) hit the target, they are open to

anyone. Even if you don't expect to win a medal they are great experience. You'll get plenty of notice as they do tend to fill up quickly. There is a fee payable – usually between £8-£12.

Most Summer tournaments are for the longer 9-12 dozen rounds – Albions/Windsors or Yorks/Herefords or WA rounds.

You will be expected to shoot the usual distance for your age group – so for adults, gents will start at 100yds and ladies at 80 yards. If you wish to shoot a shorter distance then you will generally be allowed to do so, but most events will not allow you to be in contention for a medal in this situation.

RRAC has a very active set of away shooters and we often come away with the silverware. If you have any questions at all about tournaments and how they work, do ask us. They might seem a bit intimidating at first, as they can be a little formal, but you'll soon get used to it. We make sure that our club target days are run in the same way (following Archery GB rules) so you'll know about the number of whistles to start shooting, how you go about scoring etc before you attend a shoot. The most important things to remember are to shoot safely at all times, and don't do anything which would irritate your fellow archers. This usually amounts to normal shooting etiquette – not talking on the line, taking care not to impinge on their shooting space, no swearing when your arrow doesn't go where you want it to go!

Most archers are there to have fun, though there will be some who take it very seriously indeed but will still be happy to help you if you explain you are new..

### **Judges**

There will be at least two judges – identified by their green hats and beige/white outfits with "Judge" written on them. They will be walking up and down the line during shooting and scoring, or sat acting as Field Captain in charge of the whistles. At some shoots they will be doing an equipment inspection beforehand – this is to check that your bow and equipment matches the rules and regulations – things like you have your initials/name on your arrows and that they're numbered, you aren't using any kind of mechanical/electronic release aid on your tab, your longbow is actually a longbow and made of natural materials and so on.

If you have an equipment failure (eg your arrow rest breaks) or you have a bouncer/hanger (bouncers are arrows which bounce off the target, hangers are those which almost fall out but just hang there instead and could quite easily be shot and broken) then step off the line, and hold your arm up to summon the attention of the judge. You will usually be allowed to shoot your extra arrow(s) after everyone else has finished that end – a bit nerve-wracking when everyone is watching you but it happens to everyone eventually!

When you are scoring and you make a mistake (the usual things are people mis-calling their score, or writing the score down on the wrong person's score card) then call the judge over to get them to witness the correct score – they'll write it in red ink and sign it (so don't ever use red ink when scoring for this reason!).

The judges will also adjudicate if you have what appears to be a very marginal line-cutter and you're not sure if it's in or not, or if there is a dispute about scoring.

### **Scoring**

You should never score your own arrows. Usually someone will take responsibility for being the main scorer. As a general rule, this is the archer designated as 'C' but the job can generally be negotiated. They will write down the score of everyone else's arrows as the archer calls them, and do all the adding up, running totals, hits counts etc. They will pass the scoreboard to another archer to write down the arrow values as they score their own arrows. Everyone should pay attention to arrow values called in case someone makes a mistake. There is no requirement for someone else to do any adding up of the scorer's score though – it's the arrow values which are

important. Don't continually pass up on being the scorer – it's not a terribly fun job but it's only fair to take your turn once in a while. If you're new to tournaments you can usually pass on being a scorer a few times but you will need to do it eventually!

Always make sure you sign your scoresheet after the scorer has finished all the adding up – double check the figures first though as once you've signed, it's too late! It's easy to misplace 10 points or even 100 when adding up in a hurry. If you don't sign your sheet, your score won't count. It is advisable to keep a record of your scores as you go along, either in a notebook or electronically so you can check the scorer agrees with you!

When scoring you should point at each arrow as you announce the arrow value – but don't touch it. This is so the scorer can be confident you're not trying to pull a fast one. It's particularly important on a target with lots of good shooters as the arrows will all be very close together.

Always have a pen with you! For metric rounds, you have to mark the target – two little ticks next to the arrows in the target before they are pulled out. This is to allow the judges to determine which hole was caused by a bouncer - it will be unmarked - and allow that arrow to be scored.

If you aren't scoring – it's only fair that you help pull arrows, or look for missing arrows instead. Make sure everyone has finished scoring their arrows before pulling any arrows out of the target. The scorer will usually say "Ok to pull" or similar but check if you are not sure. When pulling, take extra care not to bend the arrows – pull them in the safe way you are shown on your course. Make sure the hand you have against the target as you pull stays in place just after you pull the arrow out – this means you know which hole belongs to the arrow you've just pulled if the pile becomes detached and sticks in the target. If this happens you need to inform a judge or one of the shoot assistants who will have a "pile pusher" tool. Leaving a pile in the target runs the risk of arrow damage from then on, so it's best to try and get the pile out as soon as possible. If someone's arrow is in the wooden part of the stand, only attempt to pull the arrow out very gently. If it doesn't shift, again ask one of the shoot assistants for help. If you break someone's arrow whilst trying to pull it with too much force then it's not classed as accidental damage and the archer has the right to ask for you to pay for it – err on the side of caution!

If you are struggling to pull anyone's arrows out (compound archers are the usual culprits) then you should ask the archer to pull their own arrows – do not risk injuring yourself, or risk damaging the arrow by pulling it in an unsafe manner.

### ***Missed arrows***

Watch out for short arrows in the ground before the target as you're walking up to it – no running - pick these up as you go. Make sure you score your arrows before going to find any missed arrows behind or under the target.

Whilst looking for missed arrows, some archers would prefer that you leave their arrows alone as they want to see where they are going (this is particularly likely for the sighters); just ask your fellow archers if they're happy for you to pick theirs up.

There will usually be people from the organising club acting as arrow finders. If you cannot find your arrow after a short time, let them know that you're missing one – and what it looks like – so they can help look for it. The shoot needs to finish in a timely fashion so the judges won't let you look for your missing arrows forever; make sure you have extra spares if you're likely to miss so you can carry on shooting even with a few arrows missing. This is particularly if you're shooting carbon arrows which can be tricky to find if the ground is soft.

### ***Handy Hints for Away competitions***

If you discover you can't attend a shoot you have booked in to, PLEASE let the tournament organiser and/or Fixtures Secretary know as often there is a waiting list. If you are lucky you may get a refund if you give enough warning.

A few days prior to the competition you will be sent a target list, check you have been entered for the correct round & bowstyle. Do double-check when you arrive that no changes have been made. In general archers allocated a A & B will shoot as 1st detail, C & D as 2nd detail (or A, B & C – 1st detail, D, E & F – 2nd detail if there are 6 archers per target).

When you arrive, you'll need to book in, Make sure you bring your ArcheryGB membership card, you may not be allowed to shoot without it!

Introduce yourself to your target companions and negotiate where on the line you will stand. Often people will want to use 'scopes, they are permitted to leave them on the line provided no-one objects. Generally there needs to be a bit of negotiation to ensure everyone is happy.

What to take: - In addition to your usual archery equipment it is a good idea to have spare arrows, fletchings & nocks and if possible spare finger tabs, string and anything else which might go wrong or break. It would be a great shame if you can't finish the round because of equipment failure!

Since there will be lots of people, there will not be indoor shelter available. Most people therefore bring a tent or a fishing umbrella to store all their stuff and shelter from the weather. If you don't have a tent, check who else is going from the club, they may be able to accommodate you. You will certainly need a folding chair as it'll be a long day!

Ideally wear club colours (definitely no jeans or camo) and bring extra clothing according to the weather. You'll be out all day so you may need warm clothing, wet weather gear or shorts & sunhats (possibly all three!) and don't forget sun-cream!

At most shoots there will be tea & coffee for sale and generally bacon sarnies on arrival and a BBQ at lunch-time (but check the competition information) but you probably want to bring food to snack on & maybe a flask of something hot, make sure you have plenty of fluids with you.

Arrive in plenty of time; there is great competition for the best spot to pitch your tent, right in the front opposite your target! You'll need to set your kit up, find the toilets, have something to eat & drink and meet your target companions.

There will be a call to 'assembly' where the organiser will welcome everyone and the judge will explain the specific rules & tell you when the breaks will be. Shooting generally starts soon after.

At the end of the round, ensure you check & sign your score sheet promptly so the organisers can get the results out quickly. Remember to thank your target companions, especially the scorer. You can then pack away all your kit (except your chair) and then gather for the raffle which generally takes place while the results are being compiled. Prize giving takes place afterwards with medals being presented by the Lady (or Lord) Paramount.

Away competitions can seem quite slow because of the number of people involved. Maybe allow 30 minutes per dozen plus an hour for lunch, an hour for clearing up and presentations and maybe morning & afternoon breaks.

***Please see Appendix 5 for the Head Coach's top 10 tips for Archery Tournaments***

## 26. Different Bow Types

**Recurve bow** - the main bow type used in the UK is the recurve bow, sometimes known as the Olympic recurve as that's what is shot in the Olympics. You will have learnt on a recurve bow if you did an RRAC beginners course. We recommend that you stick with the recurve for at least the first summer after you start. The discipline you need for recurve is directly applicable to any other bow type you may later decide to take up so it is very good training.



You'll see a number of other bow types being shot by club members or at away shoots.

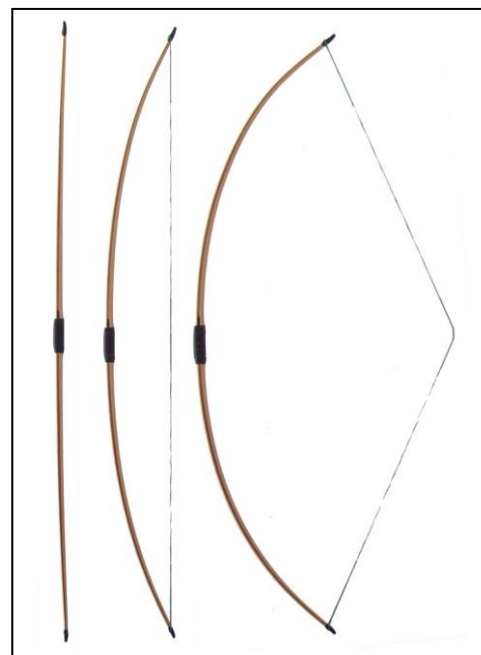
If you wish to try out a different bow, please don't do it without the permission of the bow's owner, and don't be offended if they say no. Wooden bows in particular are often made for the owner, and will be designed to work at that draw length. Over-drawing can damage the bow and cause it to fail. Many archers have spare bows they're no longer using, though, and would be happy to let you have a go.

**Compound bow** – complicated bows with short limbs and cams which tip over at a certain point and reduce the poundage being held from then on – this allows for more accurate shooting as the bow can be held at full draw for longer – for example a bow rated at 60 pounds may only have 30 pounds on the fingers at full draw. They are usually shot using a mechanical release aid, and the arrows are shot through the centre of the bow which helps with the accuracy.



RRAC doesn't have many compound shooters but at most other clubs compounds are the most popular, or second most popular bow types. They are particularly popular in the US.

**Longbow** – a long, slender, D-cross-section bow made of wood, or more recently bamboo. These are usually about the same height as the archer, and are shot either using a standard tab or a shooting glove. The arrow is rested on the top of the hand holding the bow. Some archers use a moveable rubber band as a sight, some shoot based on where the point of the arrow is in relation to the target at full draw, some others use a marker on the ground. Wooden arrows with feather fletchings are shot. Longbow archers often shoot a special round – the 2-way Western. This is made up of two sets of targets on opposite sides of the field – 3 arrows are shot one way, then scored, then the second set of three is shot back to the original starting side of the field. Don't leave your bow behind before scoring as you'll then face the long walk of shame as you have to retrieve it!



**Traditional bows** – this is a catch-all term for a number of different bowstyles which don't really belong anywhere else and are shot with wooden arrows. Examples are the American Flatbow (called a longbow in the US but it has a shelf to rest the arrow on, it's not shot off the hand), short highly recurved bows such as the Mongolian or Hungarian horsebow. We've even seen a Japanese bamboo asymmetric bow. These bows can be shot in the Club Traditional Champs; for away shoots you will be lumped into the barebow category; you'll be disadvantaged as you'll be shooting with barebow recurves, but if you're only shooting for fun then that's fine!



**Barebow vs sighted** - Barebow means that you're shooting without any sight or other accessories such as longrods so you're shooting instinctively or using fixed points you work out in advance (for example, point of arrow is just under the target at 60 yards, at 80 yards the point of arrow is pointing at the 2<sup>nd</sup> branch of the tree behind the target). Most competitive barebow archers will be using barebow Olympic recurve, and shooting aluminium or carbon arrows. These modern recurves and their matched and uniform arrows are inherently more accurate than the traditional barebows with wooden arrows (or even trad barebows using aluminium arrows). Most of it will be down to the skill of the archer him/herself though.

## 27. Field Archery

RRAC is a target club – but other forms of archery are available elsewhere. Field shooting is done outdoors usually in woodland, shooting at unmarked distances. This can be at 3D foam animal targets, 2D paper animal targets or special white and yellow round target faces of differing sizes. The trick is to develop either good distance estimation, or to learn how to shoot instinctively – it is often compared to being able to pick up an object and throw it in a bin without thinking about it.

We don't offer field archery as such but most of our fun shoots are short unmarked distances so you'll get the opportunity to try something similar.

## 28. Child Safety

All Royal Richmond Archery club coaches are DBS checked and have all undertake a child protection course.

All junior archers must be accompanied by a parent or guardian unless parental consent forms have been signed and handed in to the child protection officer, It is also the responsibility of the parents or guardians to supervise juniors at away shoots, it is not the responsibility of the coaches.

Solo adults shouldn't be in the clubhouse with a lone juniors, at least two adults should be present if in the club house if juniors are present.

## **29. Risk Assessments**

Risk assessments are handled by the team of coaches, and copies of these are to be found on the clubhouse noticeboard.

## **30. Reporting an Incident**

If an incident occurs (we're talking anything more than a splinter or small cut) then you need to fill in a report. The report book is held in the club house. For anything major (such as a twisted ankle or a safety incident) then you will need to take details of witnesses and write up a report. This may involve taking pictures and so on. Instructions on how to do this are with the report book – you will also need to make the committee aware of the incident.

## **31. First Aid**

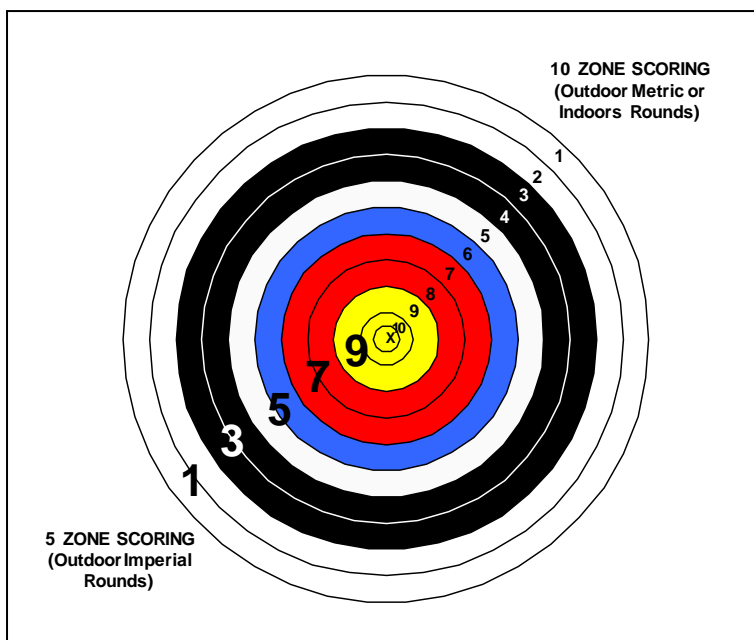
The first aid kit is found immediately next to the main club house door. If you need to use any item from the kit, then let one of the committee or a coach know so we can ensure it is replenished. This kit is for simple injuries only (splinters, small cuts and so on).

The club has a number of first-aiders in its ranks – the current list can be found on the separate insert sheet.

If there is a major incident do not hesitate to call 999 and request an ambulance for the Archery club at Old Deer Park on Kew Road - 187 Kew Road, TW9 2AZ, the gate just before Kew Gardens.



# Appendix 1 - Archery Rounds



## Imperial Rounds - 5 Zone scoring on 122cm targets

	100yds	80yds	60yds	50yds	40yds	30yds	20yds	10yds	Arrows	Max Score
York	6	4	2						144	1296
Hereford/Bristol I		6	4	2					144	1296
Bristol II			6	4	2				144	1296
Bristol III				6	4	2			144	1296
Bristol IV					6	4	2		144	1296
Bristol V						6	4	2	144	1296
St. George	3	3	3						108	972
Albion		3	3	3					108	972
Windsor			3	3	3				108	972
Short Windsor				3	3	3			108	972
Junior Windsor					3	3	3		108	972
Short Junior Windsor						3	3	3	108	972
New Western	4	4							96	864
Long Western		4	4						96	864
Western			4	4					96	864
Short Western				4	4				96	864
Junior Western					4	4			96	864
Short Junior Western						4	4		96	864
American			2½	2½	2½				90	810
St. Nicholas					4	3			90	756
New National	4	2							72	648
Long National		4	2						72	648
National			4	2					72	648
Short National				4	2				72	648
Junior National					4	2			72	648
Short Junior National						4	2		72	648
New Warwick	2	2							48	432
Long Warwick		2	2						48	432
Warwick			2	2					48	432
Short Warwick				2	2				48	432
Junior Warwick					2	2			48	432
Short Junior Warwick						2	2		48	432

### Metric Rounds - 10 Zone scoring on 122cm and 80cm targets

ROUND	122 cm Target								80 cm Target						Arrows	Max Score
	90m	70m	60m	50m	40m	30m	20m	15m	50m	40m	30m	20m	15m	10m		
WA 1440 (Gentlemen)	3	3							3		3				144	1440
WA 1440 (Ladies)/Metric I		3	3						3		3				144	1440
Metric II			3	3						3	3				144	1440
Metric III				3	3						3	3			144	1440
Metric IV					3	3						3		3	144	1440
Metric V							3	3					3	3	144	1440
WA 900			2½	2½	2½										90	900
WA 70m		6													72	720
WA 60m			6												72	720
WA 50m									6						72	720
Long Metric (Gents)	3	3													72	720
Long Metric (Ladies)/Long Metric I		3	3												72	720
Long Metric II			3	3											72	720
Long Metric III				3	3										72	720
Long Metric IV					3	3									72	720
Long Metric V							3	3							72	720
Short Metric/Short Metric I									3		3				72	720
Short Metric II										3	3				72	720
Short Metric III											3	3			72	720
Short Metric IV												3		3	72	720
Short Metric V													3	3	72	720
WA Standard Round				3		3									72	720

## Appendix 2 – Classification charts for Recurve archers – Outdoor Rounds

For all other bowtypes, Junior charts or indoor charts please visit Harrogate Archery which has a very good set of links:

<http://www.harrogate-archery.co.uk/members/classifications-handicaps/>

They are also available on the Archery GB website but are more difficult to dig out:

[http://www.archerygb.org/tools/documents/G0702ShootingAdminProceduresOct2014-\[17788\].pdf](http://www.archerygb.org/tools/documents/G0702ShootingAdminProceduresOct2014-[17788].pdf)

### Ladies Imperial Rounds

Round Name	Classification					
	3rd Class	2nd Class	1st Class	Bowman	BM	GMB
York	142	308	511	786	977	1080
Hereford	280	508	723	952	1091	1165
Bristol II	473	725	911			
Bristol III	663	884				
Bristol IV	869					
Bristol V						
St George	142	286	442	635		
Albion	257	435	590	746		
Windsor	402	584	713			
Short Windsor	550	701				
Junior Windsor	702					
Short Junior Windsor						
New Western	72	175	313	504		
Long Western	168	321	468	626		
Western	292	466	595			
Short Western	418	573				
Junior Western	559					
Short Junior Western						
American	335	487	594			
St Nicholas	480					
New National	47	118	217	362		
Long National	109	218	330	455		
National	205	336	436			
Short National	296	417				
Junior National	401					
Short Junior National						
New Warwick	36	88				
Long Warwick	84	160				
Warwick	146	233				
Short Warwick	209	287				
Junior Warwick	279					
Short Junior Warwick						

### Ladies Metric Rounds

Round Name	Classification					
	3rd Class	2nd Class	1st Class	Bowman	BM	GMB
WA 1440 (Gentlemen)	305	509	716	959	1118	1203
WA 1440 (Ladies)	364	602	817	1037	1169	1242
Metric II	480	738	935			
Metric III	721	942				
Metric IV	984					
Metric V						
WA 900	316	481	603			
WA 70m	98	214	340	477		
WA 60m	156	293	413			
WA 50m (80cm)	129	240				
Long Metric (Gentlemen)	69	161	275	424		
Long Metric (Ladies)	127	254	377	501		
Long Metric II	200	339	449			
Long Metric III	301	431				
Long Metric IV	418					
Long Metric V						
Short Metric	237	348				
Short Metric II	280					
Short Metric III						
Short Metric IV						
Short Metric V						
WA Standard Bow	361	472				

## Gentlemen Imperial Rounds

Round Name	Classification					
	3rd Class	2nd Class	1st Class	Bowman	BM	GMB
York	283	511	698	913	1065	1146
Bristol I	477	723	884			
Bristol II	695	911				
Bristol III	860					
Bristol IV						
Bristol V						
St George	265	442	575	721		
Albion	412	590	700			
Windsor	563	713				
Short Windsor	685					
Junior Windsor						
Short Junior Windsor						
New Western	159	313	443	593		
Long Western	300	468	579			
Western	445	595				
Short Western	556					
Junior Western						
Short Junior Western						
American	469	594				
St Nicholas						
New National	106	217	315	432		
Long National	202	330	418			
National	319	436				
Short National	403					
Junior National						
Short Junior National						
New Warwick	79	156				
Long Warwick	150	234				
Warwick	222	297				
Short Warwick	278					
Junior Warwick						
Short Junior Warwick						

## Gentlemen Metric Rounds

Round Name	Classification					
	3rd Class	2nd Class	1st Class	Bowman	BM	GMB
WA 1440 (Gentlemen)	481	716	885	1065	1190	1259
Metric I	571	817	973			
Metric II	707	935				
Metric III	918					
Metric IV						
Metric V						
WA 900	461	603				
WA 70m	197	340	437			
WA 60m	275	413				
WA 50m (80cm)	225					
Long Metric (Gentlemen)	146	275	378	490		
Long Metric (Ladies)	236	377	465			
Long Metric II	322	449				
Long Metric III	416					
Long Metric IV						
Long Metric V						
Short Metric	334					
Short Metric II						
Short Metric III						
Short Metric IV						
Short Metric V						
WA Standard Bow	459					

## Appendix 3 – The Perfect Scoresheet

### ROYAL RICHMOND ARCHERY CLUB

NAME .....*Robin Hood*..... DATE .....*13.6.1209*.....  
 BOW STYLE R / LB / BB / Trad / C JUNIOR U12 / U14 / U16 / U18  
 ROUND .....*Short National*.....

	E/T		E/T	H	S	G	R/T
9 9 9 9 9 9	<i>54</i>	9 9 9 9 9 9	<i>54</i>	<i>12</i>	<i>108</i>	<i>12</i>	<i>108</i>
9 9 9 9 9 9	<i>54</i>	9 9 9 9 9 9	<i>54</i>	<i>12</i>	<i>108</i>	<i>12</i>	<i>216</i>
9 9 9 9 9 9	<i>54</i>	9 9 9 9 9 9	<i>54</i>	<i>12</i>	<i>108</i>	<i>12</i>	<i>324</i>
9 9 9 9 9 9	<i>54</i>	9 9 9 9 9 9	<i>54</i>	<i>12</i>	<i>108</i>	<i>12</i>	<i>432</i>
YARDS / METRES		<i>50</i>					
9 9 9 9 9 9	<i>54</i>	9 9 9 9 9 9	<i>54</i>	<i>12</i>	<i>108</i>	<i>12</i>	<i>540</i>
9 9 9 9 9 9	<i>54</i>	9 9 9 9 9 9	<i>54</i>	<i>12</i>	<i>108</i>	<i>12</i>	<i>648</i>
YARDS / METRES		<i>40</i>					
GRAND TOTAL				<i>72</i>	<i>648</i>	<i>72</i>	<i>648</i>

.....*Brother Tuck*.....  
 Target Captain's signature

.....*Robin Hood*.....  
 Archer's signature

## Appendix 4 - Further Information

RRAC - <http://www.royalrichmond.org>

Wikipedia page on Target Archery - [http://en.wikipedia.org/wiki/Target\\_archery](http://en.wikipedia.org/wiki/Target_archery)

Archery GB - <http://www.archerygb.org/>

County of Surrey Archery Association - <http://www.countysurreyarchery.co.uk/>

Archery GB's guide to tournaments -

<http://www.archerygb.org/tools/documents/12ScoringandTournaments-%5B13156%5D.pdf>

## Appendix 5 – Top Ten Tips for Archery Competitions

- *As recommended by the Head Coach!*

1. **Know where the competition is and the time.** Double check your shooting time and the target list. Take address, post code and a contact number. Allow for traffic problems and your setting up time.
2. **Take spares:**
  - Fletches, Nocks, Piles. Arrows, Finger tab, Sling, String, Glasses if you wear them.
  - Allen keys, Screwdrivers, Fletching Jig, Fletching glue, Bracing height gauge, Knock pliers and tape.
  - Button, D Loop material, Scope, Lens, Release aid.
3. **Clothing** suitable for the changing weather. + Hat + Sun screen + Umbrella + Sunglasses + Towel + Hair clips + Hair band + Shoes and socks,
4. **Supplies:** Don't rely on food being provided, do your own and make sure it's suitable for day, nutritious and balanced and plenty to drink not too much caffeine. Also handy to have some mild painkillers with you just in case.
5. **Comfort:** A tent is handy if you have one, somewhere to go if it's raining or to get out of the sun. A chair and umbrella, there can be a lot of standing around.
6. **Know the rules:** Clothing, there are rules on colours, sponsor apparel and club colours. For newbie's no touching arrows in the target and know how to score. Know why and when to call fast. Timing on WA rounds. Arrows marked and numbered.
7. **Carry your Archery GB card, (GNAS)**
8. **Check sight marks and your shooting diary.**
9. **Always help with the moving of equipment, if you are able.**
10. **Always check your score before you sign the score sheet.**

## FAQS

### ***RRAC/Archery GB/County Fees***

RRAC fees are complicated – they are made up of two parts, the club fee itself and the Archery GB/County fees/

Club fees are paid to the Summer Clubs and go into their general pot for rent of the field and equipment purchase for all the Summer Club members. The club year is from May to April, with a discount available for anyone joining in the winter season (October to April).

Current club fees (2015/16) are £105.50 for Adults under 60 and £57.50 for juniors. Discounted fees are available for students, families, adults over 60 and members of another Summer Club section.

The Archery GB/County fees are those fees we pay to our governing body to cover insurance, judges and all the activities the presiding body of a popular sport needs to do to function. County fees are paid to our local body, in our case the County of Surrey Archer Association – CSAA (and a portion goes to the Southern Counties Archery Society - SCAS) who maintain a roster of coaches and run inter-county matches.

Archery GB fees for 2015/2016 are likely to be £41, county fees are £8. The Archery GB year runs from October to September so is out of sync with the Archery club year.

Thus the total payable for a senior club member renewing membership for the year is £105.50 + £41 + £8 so £154.50.

New joiners need to also pay for an additional partial Archery GB/county year which is why these fees are higher. Archery GB fees are pro-rata'd by quarter, County fees are full year only. A new club member joining in June would pay the normal £154.50 plus an additional £20 for June to September Archery GB fees, and £8 for an extra full year County membership - £182.50 in total.

Clear as mud? Any questions about this, or for a full list of fees ask the Membership Secretary (membershiprra@gmail.com).

### ***I've moved house/changed name***

Please let the Membership secretary know of any changed details such as name changes or a change of address. They will ensure the membership list is updated and details passed on to the club secretary. They can also notify Archery GB on your behalf – although you can do this yourself on the Archery GB website.

### ***Honorary Members and Vice Presidents***

RRAC has a number of honorary members - these are members of the club considered to have made an exceptional long-term contribution to the club. They do not have to pay club fees (except for the Archery GB portion).

In addition we have two Vice Presidents who represent the Archery section within the larger Summer Clubs committee.

Both Vice Presidents and Honorary Members are elected at the RRAC AGM.

### ***I've been injured/haven't shot for a long time***

Don't worry too much – so long as you remember the basics (particularly the safety aspect) you'll be fine. Do get in contact with a member of the coaching team who will be able to go through any concerns you have – they may be able to offer extra coaching if necessary.

The most important thing is to start slowly again, move to a lower poundage bow so you don't get into bad habits or injure yourself further and accept that you may not be shooting the longer distances for a little while.

## **2015/2016 Season**

***Insert Sheet for New Joiners Information booklet – up-to-date information***

### **RRAC Committee members**

Chairman	Alan Want
Vice-Chairman	Steve Patterson
Club Secretary	Dervla Park
Treasurer	Barbara Wanzenried
Records Officer	Barbara Wanzenried
Coaching	Steve Patterson
Junior Coach	Marshall Baron
Child Protection	Sarah Gibbs
Membership Secretary	Katie Barrett
Fixtures Secretary	Barbara Littlechild
Beginners' Liaison	Germaine Plunkett
Communication	Sabina Browne
Fund-raising	Caroline Percy
Equipment Officer	Alan Cumbers
Junior Club Rep	Ella Hill
Disabled Club Rep	John Cavanagh

### **Club Coaches**

Steve Patterson	Level 3 and County Coach
Kevin Varney	Level 1
Caroline Percy	Level 1
Sarah Gibbs	Level 1
Marshall Baron (Junior Coach)	Level 1
Ella Hill	Level 1

### **Vice Presidents of the Cricket Club**

Alan Want  
Steve Patterson

### **First Aiders**

Steve Patterson  
Victoria Patterson  
Barbara Littlechild  
Oliver Tse  
Kevin Varney