



Archery Instructor Handbook

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Welcome

INFORMATION

About Archery GB

Archery GB is the recognised governing body for all forms of archery in the UK. It is affiliated to World Archery and is a member of the British Olympic and Paralympic Associations.

Target Archery

Target archery is the kind of archery shot at the Olympic and Paralympic Games, and is the version most beginners learn first. It can take place either indoors or outdoors. During competitions, archers shoot a set number of arrows at targets which are set at specified distances on a flat surface.

Beginners start shooting at very short distances, starting at 10 metres. Experienced archers shoot at distances up to 90 metres.

Clubs

There are archery clubs spread across the UK, which provide a supportive environment for archers of all experience and abilities to train, receive coaching and take part in competitions.

Archery GB's club development programme, **ontarget**, recognises clubs which offer new and existing members excellent archery experiences.



The Archery GB **Club Development Programme**

Find a club at www.archerygb.org

Course Arrangements

The course is delivered by an approved provider. It is competence-based and involves on-course assessment.

Purpose of the Course

By the end of the course, you will be able to:

Prepare and deliver an introductory archery session for beginners

In summary, on the course you will learn how to:

- Plan a session
- Establish and maintain safety on an archery range
- Select suitable equipment for beginners to use
- Guide participants to shoot using the simple phases of Barebow
- Understand how to maintain equipment
- Understand the principles of instructing
- Create inclusive sessions
- Use games and competitions



Learning Outcomes

The intended learning outcomes are expressed in statements that describe the qualities you are expected to develop through your learning experience.

Establish and Maintain Safety on an Archery Range

- Understand how to use a safety checklist
- Understand how to plan a session
- Understand how to safely set up and dismantle an indoor and outdoor range
- Provide participants with a range safety briefing
- Understand the need to check medical conditions and injury
- Understand the need to check for appropriate dress
- Understand how to observe and control the behaviour of participants

Select Suitable Equipment for Beginners to Use

- Identify archery equipment used by instructors and participants
- Identify participants' preferred shooting hand
- Help a beginner to select and fit personal shooting equipment
- Select appropriate bow and arrows for a beginner

Guide Participants to Shoot Using the Simple Phases of Barebow

- Guide beginners to shoot using Barebow (point of aim) style
- Collect arrows
- Understand how to improve participants' consistency when shooting

Understand How to Maintain Equipment

- Understand how to check equipment for damage
- Understand how to identify and report damaged equipment
- String and de-string a bow
- Understand how to adjust bracing height
- Awareness of how to fit arrow rest and nocks

Understand the Principles of Instructing

- Introduce a session
- Build rapport and behave professionally
- Provide an explanation
- Provide a demonstration
- Provide feedback
- Organise groups and individuals to ensure safety
- Conclude a session

Create Inclusive Sessions

- Understand how to assess the needs of the individual participants
- Understand how to be inclusive
- Understand how to adapt sessions for participants with specific abilities

Use Games and Competitions

- Understand the use of games, variety and challenge to create enjoyment.

Certification and Renewal

Upon successful completion of the course you will be awarded a certificate and Archery GB licence. Every three years you will need to renew your licence card to continue to be recognised as an instructor. This involves completing a renewal process to demonstrate that you understand the minimum safety requirements for instructing archery and are aware of any important revisions to these standards. Full details of how to complete the renewal process can be found on the Archery GB website.

If your contact details change, please let Archery GB know so that we can contact you about your renewal.

Guidance for Safe Delivery

Recommended Ratios

Instructor:participant ratio (1:12)

It is recommended that the size of the group of archers should not exceed 12 participants for every instructor.

The ratio should be adjusted down when working with younger groups of children, or working with participants with special needs.

Whenever working with children, at least two adults should be present.

Archers on the Shooting Line

It is recommended that there should be no more than 6 participants on the shooting line at any one time, and no more than 2 participants per target.

Rules of Shooting

As an instructor you must understand and deliver sessions in accordance with the rules that govern archery. The Rules of Shooting provide guidelines so that archers practise and compete in the sport safely and fairly.

Rules of Shooting

The Rules of Shooting are amended from time to time and are available to download from www.archerygb.org



Assessment Summary for Learners

During the course you will be asked to complete tasks on which you will be assessed. The outcome of these tasks will contribute to your overall achievement.

Task 1: Complete a Multiple-Choice Question Paper

Working individually, you will be given 30 minutes to complete 24 multiple-choice questions. You may use the course resources to help you answer the questions. The pass mark is 18/24 (75%).

Read each question carefully and circle the answer you think is correct. Each question is worth one mark.

Task 2: Deliver a Session (Practical Assessment)

Deliver a 20-minute archery session for a minimum of two participants. This should include one end of guided and one end of free shooting. The table below provides guidance as to what your session should cover.

Don't worry if you happen to miss some aspects, as your assessor may ask questions at the end to give you further opportunity to demonstrate competence.

	What to include in your session	Hints
Start	Introduce a session	Use names, aims of session, medical issues, experience, stand between archer and targets
	Provide a range safety briefing	Shooting line and purpose, waiting line, commands, explain and demonstrate STOP, explain or demonstrate "Come down". Clothing, hair, etc
Technical	Identify the preferred shooting hand	Ask and agree handedness, fit armguard, check for correct fit
	Select equipment for beginners to use	Arrow length check, suitable bow
	Provide a demonstration	Clear and concise instructions (auditory), clearly defined movement (visual). Questioning for understanding. Technically correct demonstration.
	Organise beginners to ensure safety	In a position where beginners can see, hear and learn. Safe and under control
	Guide beginners to shoot	Close enough to help. Supportive and encouraging. Watching the archer, not the target
	Explain and collect arrows	Arrow collection procedure explained, demonstrated and supervised adequately. First to the target and last back. Arrows carried safely
End	Provide feedback	Supportive, positive, useful
	Conclude a session	Session review, open questions
Other	Build rapport and behave professionally	Ask and use names, involve the whole group, engage the group

Safety Breaches During an Assessment

A serious breach of safety by the Instructor during the practical assessment, or persistent errors, will result in the Learner being assessed as Not Yet Competent. This may also include not noticing or responding to a participant's breach of safety rules.

1

Deliver a Session

Outcome

- How to deliver an introductory archery session.



Each session you deliver should be structured to follow specific checks and activities.

'Deliver a Session



1. Safety Check

Use a safety checklist to prepare the environment, equipment, participants and others before a planned archery session takes place. The checklist provides you with important prompts to help you assess if the required safety measures are in place.

2. Introduction

Introduce yourself to participants and describe what your role is.

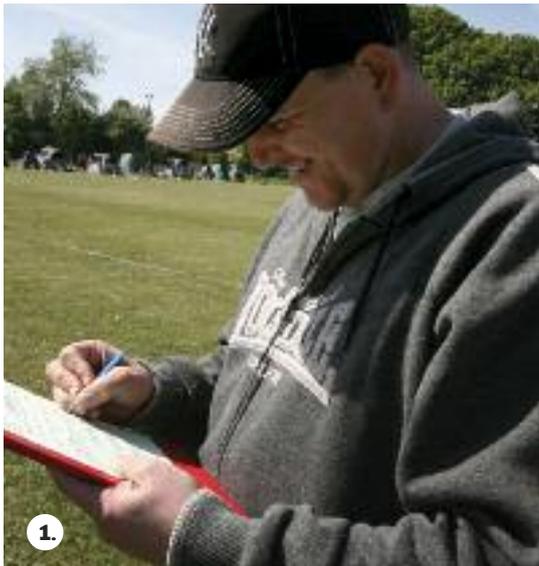
3. Safety Briefing

Explain the shooting procedures, range commands and what the designated areas of the range mean.

4. Equip a Beginner

Provide a simple introduction to the equipment. Select and fit participants with the correct archery equipment to suit them. You will need to consider:

- What personal equipment is needed (e.g. arm guard)?
- Based on preferred handedness, how many left or right-handed bows are needed?
- What length (size) and weight of bow is needed?
- What size of arrow is needed?



5. Provide a Demonstration

Make sure participants are gathered around and can all see you provide a simple demonstration of the five phases of shooting.

6. Guide Participants to Shoot an Arrow

Organise the participants and, on an individual basis, guide each one to shoot their first three arrows.

7. Collect Arrows

Provide a safety talk on collecting arrows. Decide who will collect the arrows. If the participants are to collect them, approach the targets and demonstrate how arrows are pulled from the boss and ground and carried safely.

8. Continue Guided/Free Shooting

Organise participants and guide them to shoot and collect more arrows. Once participants are comfortable with the technique, introduce basic improvements.

9. Scoring and Games

Allow participants to test their skills by introducing them to games, scoring and competitions.

10. Conclude Session

Bring the session to a close; revise key points, gain feedback, give praise, and provide information about further participation. After the session, evaluate what happened and think about any changes you'd make for next time.

2

Safety Check

Outcomes

- Use a safety checklist to prepare the environment, participants and others.



Good instructors always act in a safe, responsible manner according to the guidelines and standards of practice.

Safe Practice

It is of paramount importance for any archery instructor to ensure their sessions are safe.

As an instructor, you are responsible for managing safety during your session. You need to find out and follow the protocols in the venue where you are operating and conduct a safety check prior to every session.

If you are unsure or feel unable to manage the safety at a venue, then you should cease the activity until the issue is resolved and report your concerns to the person in charge of the venue or to your supervisor. Stay alert to changing circumstances during the session.

This section provides you with guidelines about how to obtain a risk assessment and how to use a safety checklist to prepare a session and record what you did.

Risk Assessment

If you are using a venue that has not been used for archery before, then you must contact an appropriately trained person or official to complete a risk assessment for archery at the venue.

For example, seek guidance from an Archery GB qualified coach, range assessor or judge, or someone from the venue who is authorised to conduct a risk assessment.

If you are using a venue that has been used for archery previously, before starting your session you need to check that there is a risk assessment in place and familiarise yourself with what it says. From this you will be able to:

- Identify the potential hazards specific to the venue and in the context of the archery activity
- Lay out the range in a way that will minimise risks (the likelihood of accidents happening)



Safety Checklist

A safety checklist is used to help you prepare the environment, equipment, participants and others ahead of a planned activity taking place.

Each section of the safety checklist provides prompts that will help you check that important safety measures are in place and enables you to provide a record of your findings and what actions have or will be taken.

Key questions to consider are:

- Is the venue compliant with the rules?
- Is the equipment correctly maintained?
- Who may be affected by your actions?
- Does everyone know the safety rules?
- Do archers have any pertinent medical issues?
- What happens if someone is taken ill?

Summary

What steps should I follow to manage safety?

- **Get a risk assessment:** Every venue that is used for archery should have a specific and accessible risk assessment in place. Risk assessments conducted for a venue must be completed by an appropriately trained person.
- **Check the risk assessment:** Before a session, look at the risk assessment in place for archery for the venue.
- **Lay out a range according to the rules:** Always lay out and operate a range in accordance with the Rules of Shooting.
- **Complete a safety checklist:** Ensure you have accurately completed a safety checklist before you start to deliver a session.
- **If you are unsure, seek help:** Use the resources provided to adopt best practice. If you are unsure, seek guidance from an appropriate official.



What to Consider

The information below guides you through what each section of the safety checklist means.

Venue

- Check if the venue has a risk assessment for archery in place along with any other health and safety procedures. If this documentation is available, use it to help you complete the safety checklist.
- Ensure instructors and helpers are briefed on the details contained within the risk assessment for the venue.

Emergency procedures

- Follow the emergency procedures of the venue or organisation where you are instructing.
- Ensure you know where first aid provision is available, including a qualified first-aider and a stocked first aid box.
- Ensure that you have easy access to a telephone/radio.
- Ensure archers, other instructors and helpers are briefed on the emergency procedures.

If a child has suffered any injuries, it is important to notify their parent(s) or guardian(s). This ensures you maintain a transparent relationship with the parent/guardian based on trust and honesty, and if needed they can ensure any follow-up medical treatment is arranged for their child.

If an accident or injury occurs during your session, you should:

- Alert a qualified first-aider
- Only as a last resort, take action yourself
- Complete an accident report form in line with the venue or organisational procedures and retain a copy for your own records.

Range safety

- Comply with the Archery GB Rules of Shooting when you lay out and control a range. This includes the use of cordons and written and pictographic warning signs in yellow and black to prevent unsolicited entrance to the range area.
- Communicate safe shooting and behaviour procedures to everyone on the range.

Equipment

- Check equipment is in proper working order.
- Damaged equipment must not be used and should be reported to the person in charge of equipment.
- Bosses are heavy and should be carried by two adults.
- Provide participants with personal shooting equipment, such as an arm guard to reduce the risk of injury.
- Select safe and suitable archery equipment for each archer. Ensure safe and correct bows and arrows are selected for beginners, including length and weight.
- Ensure the correct bow, left or right-handed, is selected in accordance with the archer's hand preference.
- Be aware of 'over bowing'. This occurs when an archer uses a bow with a draw weight that is too heavy for them to shoot comfortably and can lead to injury. Provide a bow with reduced draw weight. A longer bow may also be required.
- Demonstrate safe handling and use of equipment and teach beginners to respect the equipment. Ensure beginners are shown safe arrow handling and collection.

Participants, spectators and others

- Collect medical information from participants prior to the start of a session and identify specific needs. You need to be aware of relevant medical information about participants such as those with asthma, diabetes, epilepsy, learning and physical disabilities. This should remain confidential.
- Ensure any special measures are in place and brief other instructors and helpers as required.
- Check that archers are dressed appropriately. Check that hair is tied back, jewellery, clothing, footwear and other items on the person are safe. Remove/adjust as required. Advise participants that facial and upper body piercings must be removed by the participant before shooting. Footwear should always be closed-in and supportive.
- The range area should be cordoned off from spectators and the general public.
- Spectators might also be family members of those taking part, curious members of the public, club or school, or individuals using the facilities for other purposes. It may be necessary to brief these groups on the emergency procedures and safe range behaviour.



Safety Checklist



Complete this checklist before each session to help you prepare the environment, equipment, archers and others.

Venue:		Postcode:	
Contact name:		Tel no:	
Instructor name:		Date:	
Venue	Does the venue have a risk assessment for archery in place?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If 'no', review the venue with an appropriate official.		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is the venue and range layout compliant with the Rules of Shooting?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you know where the access points are (eg for wheelchair users, fire exits)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes/actions completed:			
Emergency Procedures	Does the venue have emergency procedures?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Where is the first aid kit located?		
	Who will you contact in the event of an emergency?		
Notes/actions completed:			
Range Safety	Have the participants received a safety briefing?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	If not, when/how will they be briefed?		
Notes/actions completed:			
Equipment	Have you checked that suitable equipment is available and is in proper working order?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is there a process in place to repair damaged equipment before it is used next time?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes/actions completed:			
Participants	Do any participants have any specific needs (eg illness, medication)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you checked participants are appropriately dressed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Identify any special measures required, including notes/actions completed:			
Spectators and Others	Is the area cordoned off from spectators/the general public?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Will there be spectators that need to be briefed on safe range behaviour?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes/actions completed:			
Instructor signature:			

3

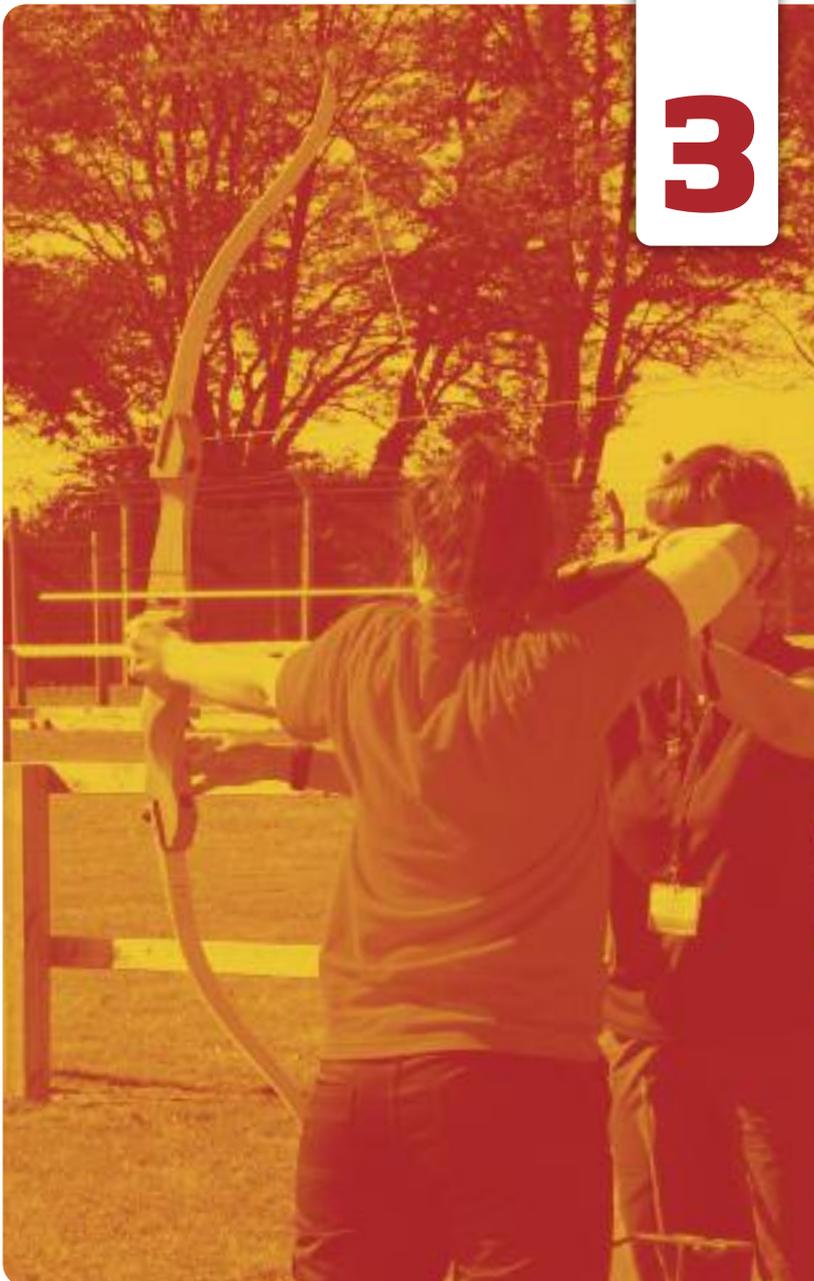
Plan a Session

Outcome

- Prepare for the delivery of a session.

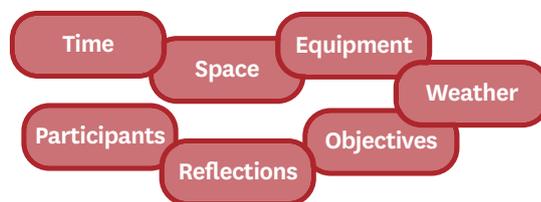


You need to know how to structure a session and prepare to deliver specific activities within it. Fail to prepare, prepare to fail!



Preparation

What do you need to consider before every session?



Participants: Number, age, experience, expectations, ability, additional support needs

Objectives: What you want learners to achieve

Reflections: From your last session

Use the template session plan provided to help you prepare your session.

Session Structure

Your session will also be shaped by the venue, time allocation, equipment, the participants, your session goal and own personal coaching goal.

In the main part of the plan, think about what activity you will deliver and the organisation, safety and learning points required.

After the session, take some time to reflect on what went well and what could be improved next time.

Organisation

Consider the organisation arrangements to help your session run smoothly.

Pairings or groups: How will you group participants (eg by ability or friendship)? Think about how you can ensure everyone is active as often as possible. When some are waiting give them something specific to do (eg observe specific actions of those shooting).

Space: Think about where you will be positioned so you can see everyone, how much space you have to deliver the session, and where you will keep the equipment during the session.



Activities: Be clear about what activities you will deliver and the key learning points you will emphasise, offering no more than one or two at a time. Plan how you will progress the activity to either make it easier or more difficult depending on the ability of participants. Plan in advance the words you will use to explain the activity so you can be clear and succinct.

Guided Shooting

Manage individuals to shoot their first three arrows.

- Use range commands.
- Ensure equipment is located appropriately.
- Instruct participants to stay behind the waiting line until you call them to the shooting line.
- Call one archer at a time onto the shooting line.
- With the bow held by the archer, load their first arrow and provide basic instruction to allow the archer to shoot.
- Help the archer to load the subsequent arrows.
- Observe and guide the shooting – focusing on safety requirements rather than perfecting technique.
- Remember to praise the archer and to offer encouragement.
- Identify individuals who may need extra help or supervision.
- Once you are happy that the archer can complete the routine for themselves, they may progress to free shooting.

Free Shooting



Manage small groups to shoot ends of arrows.

- Use range commands.
- Ensure equipment is located appropriately.
- Instruct participants to stay behind the waiting line until you call them to the shooting line.
- Call up a small group onto the shooting line (no more than two archers per target).
- Position yourself behind the archers so that you can see all of them at the same time.
- Offer encouragement.
- Correct significant technique issues with individuals.
- Instruct when arrows can be collected and observe carefully.

Example Session Plan

Name:	Laura	Venue:	The centre range																																																																						
Duration:	60 minutes	Participants:	Group of 12, men and women, beginners																																																																						
Equipment:	<table border="1"> <tr> <td colspan="3">Targets:</td> <td colspan="3">Right-handed Bows:</td> <td colspan="2">Arrows:</td> <td colspan="1">Other:</td> </tr> <tr> <td>Qty</td> <td>Item</td> <td>Size</td> <td>Qty</td> <td>Size</td> <td>Weight</td> <td>Qty</td> <td>Size</td> <td><input checked="" type="checkbox"/> Warning signs</td> </tr> <tr> <td>3</td> <td>Bosses</td> <td>-</td> <td>3</td> <td>66"</td> <td>16lbs</td> <td>48</td> <td>Oversized</td> <td><input checked="" type="checkbox"/> Arm guards = 13</td> </tr> <tr> <td>3</td> <td>Target faces</td> <td>80cm</td> <td>3</td> <td>68"</td> <td>18lbs</td> <td colspan="2" rowspan="2"><input checked="" type="checkbox"/> All arrows collected back in after the session</td> <td><input checked="" type="checkbox"/> Scoresheet and pens</td> </tr> <tr> <td>12</td> <td>Pins</td> <td>-</td> <td colspan="3">Left-handed Bows:</td> <td><input checked="" type="checkbox"/> Whistle</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Qty</td> <td>Size</td> <td>Weight</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>66"</td> <td>16lbs</td> <td colspan="3"></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>68"</td> <td>18lbs</td> <td colspan="3"></td> </tr> </table>			Targets:			Right-handed Bows:			Arrows:		Other:	Qty	Item	Size	Qty	Size	Weight	Qty	Size	<input checked="" type="checkbox"/> Warning signs	3	Bosses	-	3	66"	16lbs	48	Oversized	<input checked="" type="checkbox"/> Arm guards = 13	3	Target faces	80cm	3	68"	18lbs	<input checked="" type="checkbox"/> All arrows collected back in after the session		<input checked="" type="checkbox"/> Scoresheet and pens	12	Pins	-	Left-handed Bows:			<input checked="" type="checkbox"/> Whistle				Qty	Size	Weight							1	66"	16lbs							1	68"	18lbs			
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			Qty	Size	Weight																																																																				
			1	66"	16lbs																																																																				
			1	68"	18lbs																																																																				
Objectives:	What do I want participants to achieve? <ul style="list-style-type: none"> Learn basic five phases of shooting Practise using a game 		What do I want to achieve? <ul style="list-style-type: none"> Keep my explanations short and simple Ensure they get maximum time shooting 																																																																						
Before the session:	Safety checklist: <input checked="" type="checkbox"/> Complete		Equipment: <input checked="" type="checkbox"/> Placed out																																																																						
Introduction:	<ul style="list-style-type: none"> Intro and ask/remember as many archers names as I can. 																																																																								
Safety briefing:	<ul style="list-style-type: none"> Provide safety briefing, range commands and set out expected behaviour. Check clothing, jewellery, medical conditions and injuries. Outline the objectives of the session. 																																																																								
Equip beginners:	<ul style="list-style-type: none"> Identify left and right-handed archers, check arrow length and bow size. Hand out and fit arm guards. 																																																																								
Demonstration:	<ul style="list-style-type: none"> Briefly demonstrate five phases of shooting (stance, load, draw, aim, release). Ensure I include visual and audio elements. 																																																																								
Guided shooting:	<ul style="list-style-type: none"> Bring one participant to the shooting line at a time for three guided arrows. Ask archers to focus on 'load' – arrow fletching pointing outwards, 'click' on string. 																																																																								
Collect arrows:	<ul style="list-style-type: none"> Demonstrate how to collect and carry arrows. Allow group to collect arrows when appropriate. 																																																																								
Guided/free shooting:	<ul style="list-style-type: none"> Allow six archers on the shooting line at a time (two per target). Participants to shoot 3–6 arrows each. Offer feedback on basic technique, give encouragement. Collect arrows and bring next group of six to the shooting line. 																																																																								
Scoring and games:	<ul style="list-style-type: none"> Game of Team PBs (personal bests) – explain game rules clearly. Get into four teams of three, name your team. Each archer takes it in turn to shoot one arrow. After shooting three arrows each, the team with the highest score wins. Keep track of scores as the game progresses. 																																																																								
Conclude a session:	<ul style="list-style-type: none"> Ask questions – one thing they learned about archery and one thing they enjoyed. Collect all equipment – count arrows back in to ensure none are left out. 																																																																								

Review

What went well?	<ul style="list-style-type: none"> The group picked up the technique quickly. All were correctly loading the arrow.
What could be improved?	<ul style="list-style-type: none"> The group enjoyed the game, next time I will do another one.

Session Plan



Use this template to help you prepare for your session.

Name:		Venue:																															
Duration:		Participants:																															
Equipment:	Targets:	Right-handed Bows:	Arrows:																														
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Objectives:	What do I want participants to achieve?		What do I want to achieve?																														
Before the session:	Safety checklist: <input type="checkbox"/> Complete		Equipment: <input type="checkbox"/> Placed out																														
Introduction:																																	
Safety briefing:																																	
Equip beginners:																																	
Demonstration:																																	
Guided shooting:																																	
Collect arrows:																																	
Guided/free shooting:																																	
Scoring and games:																																	
Conclude a session:																																	

Review

What went well?	
What could be improved?	

4



Range Set-up

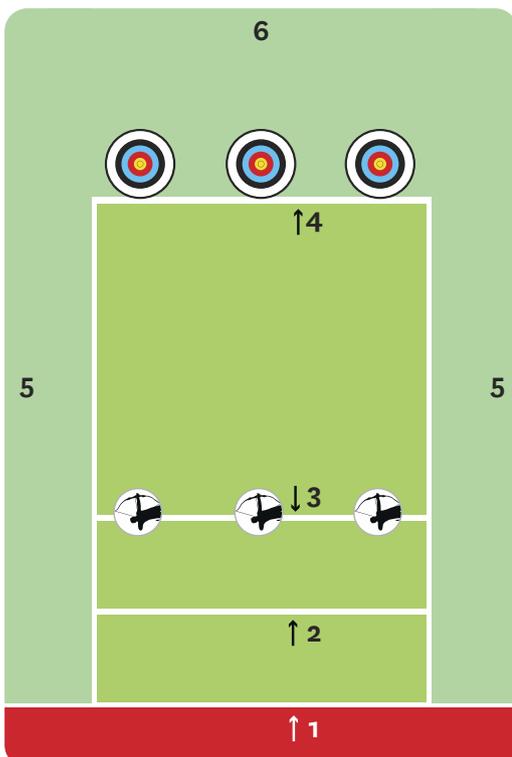
Outcome

- Set up an indoor and outdoor range.



This guide explains the correct and safe way to lay out a shooting range for archery and how to manage a group of participants during the activity so that safety is maintained.

An Outdoor Range



Learn the key terms and safety rules for operating on an archery range both indoors and outdoors.

The diagrams and photographs will help you to develop your own good practice.

The recommended distances for laying out a range for a basic session for beginners are shown in the diagrams on the following pages.

The key terms used to describe range layout are summarised opposite.

1. Spectator line

A visible line on the ground behind which, anyone not participating in the session must remain.

2. Waiting line

A visible line on the ground behind which archers can wait whilst not shooting.

3. Shooting line

A visible line on the ground from which shooting takes place towards the targets. Shooting may only take place on the shooting line and not at any other location on a range.

4. Target line

An identified distance at which targets are set down and secured.

5. Side safety area

The clear area to the side of the range.

6. Overshoot area

The area on an outdoor range behind the targets that is cordoned off.

At any range you instruct on, you should always confirm there is appropriate insurance cover in place.

Rules for a Safe Archery Range

The shooting range is the area between the archer and the target. The range must be free of people, animals and obstacles while shooting. An archery range layout and strict discipline of the rules of shooting are essential to ensure safety.

Safe archery ranges recognise the following prerequisites:

1. Archers shoot their arrows standing astride the shooting line – a clearly visible straight line on the ground. In target archery there is only one shooting line for all archers.
2. Archers shoot only at the target corresponding to their place on the shooting line.
3. Shooting only takes place when directed to do so, and the archer may not load an arrow into the bow until the signal to start shooting is given.
4. Shooting is in one direction only.
5. Archers aim continuously toward their target when drawing their bow. The arrow should always be parallel to the ground, pointing at the target, so should an accidental release occur the arrow will stay within the range.

These rules have to be followed at all times and are the precondition for safely practising archery.

As an instructor, you will be responsible for safety and must ensure that:

- Target bosses and stands are securely anchored to prevent them from blowing over.



Minimum distances

Shooting distance: 10m

Overshoot area (from target line): 45m

Side safety area at the shooting line: 10m

Side safety area at the end of the overshoot: 16m

Between bosses, centre to centre: 2.5m

- It is not possible for anyone to walk across the shooting area or to pass behind the targets into the overshoot area.
- Both sides of the ranges are adequately roped off and warning signs are displayed.
- The area is continually monitored and is clear before and during shooting.
- Immediately prior to arrows being shot, a clear signal is given to indicate it is safe to shoot.
- A second clear signal is given to indicate that shooting should be brought to a halt, either for the collection of arrows or for safety reasons.

Outdoor Range Layout

Archery activities are often conducted outdoors. While there is generally more space available, it must be carefully set out and managed to ensure the safety of participants, spectators and others.

In order to prevent the archers from shooting with the sun in their eyes, it is recommended that the archers shoot in a Northerly direction.

A Taster Range

- Targets at normal height
- When there is space for suitable overshoot
- Recommended maximum draw weight of 18lbs



Overshoot Area

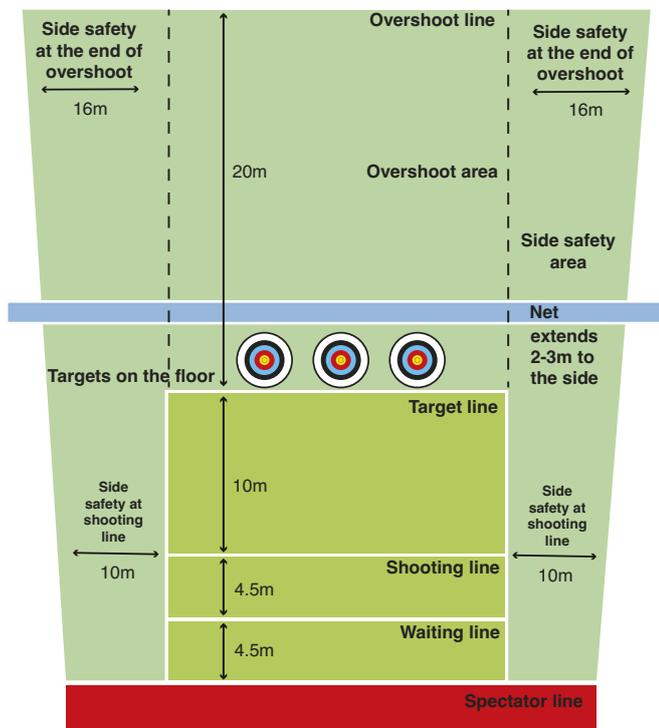
The overshoot area is an essential safety requirement that needs to be implemented on any shooting range. Where there is not enough clear land behind the target line for the required overshoot distance, a natural earth bank or wall may be used. Refer to Archery GB's facility guidance for more information.

It is strongly recommended that an organisation's insurers are consulted about the suitability of any barrier used instead of the normally required overshoot area.

In cases where insufficient overshoot is available, refer to the 'Have a Go' range for guidance.

A Have a Go Range

- Targets must be on the ground
- A net can be used to reduce the overshoot required from 45 metres to 20 metres
- Recommended maximum draw weight of 18lbs



Minimum distances

- Shooting distance: 10m
- Overshoot area (from target line): 45m
- Overshoot area (from target line) with a net directly behind the targets: 20m
- Side safety area at the shooting line: 10m
- Side safety area at the end of the overshoot: 16m
- Between bosses, centre to centre: 2.5m

Overshoot Area

With the standard Have a Go Range the overshoot is 45 metres. Where there is not sufficient overshoot, a net can be used to reduce the overshoot required to 20 metres. You must ensure that no one can enter the overshoot area behind the net, as a net can never be relied upon to stop an arrow.

Backstop Netting

Backstop nets are used to protect buildings and the arrow from being damaged. Never rely on backstop netting to stop arrows. Under no circumstances should there be any human activity taking place behind the target area, even if backstop netting is being used. No net manufacturer will guarantee against an arrow passing through. Netting must not inhibit the use of emergency exits.

For safety, specialist archery backstop netting is required to be used indoors and is advantageous outdoors. This must be 2.5 metres high and hung from a steel cable headline. The nets should be hung loosely approximately 1-2 metres behind the targets, at least 1 metre in front of any walls and with the bottom touching the floor. The netting must span more than the width of the shooting area. Nets should never be hung taut but be gathered loosely. When measuring netting, at least 50% extra is required to allow sufficient gathering. It must not be possible for anyone to get behind the netting while shooting is in progress.

Public Access and Warning Signs

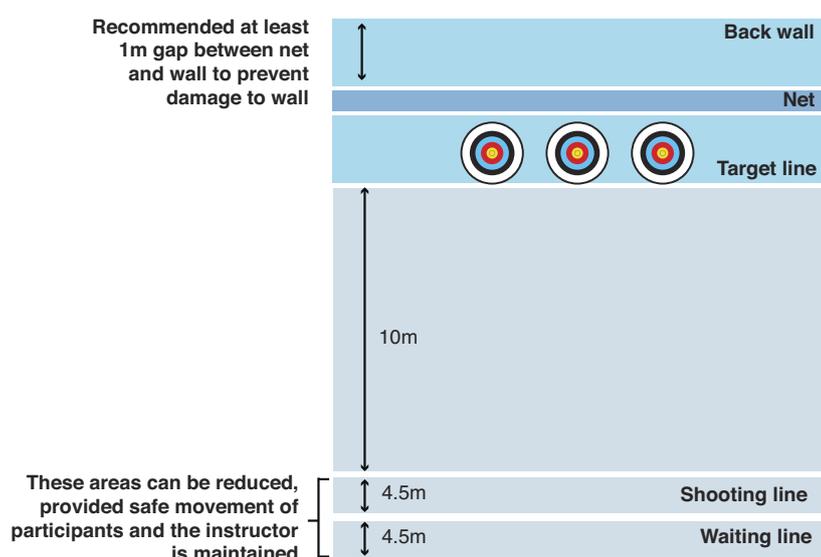
On all ranges, the whole shooting range needs to be marked off, with warning signs of the activity placed facing outwards on the boundaries and access points. Doors, fire exit routes, stairways, balconies and any access points must be accounted for when setting up a range. Keep all doors locked (unless a fire exit) with warning signs displayed outside. Ensure fire exits can only be opened outwards from the range. Always be vigilant where the public might gain access by ignoring warning signs.



A standard warning sign consists of a yellow background with black wording and sometimes includes a clear visual diagram. Position warning signs at all public access points around the shooting area, including outside emergency exits, so that entry is not possible without seeing one.

Indoor Range Layout

The usual advantage of an indoor venue is the protection of the participants from poor weather conditions. The walls of the venue will also forgo the need for any overshoot. A net should be used to protect the walls.



Minimum distances

Shooting distance: 10m

On an indoor range, the waiting line may be reduced to 3m from the shooting line as long as there is unobstructed access.

Practical advice for indoor ranges:

The waiting and spectator lines are not always practical. There must be adequate distance behind the shooting line for the safe movement of archers and the instructor. You need to have a clear field of vision, so you can see all the archers, and unobstructed access to reach any archers if required. If there is limited space, spectators should be kept outside the range area.

The following recommendations for an indoor range set-up should be observed:

- Access to the range must only be possible from behind the shooting line. If an entrance to a hall is within the shooting range, it must have warning signs on and be locked during shooting.
- Any other access should be locked during shooting.
- There must be access to all emergency exits. If an emergency exit or door is in front of the shooting line, it must not be able to be opened from the outside.



For more information about range set up go to:

www.archerygb.org/facilities

Targets

A target is comprised of:

A target face: Target faces are made from reinforced paper and are pinned to the boss.

A boss: Tightly packed foam blocks or wound straw bosses designed to stop arrows safely. Bosses are placed on a stand, leaning back at 15°.

Non-slip mat/material: Sometimes used indoors and placed under the target stand to prevent the feet from slipping.



A stand: Used to hold in place the boss, they are anchored outdoors by ropes and pegs.

Equipment	Description	Safety Checks	Handling
Target stand	'A' frame has three legs. 'H' frame has four legs. 'H' frame is most stable, particularly for indoor use.	Check that: <ul style="list-style-type: none"> Any bolts are not loose, and there are no wood fragments or splinters. Any retaining ropes on the legs are in place. 	One person can usually carry an 'A' frame. 'H' frames are heavier and may require two people.
Bosses	Compact foam or straw blocks (122cm/4ft).	Check the surface and ensure it is tight enough to withstand arrows. If using a straw target, check that the correct side of the boss is being used. Only one side of a straw target can be used.	Two people to lift and carry the bosses (never roll circular straw bosses). Use another person to steady the stand while bosses are lifted into place. Lift with a straight back and bent knees.
Target faces	Reinforced paper, usually designed with concentric circles (white, black, blue, red, gold).	If the faces have been used before, check that there is a 'gold' to see and shoot at. Edges can be hard; be cautious as paper cuts can occur.	Spread the target face onto the boss in the appropriate place and fix with specialist target pins so that heads do not protrude.
Guy ropes	Used to secure the boss to the ground outdoors, so that the boss is not blown or pulled over.	Check the rope is long enough to extend from either side of the boss to the ground, centrally behind the target legs. Fix the pegs into the ground.	One person can set the ropes in place. They can be fixed into the sides of a boss with metal pegs or on karabiner clips. Larger metal or wooden pegs are needed to hold into the ground, and a hammer may be needed.
Non-slip mats	Used under targets' legs indoors to prevent slipping.	Check that matting isn't loose as it could cause trips.	Affix matting only underneath the target stand legs and ensure that it does not present a trip hazard to archers who are walking up to or around the target.



A boss being carried.

How to Erect a Target

The stand is placed securely with the legs correctly positioned and linked so that they cannot splay or slip.

At least two people are needed to lift the target boss onto the stand. Bosses are heavy and need to be lifted with care.

Guy ropes are used outdoors to secure the boss and stand to the ground. Guy ropes can be attached to the targets in many ways. A safe way is to screw small rings into the back of the target and attach guy ropes to a karabiner, which then simply clips into the rings.



How to Set Up the Range

Follow these steps to set out a safe range:

1. Establish what range safety distances are required if setting up a new range, or check that they are correct for an existing range.
2. If the range is indoors, check that the backstop netting is positioned and secured correctly.
3. Set out the target stands.
4. From the stands, measure back and mark out your shooting and waiting lines.
5. For outdoor ranges, to make sure you have enough overshoot area, mark where all of the lines including the target line will be before putting any guides or ropes down.
6. Check that the warning signs are in place.
7. Place the bosses on to the stands.
8. Make sure there is enough space between and around the targets so that the shooting line will not be crowded and there is room to get behind the targets to retrieve arrows.

A stand secured with guy ropes.

5

Range Control

Outcomes

- Provide participants with a safety briefing.
- Observe and control the behaviour of participants to ensure safety on a shooting range.



On the archery range, safety and shooting procedures are under the control of a designated person, usually referred to as a field captain or range safety officer. As an instructor, it is likely that you will also be the designated field captain.



Safety Briefing

The field captain must ensure that a safety briefing is delivered to all participants before shooting.

A clearly explained safety briefing will enable participants to understand how important their behaviour is to keep themselves, participants, spectators and others safe.

The safety briefing needs to be simple for participants to understand and cover the following points:

1. Duties of the field captain
2. Shooting procedures
3. Range commands

Remember to reinforce these guidelines throughout the session.



Participants standing behind a barrier being used as a waiting line.

1. Duties of the Field Captain

The main actions you need to take as the field captain are to:

- Ensure the range is safe to use:
 - Check any ropes and guides set for the shooting and waiting line to make sure they are safe and unlikely to cause any trips.
 - Make sure that debris or litter is cleared.
 - Be aware of potential hazards and make best efforts to remove or reduce them before shooting commences.
 - Any hazards that cannot completely be removed should be brought to the attention of the participants.
- Provide a safety briefing to all participants before shooting starts.
- Control when shooting takes place and when arrows are collected.
- Be the last to return to the shooting line after collecting arrows.
- Check that there is no-one left behind the targets, and when all is safe give the signal for shooting to commence.
- Ensure that you can see the entire shooting line at all times.

2. Shooting Procedures

Explain to participants the rules of the range, what the designated lines and areas mean and what procedures for shooting they need to follow.

- Explain to participants the range layout, including the waiting, shooting and target lines.
- All participants to stand behind the waiting line when they are not shooting.
- A command is given to permit a selected archer or a group of archers to advance to the shooting line and commence shooting.
- When an archer has shot their allotted number of arrows, they must return back behind the waiting line.
- A command may be given to permit participants to collect their arrows.

Shooting equipment should be placed away from the shooting line when it is not in use. Always leave walkways through the equipment area to allow easy passage for the archers to get through.



Rules of the range

Participants must always:



- Stay behind the waiting line until a command is given to commence shooting
- Only load and shoot a bow when standing on the shooting line
- Only draw a bow when an arrow is loaded
- Direct a loaded bow only towards the target
- Leave any dropped arrows until a command is given to collect the arrows
- Return to the waiting line after they have completed shooting
- Stay behind the waiting line until a command is given to collect the arrows
- Move to the targets at a calm walking speed and as a single group to collect arrows

Participants must never:



- Direct the bow at anyone or anything else
- Release the string without an arrow ('dry shoot') as it damages the bow
- Step over the shooting line to retrieve an arrow that has dropped from the bow
- Run on the range

Instructor:participant ratio (1:12)

It is recommended that the size of the group should not exceed 12 participants for every instructor.

There should be no more than six participants on the shooting line, and no more than two participants per target.

The ratio should be adjusted down when working with younger groups of children, or working with participants with special needs.

Whenever working with children, at least two adults should be present.

Common breaches of safety

Be watchful of breaches in safety that are most likely to occur on the range:

- Running
- Participants getting distracted and turning around with a loaded bow on the shooting line
- Stepping over the shooting line to retrieve a dropped arrow
- Shooting after the 'stop' command has been made

What does a safety briefing explain?

- Who is in charge
- Designated areas
- When and where shooting takes place
- 'Stop' and 'Come down' commands
- How arrows will be collected

3. Range Commands

The field captain must explain to participants what commands will be used on the range to manage their safety and behaviour.

Action	Whistle or Voice Command	What it Means	When it is Used
Start shooting or Carry on shooting	One blast or 'Safe to shoot'.	This permits archers to move from the waiting line to the shooting line and commence shooting.	This is the main means of safety control on the shooting range and is used before every end of arrows.
Stop or Fast	A series of five or more short blasts, 'Stop' or 'Fast'.	This means stop immediately. Participants must come down if at full draw, remove the arrow from the bow, return to the waiting line and wait for the command to start shooting again.	Anyone can use this command when there is any perceived hazard. For example: <ul style="list-style-type: none"> • a person or dog on the range • a hanging arrow in a target.
Release the tension on the string without the arrow being shot	Come down.	The command is directed to participants on an individual basis. The participant should bring the bow down to a relaxed position, remaining on the shooting line.	Use when guiding a participant to shoot and you would like to make an adjustment. For example: <ul style="list-style-type: none"> • the participant needs to start a shot again • if an adjustment is required to their action or equipment.
Collect	Three blasts or 'Safe to Collect'.	This permits the archers to move over the shooting line and go to the targets to retrieve arrows.	This command is used on completion of every end of arrows.

As an instructor/field captain, you should think about the group you are working with, considering which type/style of commands are most suitable. Ensure the group know and understand the commands, and be consistent in what you choose to use.



6

Basic Equipment

.....

Outcome

- Identify archery equipment and introduce basic terminology to beginners.



You need to have an understanding of the archery equipment you are going to use to instruct with and be able to introduce basic terminology to your participants.

Summary of Equipment

Bow stringer



Bracing height gauge





Arrows in a quiver

Recurve bow

Finger tab

Arm guard. Also called a Bracer

Bow stand



Take down bows

Recurve Bow

The recurve bow is the most widely used bow to introduce beginners to archery.

Most recurve bows are 'take down' bows. This means that the limbs can be detached from the riser for ease of transportation and storage. Separate right-handed and left-handed take down bows are available.

Another type of bow commonly used by beginners is the one piece bow, also referred to as a 'jelly' bow. These are very simple bows usually made from plastic. As the handle also forms the arrow rest they can be shot by either left or right-handed participants.

A recurve bow is made up of different components. It may not be necessary to use terminology when instructing beginners but it is useful in case you are asked.

Bow string: The cord that attaches to both limb tips and to which the arrow attaches.

Riser: The centre section of a bow which includes the grip, and to which the limbs attach.

Limb (upper and lower): The 'working' part of the bow which bends when the bow is drawn.

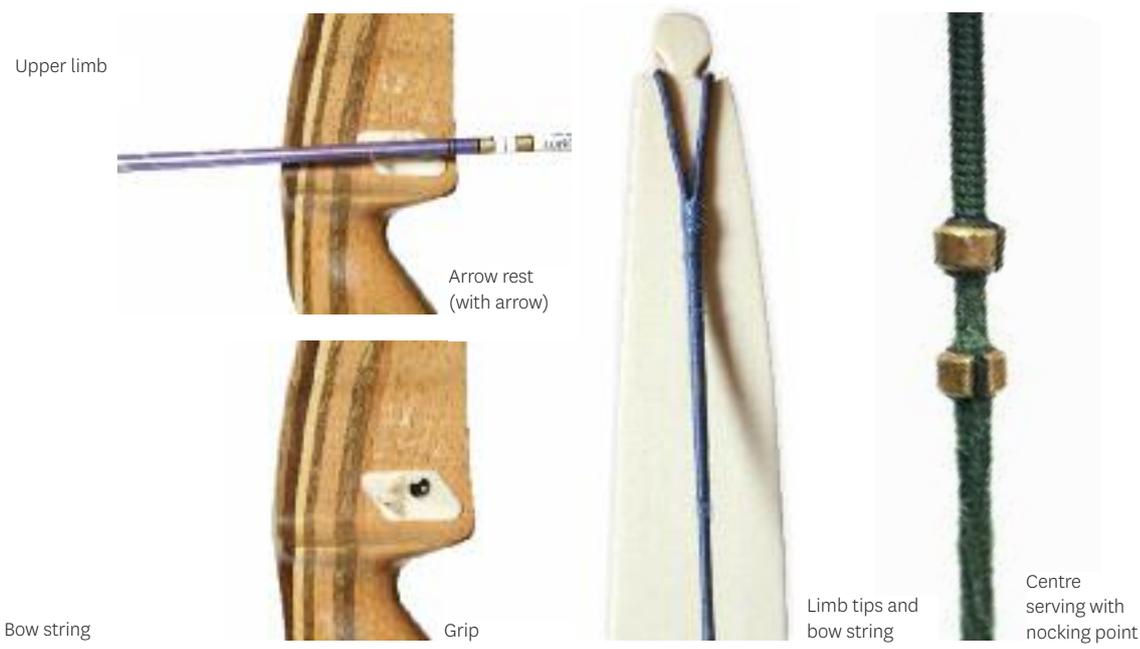
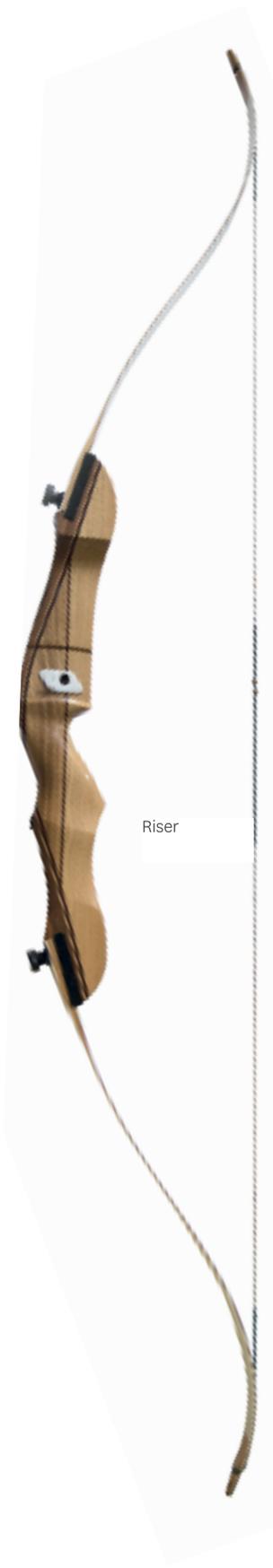
Arrow rest: A device to support the arrow during the stages of shooting.

Limb tip: The very end of a bow limb, which includes a groove for the string to rest.

Centre serving: Reinforced area where the arrow and fingers go.

Nocking point: The position on the bow string where the end of an arrow (nock) is fitted. Often brass locators are used.

Grip: The part of the riser held by the bow hand.



ARROWS

Arrows are available in a range of materials, sizes and qualities. Aluminium shaft arrows are recommended for beginners as they are robust and can be easily found in grass using a metal detector.

The shaft should be straight, smooth and without any kinks. You can check for any wobbles or bends by rolling the arrow on a flat surface or spinning the arrow on your hand.

An arrow is made up of different components:

Nock: The groove at the back end of an arrow that clips onto the bow string.

Fletches: The plastic attachments at the back end of the arrow. There are three fletches:

- one index fletch
- two flight fletches.

Shaft: The main body of an arrow is a hollow tube, often made from aluminium.

Point: The point of the arrow is made with heavy metal to help the arrow fly straight.





Nock and fletches



Quiver

A side quiver is worn by the archers to store arrows.

A ground quiver is used indoors or outdoors and placed on or into the ground to hold bows and arrows.



Arrows in a ground quiver



Bow stand

A simple metal stand used to hold a bow. Ideal for indoor or outdoor use.



Arm guard

An arm guard is used to keep loose clothing from touching the string and prevent the string contacting the arm, which could cause bruising.

The arm guard is fitted to the arm that is holding the bow, on the inside of the arm, between the elbow joint and the wrist. The widest end of the arm guard fits closest to the elbow.



Finger tab

A finger tab provides protection for the fingers which draw the string. For a secure fit, the middle and ring fingers are placed through the holes.

7

Identify Preferred Shooting Hand

Outcome

- Help a beginner to identify their preferred shooting hand.



Most people have a preference to which hand they feel most comfortable holding the bow and drawing the string with.

Handedness

Ask participants if they are left or right-handed to determine whether they need to use a left or right-handed bow.

Participants should first shoot with the hand they feel comfortable. If after shooting for a few arrows, they are struggling to hit the target, with all arrows either going off to the left or right, you can consider eye dominance.

Eye Dominance

Archers rely on the use of a single eye to aim. This 'aiming eye' is used to align the arrow with the target.

Every person also has a natural tendency to use one eye in preference to the other. This is known as the 'dominant eye'.

When Hand Matches Eye Dominance

In order to aim correctly, ideally, the dominant eye and the hand used to draw the string should match.

For example, someone who is right-hand dominant (draws the string with their right hand) should aim using their right eye.

Further Reading: Discover Eye Dominance

If a participant is struggling to aim (eg the arrows are tending to go off to one side), check their eye dominance using the method below.

1. Stand about 5 metres away from your participant.
2. Ask the participant to extend both hands in front of you, and overlay leaving a small gap.
3. Keeping both their eyes open, tell them to look through the gap at your nose.
4. Ask them to draw their hand back to their face keeping their eye on your nose.
5. The eye you can see is their dominant eye.



A right-handed archer.



This person is right-eye dominant.

When hand doesn't match eye dominance

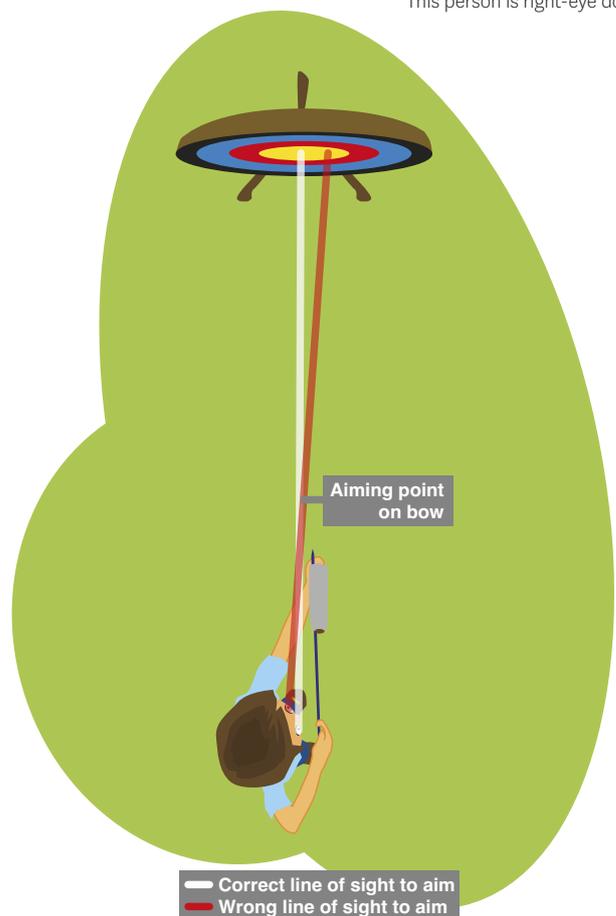
For some people though, their dominant eye and handedness will not naturally match.

For example, if an archer draws the string with their right hand (right-handed) and has a dominant opposite eye (left-eye dominant), the arrow will be misaligned to the target.

When this happens the participant can either:

- cover or close the dominant eye and aim with the eye that matches handedness
- change hands, so that handedness and eye dominance now match.

Participants should be encouraged to decide for themselves which hand they would prefer to use.



8

Equip a Beginner

Outcome

- Select equipment for each beginner to use.



Each individual taking part in archery will require slightly different equipment. This will be determined by the participant's handedness, size and physical capacity.

Sequence to Equipping a Beginner

Before a beginner can shoot, there are some simple steps that you can follow to help you select suitable equipment for individuals to use.

It is important that these steps are followed so that participants are provided with the correct equipment and can start shooting as soon as possible.

Step 1: Identify preferred shooting hand

- Is the beginner left or right-handed?

Step 2: Equip an arm guard and finger tab

- Help a beginner fit an arm guard and finger tab.

Step 3: Select a suitable bow

- Is a right or left-handed bow needed?
- What bow length is needed?
- What draw weight is needed?

Step 4: Select suitable arrows

- Consider the beginner's draw length.
- Ensure arrow is at least 2 inches longer than needed.



Step 1



Step 2



Step 4



Step 3

9

Select an Arrow

Outcome

- Select appropriate arrows for a beginner to shoot with.

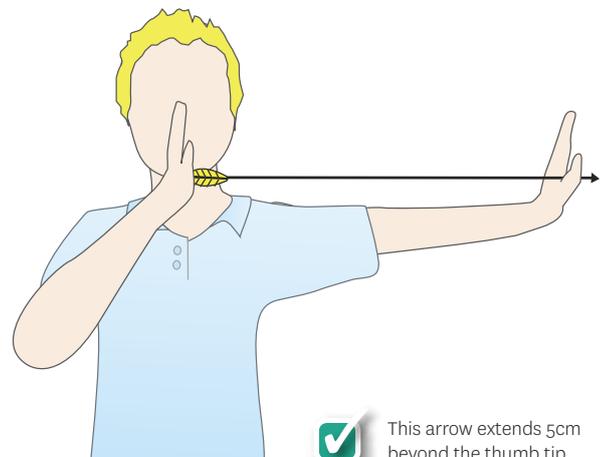


It is essential that the arrows used are of a safe length for each individual participant. An arrow that is too short must never be used. It can cause severe injury if overdrawn.

Arrow length is not the same as draw length.

How to Check Safe Arrow Length

1. Stand in front of the participant and ask them to place their thumb under their chin, and index finger on their nose, with their other arm outstretched to the side, fingers pointing upwards as though stopping traffic.
2. Place the arrow nock against the palm of the hand touching the face and rest it on the 'V' between thumb and index finger of the outstretched arm.
3. The arrow must extend at least 5cm (two inches) past the point of the thumb tip. If it does not, a longer arrow must be sought and if one is not available the participant cannot shoot.
4. On no account must a participant be allowed to shoot a short arrow, or hold the bow bending their arm to compensate.



This arrow extends 5cm beyond the thumb tip.



Oversized Arrows

Rather than having to equip each individual with a unique sized arrow, it is also acceptable to use the same oversized arrows for the whole group.

These arrows are very long and you will know that they will fit almost everybody, especially when working with children.

This saves you time and will mean that participants will not accidentally mix up their arrows with someone else's when collecting them.

You still need to monitor anyone you may think an oversized arrow will still be too short for. An arrow will never be too long.



The arrow is oversized and is safe.

10

Select a Bow

Outcome

- Select an appropriate bow for a beginner.



There are three factors to remember when selecting a suitable bow for a beginner to use:

1. Is a right or left-handed bow needed?
2. What bow length?
3. What draw weight?

1. Right and Left-handed Bows

Encourage archers to decide for themselves which hand they would prefer to use.

- A right-handed bow is one that is drawn with the right hand and held in the left.
- A left-handed bow is one that is drawn with the left hand and held in the right.

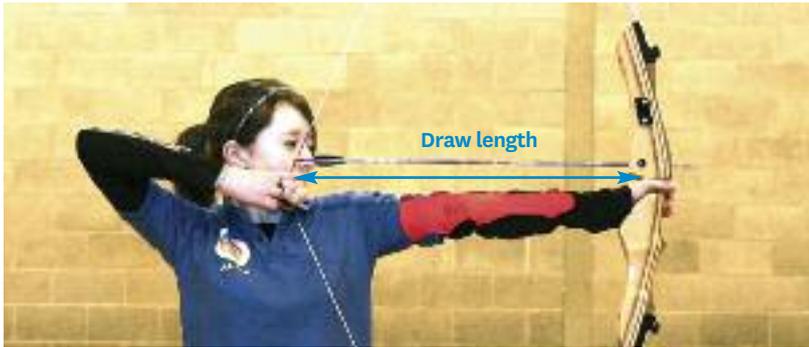
Labelling on a bow

The bow length and draw weight is usually marked on the bottom limb of the bow.

Bow length is measured in inches (") and draw weight is measured in pounds (lbs).

A 70" 18lb bow:
Bow length of 70",
draw weight of 18lbs
when drawn to 28".





2. Bow Length

It is important for an archer to use a bow that is the correct length (also known as 'bow size').

This will give the archer a comfortable finger position on the string and enable accurate and consistent shooting.

Too short: Using a bow that is too short will cause the limbs of the bow to bend too much. In extreme cases, this may result in the string slipping off the limbs, producing a pinching effect of the draw fingers on the arrow, or cause the arrow to fall from the rest at full draw.

Too long: Using a bow that is too long won't allow the limbs of the bow to bend enough at full draw. Less power will be available to propel the arrow.

Recommended bow length for beginners

A suitable way to determine the bow length for an individual is to stand the bottom limb of the bow on the participant's foot and hold it vertically. If the top of the top limb is above the line of the participants mouth it is long enough. If it is shorter then the bow is unsuitable.

Further Reading

The technical way to calculate bow length is to measure the archer's draw length and adding 40".

$$\text{Bow length} = \text{Archer's draw length (")} + 40"$$

For example, an archer with a draw length of 26" will require a bow 66" long.

If the archer's draw length is very long (ie more than 31") then a bow with a high bow length should be used (approximately 70").

Archer's draw length

The length of bow that a beginner should use is governed by the archer's draw length.

An archer's draw length is the measurement between the arrow nock and the button hole. (This is not the same as arrow length).

3. Draw Weight

Draw weight is the force needed to draw back the bow string.

Draw weight is also known as 'poundage' as it is measured in pounds (lbs).

A bow with a high draw weight will feel harder to pull than a bow with a low draw weight.

It is important that archers are equipped with a bow of the right draw weight for their size and strength.

The draw weight should be kept low enough to ensure the archer can comfortably draw and hold the bow, without any struggle or discomfort.

This is to reduce the risk of muscle injury as a result of over exertion and to assist the participant in developing a good shooting technique.

Recommended draw weight for beginners

It is recommended that beginners use a bow with a draw weight of no more than 18lbs (as marked on the limb). Depending on the size, age and physical capacities of the individual, a lighter weight bow will often be required.

Remember, you only need a bow that is powerful enough to hit the target at the distance you are shooting.

As an instructor, it is advisable to have a variety of bow weights available, including bows suitable for children starting at 10lbs, and bows suitable for adults at 14lb, 16lb and 18lbs. If in doubt always select a bow with a low draw weight.

Impact of draw length on draw weight

In general, the bow weight marked on the limb is achieved when the bow is drawn to a length of 28".

- If the bow is drawn less than this, the actual draw weight will be less than that marked.
- If the bow is drawn beyond this, the actual draw weight will be more than that marked.

For every inch drawn past 28", the draw weight increases by 2lb:

This has implications when selecting a bow for a beginner.

Example:

A bow has an 18lbs draw weight. The archer draws it to 30".

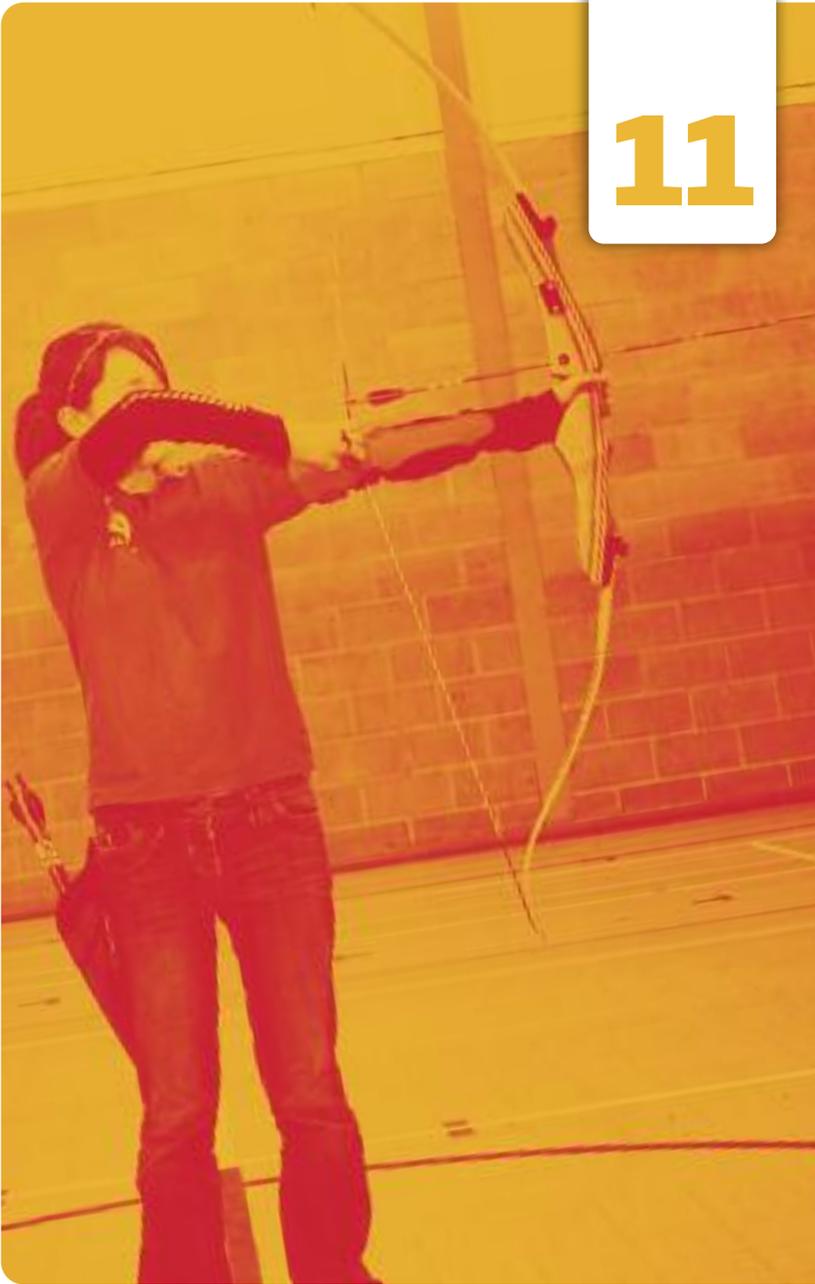
For every inch drawn past 28", the draw weight increases by 2lbs.

$$\begin{aligned} 2 \times 2\text{lbs} &= 4\text{lbs} \\ 18\text{lbs} + 4\text{lbs} &= 22\text{lbs} \end{aligned}$$



Therefore the actual draw weight the archer is pulling is 22lbs.

11



Shoot Using Barebow

Outcome

- Help beginners to shoot using barebow shooting style.



Barebow is a shooting style that is used to introduce new people to archery.

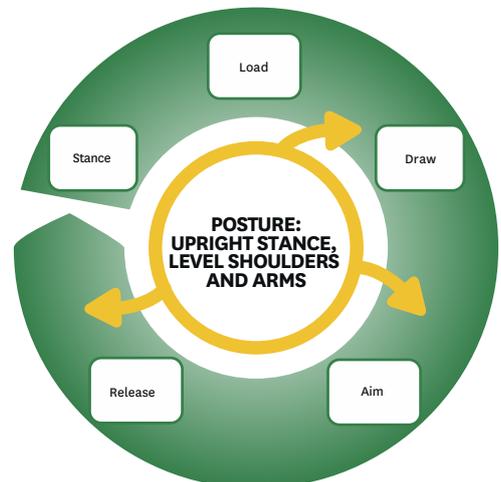
Shooting Technique

Barebow is a basic form of archery that helps beginners to develop good technique. The style involves shooting a bow which has no additional attachments and using the point of the arrow to aim. (Barebow is sometimes also referred to as 'point of aim'.)



Posture

Posture provides the foundation for shooting. It can be practised by creating the letter 'T' with your body, standing in an upright position with your arms out to the side.



The five phases of shooting barebow are underpinned by posture.

Barebow Characteristics

When shooting, this style has distinct characteristics, where the archer:



places three fingers on the string below the arrow, and slides up to the arrow



draws the bow back until the hand 'anchors' (touches) against the corner of the mouth



uses the point of the arrow to aim.

Five Phases of Shooting

Guide a participant to shoot using the five simple phases of shooting.

Stance Load Draw Aim Release

1. Stance



- Stand side on to the target.
- Feet shoulder-width apart.
- Body upright.
- Weight equally balanced.

2. Load



- Ensure arrow is pointing downwards or down range at all times.
- Clip the arrow nock onto the string.
- Place the arrow shaft onto the arrow rest.
- Index fletch points towards you.

3. Draw



- Set bow hand.
- Hook the three middle fingers onto the string, directly below the arrow.
- Achieve preparation line.
- Raise both arms to around height of the eyes.
- Keep bow arm relaxed.
- Draw the string back until the index finger touches the corner of the mouth.

4. Aim



- Hold at full draw.
- Line up point of arrow with centre of target.

5. Release



- Relax draw fingers and let the string go.
- Release arrow.
- Keep bow arm pointing to target until the arrow hits it.

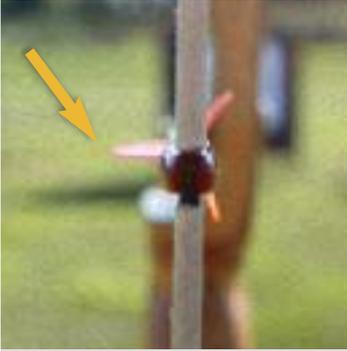
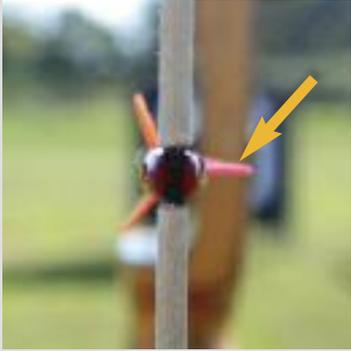
Basic Improvements

There are common areas for improvement for the five phases of shooting.

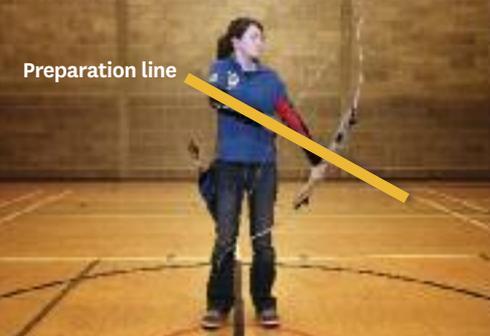
1. Stance

Objective	How	Common Areas for Improvement
<p>Stand side on to the target</p>	<p>Ask the participant to:</p> <ul style="list-style-type: none"> stand shoulder-width apart look forward. 	<p>Stance affects the direction of the body and the direction of aiming towards the target. By instructing stance, you are helping your archers to position their body correctly for the shot.</p> <p>Beginners often forget to check their feet before starting to shoot – they're too keen to shoot their arrows!</p> <p>How to practise:</p> <ul style="list-style-type: none"> Place an arrow on the floor, across the shooting line and pointing toward the target. Ask the archer to stand with their toes up to the arrows. 

2. Load

Objective	How	Common Areas for Improvement
<p>Position the arrow</p>	<ul style="list-style-type: none"> The participant is holding the bow and the bow arm is relaxed. Ask the participant to take an arrow and place it onto the arrow rest and then click the nock of the arrow onto the bow string. Ensure that the index fletch is positioned away from the bow. 	<p>Instruct participants to listen and feel for the 'click'. If the nocks for a set of arrows do not fit the bow string then they will not click into place.</p>    <p> <input checked="" type="checkbox"/> Index fletch pointing outwards (on a right-handed bow). <input type="checkbox"/> Index fletch pointing inwards (on a right-handed bow). </p>

3. Draw

Objective	How	Common Areas for Improvement
<p>Hook the fingers</p>	<ul style="list-style-type: none"> Start by teaching the participant to set their three middle fingers around the string, creating a hook below the arrow. The string should contact each finger on the first finger crease. Once the fingers are on the string, encourage the participant to relax and keep the back of the hand as flat as possible. 	<ul style="list-style-type: none"> Keep the hand relaxed. Keep the hand and wrist vertical. Maintain equal pressure on the string fingers, throughout the draw and anchor.
<p>Set bow hand</p>	 <ul style="list-style-type: none"> Ask the participant to imagine someone is walking towards them, and they raise their hand towards this person to say 'Stop!' Naturally their hand will form its strongest position. From this position, relax the hand. The knuckles will be about 45°. Next, place the bow grip against their hand. Line up the base of the thumb to push against the bow grip. 	 <p> <input checked="" type="checkbox"/> Correct hand position. <input type="checkbox"/> Incorrect hand position. </p>
<p>Achieve the preparation line</p>	<ul style="list-style-type: none"> Check that the participant is in a stable, upright position. The participant should be holding the bow so there is a straight line from the elbow of the drawing arm to the end of the arrow. This is called the 'preparation line'. Ask the participant to turn their head and stay focused on the target, keeping their head still. 	
<p>Raise both arms</p>	<ul style="list-style-type: none"> The participant raises both arms up together. Both hands raised to height of the eyes. Shoulders remain in a natural, level position. Posture remains upright and balanced. Maintain the preparation line. 	<p>Stop leaning: Stay upright rather than lean away. This may indicate that the bow is too heavy.</p> <p>Stop hunching: Shoulders should be kept relaxed and level, not hunched.</p>

3. Draw (continued)

Objective	How	Common Areas for Improvement
<p>Bring the string back to the corner of the mouth</p>	<ul style="list-style-type: none"> • The participant draws the string back to the corner of their mouth. • Shoulders remain relaxed and down. • The movement should be smooth and take 1–2 seconds. • It can be difficult for beginners to know how to find the full draw position at the end of the draw. 	<p>There is a simple trick to help participants find this position:</p> <ul style="list-style-type: none"> • Stand upright and hold your arms to the outside. • Turn your head towards the target. • Bend the drawing arm at the elbow and bring the hand to touch the side of the face below the cheekbone.

4. Aim

Objective	How	Common Areas for Improvement
<p>Reach full draw position</p>	<ul style="list-style-type: none"> • The draw hand rests next to the hollow of the cheek, with the tip of the index finger touching the corner of the mouth. This is the anchor position. • The back of the hand is flat and shows no sign of tension.  <p>Touch the tip of the index finger to the corner of the mouth.</p>	<p>The 'draw force line' is an imaginary straight line that runs from the elbow, draw hand and pressure point where the bow hand contacts the bow at full draw.</p> 
<p>Aim the arrow at the target</p>	<ul style="list-style-type: none"> • The anchor position is maintained. • The participant points the tip of the arrow at the target. 	

5. Release

Objective	How	Common Areas for Improvement
<p>Relax the fingers to release the arrow</p>	<ul style="list-style-type: none"> • With the draw hand in the anchor position, the participant relaxes the fingers. • As the fingers relax, the string will release and project the arrow forwards. • Allow the draw hand to naturally drop back. • The position is held until the arrow hits the target. 	<p>Avoid disruption to the follow through:</p> <p>It is common for archers to flick open their fingers to release the string, or to immediately look up and see where the arrow has landed.</p>

12

Collect Arrows

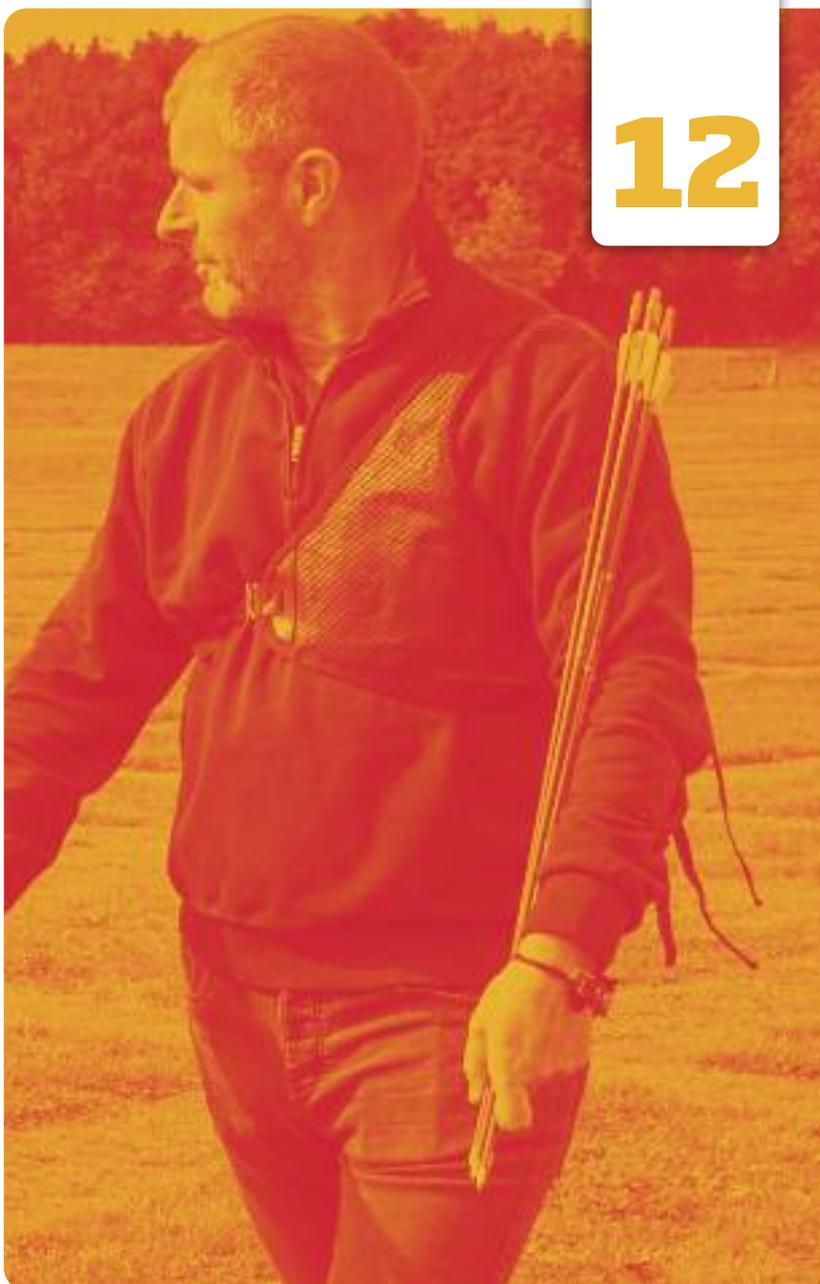
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Outcome

- Safely collect, handle and carry the arrows.

Safety procedures

Once everyone has shot and the shooting line is clear, the instructor (or field captain) will give a command to go to the targets to retrieve the arrows.



Who Can Collect Arrows?

Depending on the capability of your group, you may decide to collect the arrows yourself or allow the participants to collect their own arrows.

If you determine that it is suitable for participants to collect the arrows, provide a demonstration of how it is done and explain the safety procedures and hazards involved.

Check that beginners can perform the following:

- Pull and hold arrows.
- Sort and count the arrows.
- Walk back to the shooting line safely holding or storing arrows.

Hazards

Injury to yourself or others can be caused by:

- walking into the end of an arrow that's still in the target or ground
- pulling the arrow from a target or the ground, making contact with someone behind you
- falling over while carrying the arrows.



Place the nearest hand against the boss, to stop the boss moving as you pull.



Always look behind before you pull an arrow.



Place your hand over the arrow, then grasp the arrow close to the target and pull backwards along the line of the arrow.

Pull the arrow along its line of flight (don't pull directly upwards).



Place the arrow into the hand that is against the target.

Hold arrows near the point with the shafts tucked under the arm and piles towards the floor.

How to Collect Arrows

- Walk towards the target line at an appropriately slow speed.
- Check if any arrows are hidden in the ground.
- Collect any arrows leading up to the boss.
- Never pick up arrows from the ground immediately in front of the boss (you could risk impaling yourself against arrows in the target).
- Always approach the target from the side (you could risk impaling yourself).
- Always pull an arrow out straight.
- Before moving the hand on the boss, check that the point of the arrow is still on the arrow. If it isn't you have a location on the boss where to find it.
- Pull one arrow at a time.
- Either sort the arrows and return to the appropriate archer, return arrows to a quiver, or hold arrows near the point. The shafts can be tucked under the arm or rest in the crook of the elbow (as shown) with the points towards the floor. Make sure the ends of the arrows are not enclosed in the hand in case of a trip.



Gap Shooting

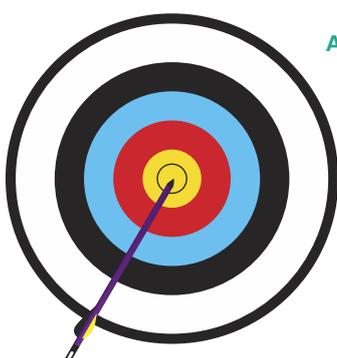
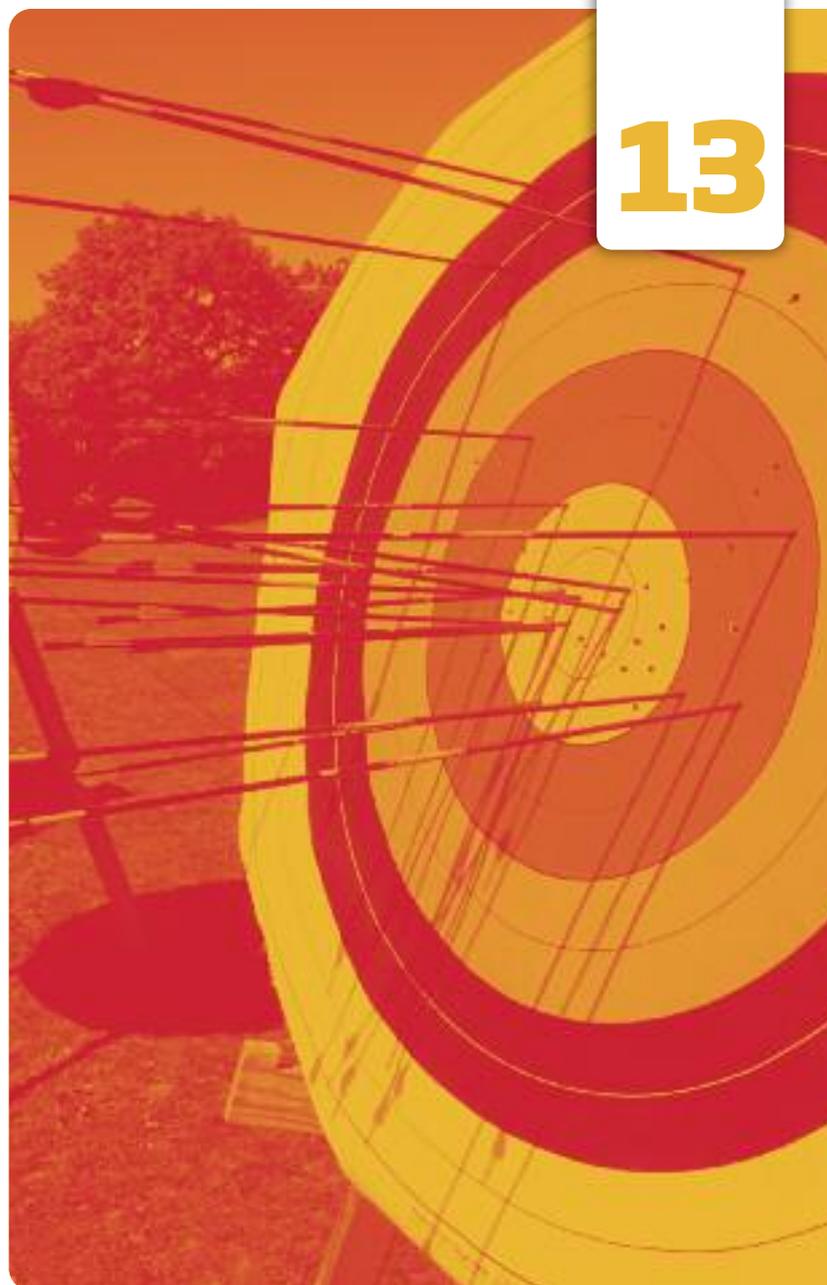
Outcome

- Explain how to correct arrow impact using gap shooting.

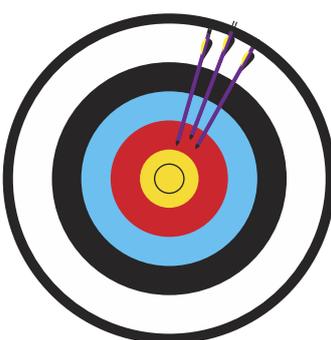


Gap shooting is where an archer aims at different positions on the target to compensate for incorrect arrow point of impact.

Once a participant is reasonably consistent, gap shooting can be used to improve aiming.



Aim

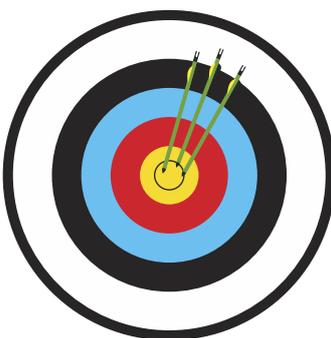


Arrow placement

The archer aimed at the gold but the arrows landed at '1 o'clock'.



Aim



Arrow placement

The archer adjusted their aim to '7 o'clock' and changed where the arrow landed.

Example

If an arrow is aimed at the centre of the gold but strikes elsewhere, the archer can compensate for this by taking an imaginary line from where the arrow landed, through the centre of the gold, to the same distance at the other side of the gold. This will be their new aiming point.

The arrow landed at '1 o'clock' in the red, so the next shot was aimed at '7 o'clock' in the red.

14

Identify Damaged Equipment

Outcome

- Identify damaged equipment and components most likely to be damaged by beginners.



There are common and typical ways that equipment is damaged and so should be checked before it is given to participants to use.



Bows

- Limbs that are twisted or damaged.
- Arrow rest worn or missing.
- Worn limb tips.
- Cracked or delaminated limbs.
- Loose arrow rest.



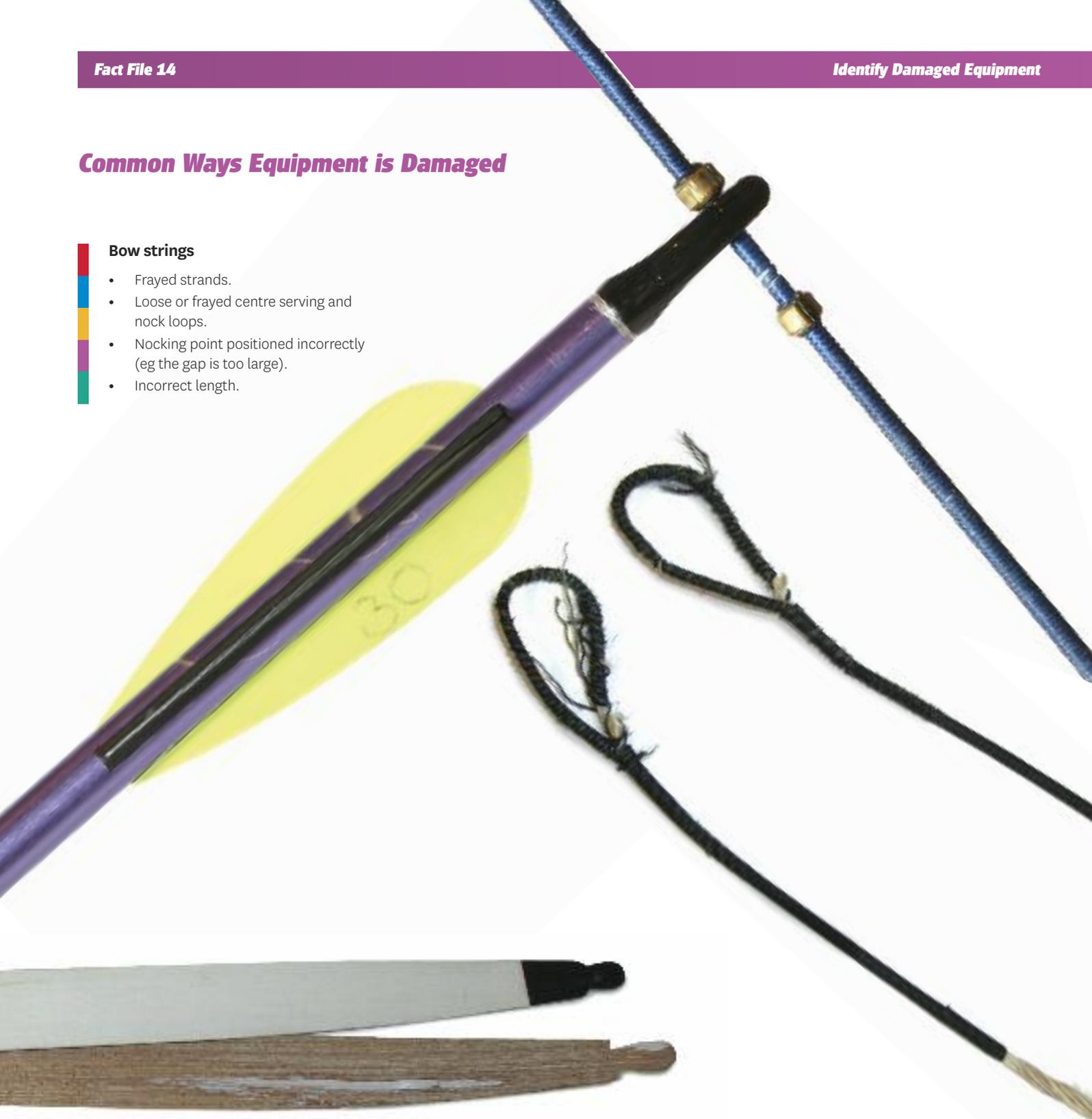
Log the Damage

Report damaged equipment to the person responsible for equipment maintenance and ensure it is removed from use.

Common Ways Equipment is Damaged

Bow strings

- Frayed strands.
- Loose or frayed centre serving and nock loops.
- Nocking point positioned incorrectly (eg the gap is too large).
- Incorrect length.



Arrows

- Fletches missing, broken or loose.
- Damaged points and nocks.
- Missing points and nocks.
- Shafts that are bent or damaged (for example splits, cracks, holes).

✓ Storage

Store equipment indoors and protect it from the cold and wet.

15



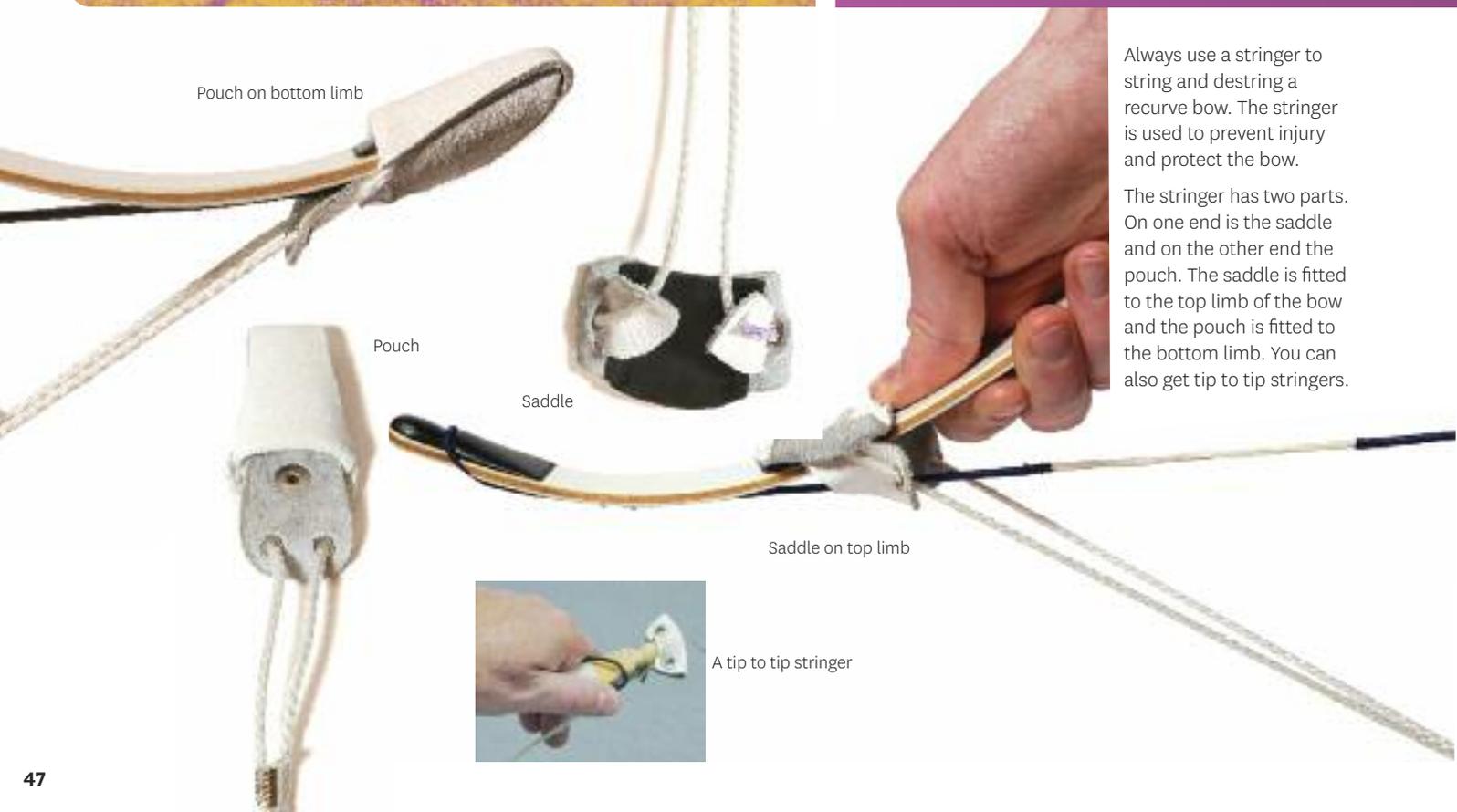
String a Bow

Outcome

- String and destring a bow.



It is important to leave bows unstrung when they aren't in use or are being stored. This prevents damage to the limbs. To save time, bows should be strung ahead of the participants arriving at the session.



Pouch on bottom limb

Pouch

Saddle

Saddle on top limb

A tip to tip stringer

Always use a stringer to string and destring a recurve bow. The stringer is used to prevent injury and protect the bow.

The stringer has two parts. On one end is the saddle and on the other end the pouch. The saddle is fitted to the top limb of the bow and the pouch is fitted to the bottom limb. You can also get tip to tip stringers.

How to String a Bow

1. Loosely attach the bow string

Pass the top loop of the bow string over the top limb, and slide it along a few centimetres past the limb groove. Secure the bottom loop of the string onto the groove of the bottom limb tip.

2. Fit the saddle and pouch

Place the saddle onto the top limb and then secure the pouch on to the bottom limb tip.

3. Position your hands and feet

Both ends of the stringer will now be in place. Support the saddle with a thumb or finger and place one foot fully over the cord of the stringer.

4. Fix the top string onto the top limb

Ensure your head is above the limb pocket of the riser. Adjust the saddle so that it is as near to the end of the limb as the string loop will allow. Pull on bow grip, while the other hand supports the saddle. This will flex the limbs of the bow. Slide the top loop of the bow string onto the groove of the top limb tip.

5. Relax the bow

Relax the bow by relaxing your pull against the bow grip. The bow should now be strung. Remove the bow stringer and check that each string loop is correctly located in the grooves of the limb tip.

When relaxing the bow there is a chance that the saddle may slip against the limb and cause the top limb to 'spring' upwards. If your face is too close to the limb tip, this could strike your face and cause injury. Always take care to make sure your face is away from the limb tip and support the saddle against the limb.



Tip

Often, one loop of the bow string is larger than the other. This is the top loop.



Safety point

Make sure your face is away from the limb. The limb may spring upwards and cause injury.

How to Destrung a Bow

1. Fit the saddle and pouch

Place the saddle onto the top limb, and secure the pouch on the bottom limb tip.

2. Position your hands and feet

Both ends of the stringer will now be in place. Support the saddle with a thumb or finger and place one foot fully over the cord of the stringer.

3. Remove the top string from the top limb

Ensure your head is above the limb pocket of the riser. Pull on bow grip, while the other hand supports the saddle. This will flex the limbs of the bow. Slide the top loop of the bow string off the groove of the top limb tip and slide it along a few centimetres on the limb.

4. Relax the bow

Relax the bow limbs by relaxing your pull against the bow grip. The bow should now be unstrung.

5. Remove the stringer

If you have been instructing a session in the rain and the equipment has become wet, to alleviate possible injuries you must dry off the bow limbs carefully before you attempt to destrung the bow.



16

Adjust Bracing Height

Outcome

- Check and adjust the bracing height after the bow is strung and before it is used by participants.



Bracing height is the distance between the bow string and the pressure button hole.



Bracing Height

Bracing height is the distance between the bow string and the pressure button hole (or hole in the rest). If the bow doesn't have a pressure button hole, the deepest part of the grip can be used as an alternative reference point instead.

A bracing height that is either too low or too high will cause the bow to perform erratically. The bow will perform better if it is set correctly.

Once the bow is strung, check the bracing height of the bow at rest.

A bracing height gauge in use.



If there is no pressure button hole, the bracing height can be measured from the deepest part of the grip to the string.



The bracing height using this method, in this example, is 8.25".

How to Measure Bracing Height

Bracing height is measured with a bracing height gauge. The bracing height gauge has markings along its length in either inches or millimetres.

Clip the gauge to the string and read the distance at the middle of the pressure button hole. See the photo below.

If the bracing height is outside of the recommended range then it can be raised or lowered by partially restringing the bow, adding or taking away twists to the string and then restringing the bow.

Adding twists makes the string shorter, and therefore the limbs bend more, creating a larger bracing height.

Removing twists makes the string longer, and therefore the limbs bend less, creating a smaller bracing height.

Follow the bow manufacturer's guidance to set the bracing height. However, if this isn't available then use the table opposite to check that the bracing height is set correctly.

Bow Length	Bracing Height Range (inches)	Brace Height Range (mm)	Midpoint of Range
64"	7.75 - 8.75	196 - 222	8.25" / 209mm
66"	8 - 9	203 - 228	8.5" / 215mm
68"	8.25 - 9.25	209 - 235	8.75" / 222mm
70"	8.5 - 9.5	215 - 241	9.0" / 228mm



The bracing height is measured through the middle of the pressure button hole.

17

Fit Arrow Rest and Nocks

Outcome

- Awareness of how to fit an arrow rest, arrow nock and nocking point indicators.



This section provides you with basic awareness of how equipment is commonly damaged and what the repairs involve.



Arrow Rest

An arrow rest is a simple device that fits to the riser of the bow to support an arrow whilst it is being shot.

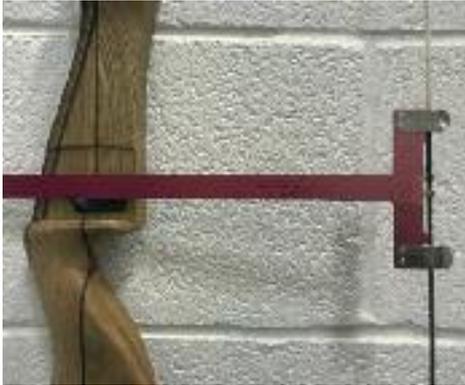
An arrow rest is designed to hold the arrow in the correct position but to cause minimal interference when the arrow passes by after release.

Arrow rests are available for left and right-handed bows.

Fit an Arrow Rest

The arrow rest needs to be changed when it is broken, worn or too flimsy to support an arrow.

- Most arrow rests are attached using a double-sided self-adhesive pad. One side of the pad is attached to the bow and the other to the rest. All parts of the old pad should be removed prior to fitting the replacement. The arm of the arrow rest should be horizontal and pointing forward. Clean the area well with alcohol.
- Arrow rests are fitted so that the arrow crosses the pressure button hole (if the bow riser is drilled for one).
- Most styles of arrow rest have a hole in the backing plate which surrounds the pressure button hole.



Nocking Point Indicators

Nocking point indicators are small guides on the string of the bow to mark the correct position to nock the arrow.

Nocking point indicators can be bought, or made from serving or thread tape.

Attach Nocking Point Indicators

A bracing height gauge is used to determine the correct position the arrow should be clipped onto the bow string (called 'nocking point').

An arrow which is released from the wrong nocking point will be inaccurate and prone to damage.

Once you have identified the correct position, you can fit nocking point indicators to your bow string.

1. Place the bracing height gauge onto the string. The front of the gauge rests gently on the arrow rest.
2. Place the lower nocking point indicator onto the string so that the top is 6mm above square. While the gauge is in place, mark the serving for ease of fitting.

NB: Metal nocking point indicators should only be fitted using special nock point pliers. Normal pliers distort the shape and can result in sharp edges.

3. Place the upper nocking point indicator above the lower nocking point on the string and adjust the gap between the two nocking points to suit the width of the nock on your arrows. This needs to be the width of the arrow nock plus 2mm.
4. When the nocking points are fitted correctly, the arrow should point down very slightly with the back raised by approximately 6mm. This should give the arrow the correct clearance when released from the bow.

Fit an Arrow Nock

The arrow nock is a very vulnerable part of the arrow which is often damaged by beginners' other arrows.

The arrow nock is made from rigid plastic and glued to the shaft of the arrow. The end of the arrow shaft has a taper which matches the taper in the nock. Different nocks are required for different arrow diameters, so it is important that broken nocks are replaced with the correct size for the arrow.

1. Dip the arrow nock into very hot water to remove it from the arrow shaft. This is usually enough to soften the glue and allow removal.
2. Carefully clean all remaining glue from the arrow.
3. To attach a new arrow nock to an aluminum arrow, apply a small amount of glue to the rear of the shaft and half fill the nock with glue. Be careful not to allow any air bubbles to appear.
4. Place the nock onto the shaft and twist it to evenly spread the glue.
5. Align the nock with the index fletching and wipe any excess glue from the nock.
6. Allow the glue to set overnight.



The top of the bottom nocking point is set at 6mm



When checking the nocking point height, the bracing height gauge sits on the arrow rest



Arrow Nock

The arrow nock is a plastic groove at the end of the arrow that clips onto the string.

It is made from rigid plastic and glued to the shaft of the arrow.

18

Instruction Principles

Outcome

- Develop how-to-instruct skills.



Improve your core delivery skills to help individuals make progress and enjoy archery.



The Instructional Process

Instructors need to learn not just about archery techniques and equipment (the what-to-instruct skills) but also develop their how-to-instruct skills so they can make sessions purposeful, fun and successful.

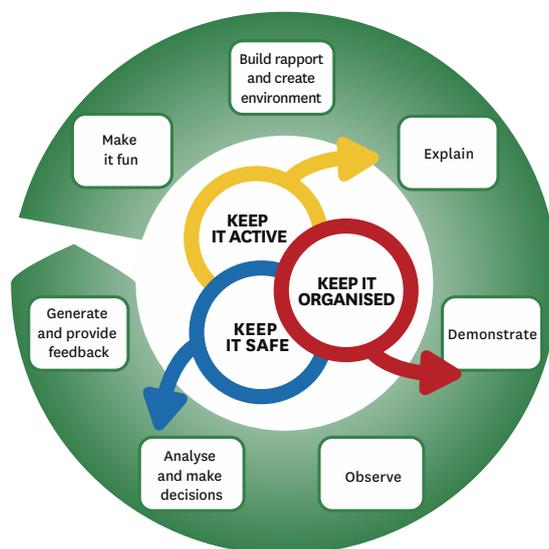
What-to-instruct Skills

Technical skills needed to be an effective archery instructor.
(eg teaching stance, load, draw, aim or release).

How-to-instruct Skills

Organisational, interpersonal and teaching skills all instructors need to help people learn skills and have an enjoyable experience.
(eg the ability to build rapport, make sessions fun, organise, keep activities safe, plan, explain and demonstrate).

The instructional process simply refers to the various how-to-instruct skills that form the basic toolkit of the effective instructor.



The diagram shows the type of core skills that underpin effective instructing.

The sequence instructors often follow is to:

- conduct a safety check
- build rapport and create a positive environment
- start a session with some sort of explanation (eg about what's going to happen in the session, safety points)
- set up a demonstration
- stand back to observe while archers practise
- provide feedback around safety, effort/attitude and to aid basic improvement.

All the time instructors are building good relationships, creating a positive learning environment that is fun, keeping the session safe, organising equipment and teaching basic skills.

A good instructor should provide a positive learning environment by setting appropriate goals, motivating the participants and adapting the session to ensure all experience some success.

The How-to-instruct Skills

The targets provide a memorable way to help you remember the key points to carry out each skill effectively.



How to BUILD RAPPORT

1. Learn and use participants' names.
2. Smile and make eye contact with each participant.
3. Show interest and respect for each participant.
4. Treat each participant as an individual.

How to PROVIDE A DEMONSTRATION

1. Safely position yourself so all participants can see and hear you.
2. Show correct technical model in silence more than once.
3. Emphasise two or three key points.
4. Check for understanding before allowing participants to practise.

How to PROVIDE AN EXPLANATION

1. Prepare what to say in advance.
2. Gain participants' attention.
3. Keep your explanation clear and concise.
4. Check for understanding through open questioning.

How to OBSERVE

1. Look at whole action.
2. Break it down by body part, key point or sequence to focus on one element at a time.
3. Watch the action from different angles where possible and if safe to do so.
4. Watch the action enough times to build up a consistent picture.

How to ANALYSE AND MAKE DECISIONS

1. Compare your observations with your picture of good practice.
2. Identify the matches.
3. Identify the mismatches.
4. Decide whether to reinforce, modify or note but take no immediate action.

How to PROVIDE FEEDBACK

1. Invite self-reflection first.
2. Keep feedback positive, simple and constructive.
3. Limit feedback to one or two bits of information.
4. Check for understanding.

How to MAKE IT FUN

1. Get participants active quickly.
2. Set individual and group activities to offer variety and challenge.
3. Ensure everyone is actively involved and can be successful.
4. Give positive feedback on effort as well as performance.

19

Start a Session

Outcome

- Keep introductions short and snappy, and get participants active quickly.



Learning is unlikely to take place unless you have first invested in building an effective relationship with the participants and created an environment that is supportive and safe.

As an instructor, you will have prepared for the session and will understand the aims and content. It is vital that you share this information with the participants, allowing them to:

- prepare mentally
- set goals
- feel secure

Your preparation will ensure that the equipment is checked, safe and ready, and you can focus 100% on the participants.

Introducing the Session

When starting sessions:

- smile, be enthusiastic and set a positive tone
- complete an attendance register (if required)
- build rapport, learn and use names, check readiness including injuries, health, clothing, jewellery and hair
- briefly share session outcomes
- get participants active quickly
- check for understanding, invite and respond to questions
- conduct a safety briefing.

Warm-up

The purpose of a warm-up is to physically prepare participants for the forthcoming activity.

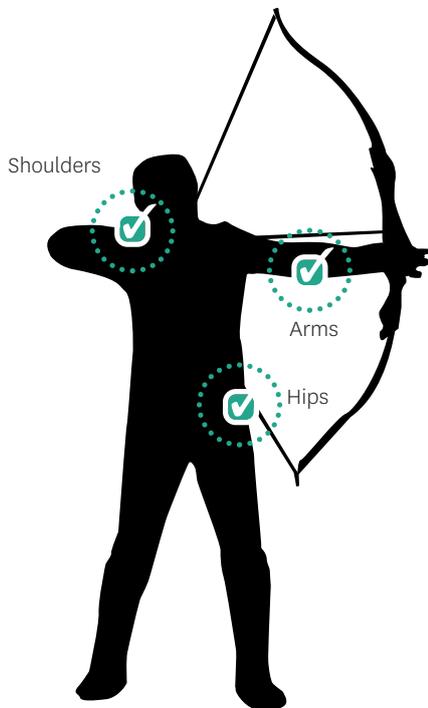
An effective warm-up will vary according to the age, ability and motivation of the participants. It should be included on your session plan.

An effective archery warm-up should:

- happen before the activity
- raise the body temperature
- increase blood flow to the muscles
- start slowly and gradually increase in intensity
- include dynamic mobility work (not static stretching) and progressive movements related to the session to follow
- be fun and varied.



What parts of the body need to be focused on during a warm-up?



Instruction Principles

- A** ctive
- P** urposeful
- E** njoyable

What should beginners remove before participating?

- X** Dangly necklace or earrings.
- X** Upper body piercings/any piercings that may interfere or cause a problem.
- X** Tie.
- X** Scarf.
- X** Loose jacket.

There is the potential for loose clothing and jewellery to interfere with equipment when shooting. This has the potential to cause injury.

20

Conclude a Session

Outcomes

- Bring the session to a close. Talk to participants, revise key points and provide lots of praise.
- Provide information about further participation and after the session evaluate what happened.



The final activity should leave the participant feeling positive and keen to return.

Finish with a Fun Activity

Try and include some fun games and challenge your participants.

Conclude the Session

It is important to conclude your session with participants by reviewing how it went.

When concluding the session with the participants:

- keep it short
- recap on the main points covered; ask them rather than tell them
- identify progress, strengths and areas to work on
- ask them for their brief feedback on the session (eg what did you enjoy most and least; which activities helped you to improve)
- invite and respond to questions
- outline next steps.

After the Session

- Check all participants have left the area.
- Tidy away equipment safely and neatly, ensuring it is ready for the next time.
- If any equipment is not fit for use, report this to the appropriate person.
- Leave everything as you wish to find it when you return.

Evaluating the Session

It's very important to evaluate your session by seeking feedback from other instructors/personnel, coaches and participants and by reflecting on and recording your thoughts on what went well and what went less well in achieving your:

- session outcome and the implications for future sessions with participants
- personal goals and action planning for development of your own skills.

21

Be Inclusive

Outcome

- Create a supportive environment to help people learn.



Everyone is different, and you need to consider these factors within your session.

Individual Differences

Everyone is different and you need to consider factors that motivate individuals and help them to learn.

All archers, however, can expect to take part in an active, purposeful and enjoyable session.

In your session, try to ensure all archers shoot as often as possible, develop correct technique and have the chance to take part in games or competitions.

Experience and skill level

Many of the people you work with will be new to archery. Some will pick up the skills quite quickly and grow in confidence; others may struggle and their confidence may wane. Provide challenges for each archer and realistic opportunities for them to gain success.

Age and stage

Children of the same age may differ significantly. Some will be physically, emotionally and socially more or less advanced than others.

Cultural

Some cultural needs may affect how people are able to engage in sport. For example some women may prefer a female instructor or female only sessions. Headwear may at first seem a barrier to doing archery but in practice is rarely an issue.

Participant-centred

Simply put, participant-centred instructing means providing a sporting experience that meets the needs and expectations of each participant. To do this, you will need to understand who is participating in your session and why.

What can you do?

- Recognise the unique nature of each individual.
- Adapt your approach to be inclusive and flexible.
- Welcome everyone to participate, value and encourage them to progress.
- Recognise the importance of providing a fun and safe environment.



- Place the needs of each participant before your interests or those of the club, school or centre.
- Empower archers to take responsibility for their own learning and have influence over the session.

Learning and enjoyment are much more likely when your approach is participant-centred.

Children

Young people are not mini-adults. They grow and mature mentally and physically at different rates.

When working with children:

- provide a duty of care
- create a positive learning environment, where sessions are fun and enjoyable
- provide appropriate challenges where success can be gained (if they do not succeed, they will become frustrated and lose interest)
- reward effort more than ability
- set appropriate goals with children to provide motivation and through success, build self-esteem and ensure enjoyment
- help children to develop a strong sense of fair play and respect for the rules, equipment and others
- ensure competition is a positive learning experience, a test of personal skill and progress rather than always about winning
- encourage them to make decisions for themselves
- listen and accommodate their needs
- put children first, archery second.

Disability

Coaching a disabled person is fundamentally no different to coaching a non-disabled person.

You do not need specialist skills to encourage and coach disabled participants. While the skills you need are the same, the hardest part is often overcoming your own uncertainty and hesitation.

As with all beginners, disabled archers will want to get shooting as soon as possible!

Firstly, make sure that safety rules are clearly explained and understood by all, including support staff.

If you already adopt a participant-centred approach, you are almost there.

- Establish the archer's ability and disability. Is the disability physical, visual, auditory, a learning difficulty, illness or a combination of these?
- Be observant and discreet to the needs of individuals. It may be some time before you realise there is a potential difficulty, as not all disabilities are recognisable or immediately obvious. Some people may not want to disclose information to you.
- Be sensitive to the needs and abilities of each participant; ask them and don't assume what they can and can't do. You should also ask if and when they might need some additional help.
- Have the confidence and willingness to adjust the way you work with each individual.
- Seek further help and guidance as necessary from those with greater experience.

Equality and Inclusion

Sports inclusivity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By being inclusive, you will adapt your session to ensure everyone can participate safely.

Inclusivity in sport means providing opportunities that are equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or social/economic status.



The Archery GB Equality & Diversity Policy is available to download from www.archerygb.org

Inclusivity is important because it challenges the way sport is provided and viewed. It helps to:

- raise awareness about barriers (eg confidence, transport, facilities, time, cost and culture)
- promote fairness, recognising that some people may need more support than others and people have different needs and aspirations
- encourage a more diverse range of participants and so is likely to expand the population of archers.

Can you think of a way you could improve accessibility and promote fairness for your archery sessions?

Motivation, Fun and Games

Outcome

- Provide engagement, variety and challenge to make sessions fun.



Ensure participants have a great experience.

Motives of Participants

Provide participants with opportunities to compete and challenge their archery skills:

- for health and fitness reasons
- for recreation
- to try a new experience
- to meet people and have fun
- to be the best they can be
- for achievement and success
- to be safe
- to compete
- to be with friends or family
- to build confidence.

It may be one or it may be a combination of the above and may change over time. It is important for you to know why people are in your sessions, their needs and expectations, and then to adapt your sessions and approach accordingly.

For example, if participants are there to have fun with friends, ensure your sessions are fun and there are opportunities to socialise before or after the session.

Provide opportunities to compete for those who relish competition; minimise competition for those who are motivated by skill mastery.

When working with a group, you need to be aware of the range of individuals as well as the motives; for example, confident and hesitant, skilled and less skilled.

Fun

People learn better and are more likely to stay in the sport if you create a positive, varied, enjoyable and supportive learning environment. Provide an appropriate balance between the more serious technical practice and purposeful play through game activities and fun competitive opportunities.

Archery Games

These can be a great way to develop fundamental skills in a fun but purposeful way.



Scoring by colour (5 Zone)

- White = 1
- Black = 3
- Blue = 5
- Red = 7
- Gold = 9



Scoring by inner and outer rings (10 Zone)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- X (10)



1. Get participants active quickly.
2. Set individual and group activities to offer variety and challenge.
3. Ensure everyone is actively involved and can be successful.
4. Give positive feedback on effort as well as performance.

Games provide an alternative and complementary way of developing movement skills (eg coordination, balance, strength) and archery skills, as well as personal/social/mental skills (such as the 'C' system of connection, confidence, competence, character, creativity, and caring and compassion). They are also likely to make your sessions more enjoyable and so increase the likelihood of learning as well as sustained participation.

A list of games can be found on the subsequent pages. It is not a definitive list, it is just a starter; use your imagination to develop more and/or adjust them to meet the needs and motivation of your participants.

Scoring

When the participant has mastered the art of how to hit the target regularly, add an element of challenge to generate a more fun filled experience for them.

Through the introduction of scoring, competition and games, you will help keep participants enthused and motivated.

Arrows are shot in 'ends' of three or six. An 'end' of arrows is the name given to the number of arrows shot each time an archer visits the target to score. Scores are taken after each end.

There are two ways in which we can score the arrows in the target:

By colour

Anything outside the scoring zone is a miss and scores 0.

By using the two scoring zones

Use the 5 zones or 10 zones on the target to score arrows.

Line cutter arrow

If an arrow touches the line between two scoring zones it will take the higher score.

Hanger arrow

If an arrow hits the target and then falls out of the actual target but is held in place by the paper target face and is hanging in front of the target, the archer would shout 'Stop' or 'Fast' so that the arrow can be retrieved without any damage to the arrow or any chance of a ricochet. The arrow can either be withdrawn or pushed back into the target.

Mis-shot arrow

An arrow that misses the target and falls on the ground should be left until the arrows are collected.

Robin Hood shot

If an arrow goes inside another arrow already in the target splitting it open, this is called a 'Robin Hood' shot. Both arrows score where the point of the original arrow landed in the target.

Scoresheet

A score sheet features boxes for single arrow values, a box for the total of each end and boxes for Dozen score, Golds and Running Total. The winner is the person with the highest 'score', however in a tied result the person with the highest number of golds will be the winner.



Games

Archery is a fantastic sport to encourage teamwork, set challenges and help develop self-confidence. This can be achieved by introducing a variety of competitions and games into your session.

Bespoke target faces with game designs are available to buy from archery retailers. Alternatively you can create your own.

Consider giving out prizes at the end of competitions, such as sweets, stickers, medals etc. Award prizes not only to the winner but for best effort, best improver etc.

When deciding on what type of competitions and games to play it is important to remember the ability within each group. Use games which involve an element of luck to enable those who are less accurate to experience a sense of attainment.

1. Darts

- All participants start at the same score (eg 301).
- The score of each arrow is taken away from the score.
- The first person to reach '0' wins.
- To make it easier or harder: Lower or raise the starting score, finish on a 'double'.

[Requirements: bespoke archery darts faces, paper, pen, calculator, prizes]

2. One Arrow

- The instructor chooses a colour and tells the group (eg blue).
- Each participant shoots one arrow, aiming for the blue and returns behind the waiting line.
- Those that score a blue may return and shoot another arrow.
- This process continues until there is one person left – the winner!

Killer

- Play as individuals or as a team.
- Shoot and score as normal.
- The first person to put three arrows (or as many as you like) from the same end into the same colour, wins that colour and prevents anyone else using that colour to score again.
- For example, Joe (or target 3) gets three blues so from now on only Joe (or target 3) can score arrows in the blue.
- The game is over when all the colours are claimed.
- The archer (or target) with the highest score wins.
- Keep track of the score using a scoresheet or board everyone can see.

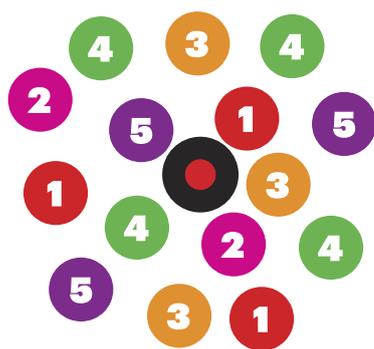
[Requirements: standard colour target, prizes]

Using a Scoresheet

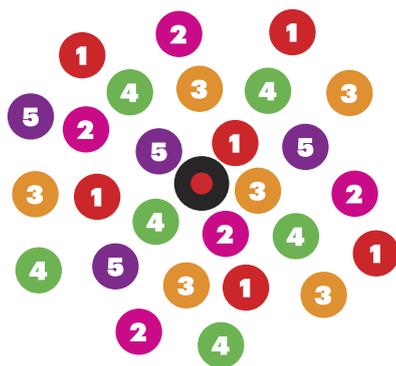
Scores are recorded on a scoresheet with the highest scoring arrow recorded first (eg '9-7-1'). An arrow that does not score is called a miss and is marked 'M'.

The scores for each arrow. Total score from six arrows. Two ends added together. Number of arrows scoring 10 in World Archery or 9 in Archery GB scoring.

Name:																	
Score			End total	Score			End total	Score	Hits	Gold	Run total						
9	9	7	5	5	3	38	9	9	7	5	1	M	29	67	11	3	67
7	5	5	5	3	1	26	9	7	5	3	M	M	24	50	10	1	117
9	7	7	5	5	5	38	9	9	7	7	5	5	42	80	12	3	197
Signed:						Date:											



Knockout Jnr

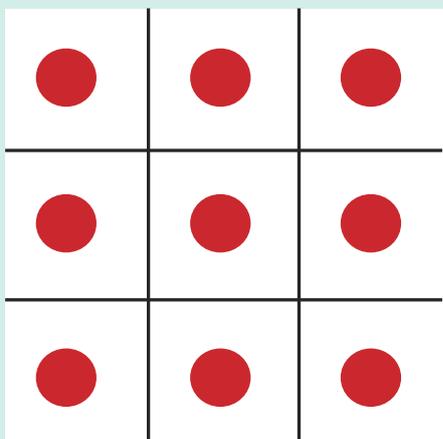


Knockout Snr

3. Knockout

- 2-5 players.
- Each player is assigned a number 1-5.
- #1 player shoots first, then rotate players.
- Object is to shoot other players' numbers.
- When all your numbers have been hit, you're out.
- Last player with spots not hit wins.
- Hit red centre and win automatically.
- Hit black outer centre and lose automatically.
- Increase difficulty from junior (easy) to senior (hard) target face.

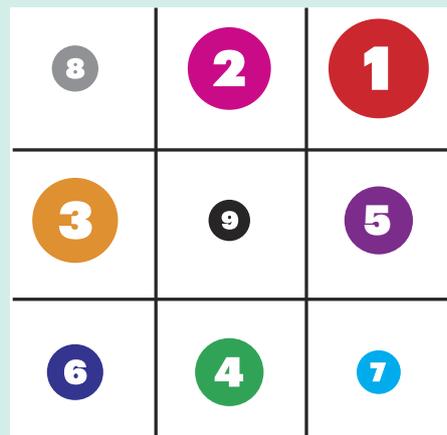
[Requirements: bespoke target face or on the back of a standard one, use tape/large marker to draw a grid, prizes]



4. Connect Three

- 2+ players.
- Two players take alternate shots until three in a row are hit (horizontally, vertically or diagonally).
- Beginners shoot squares and advanced players shoot circles.
- The game is played on an 8 x 8 grid drawn on the back of a target face.
- Alternative: An archer shooting their arrow into a previously occupied cell loses their turn.
- Play as individuals or as a team and decrease grid size to increase difficulty.

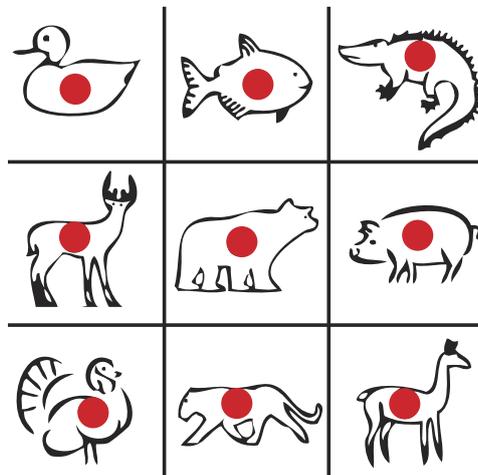
[Requirements: bespoke target face or on the back of a standard one, use tape/large marker to draw a grid, prizes]



5. 9 Ball

- Two players.
- First player shoots at #1 ball. If successful, advances to #2 ball and so on.
- If player #1 misses, then second player has their turn from the beginning or resumes from the last ball hit.
- Whoever hits the 9 ball first wins the game.

[Requirements: bespoke target face or on the back of a standard one, use tape/large marker to draw a grid, prizes]



6. Go Hunt

- 2-3 players.
- Designed for young or beginning archers.
- Shuffle the nine cards given to you.
- First player to draw a card has to shoot the matching target.
- If he/she misses the next player is up, if he/she hits it they get to go again.
- First player with three hits wins the game.

[Requirements: bespoke target face or on the back of a standard one, use tape/large marker to draw a grid, prizes]

7. Forfeits

Ask participants to write a forfeit onto a small piece of paper (eg doing an impression of a chicken).

- Pin the paper face down onto the target.
- Participants have to try and miss the pieces of paper.
- After everyone has shot one arrow collect the arrows and forfeits.
- Anyone hitting the piece of paper has to perform the forfeit in front of the group.

[Requirements: small pieces of paper, pins, pens, prizes]



8. Balloon Popping

Pin a variety of coloured balloons onto each target.

- Give prizes to the first person or team to hit a number or colour of balloons.
- Blow up the balloons to be large and small to make it easier or harder to burst.
- Put flour, talcum powder or prizes inside the balloons as this looks impressive when the balloon is hit.

[Requirements: balloons, pins, flour, prizes]

9. Eliminator

There is no face on the target.

- Section the target into four quarters for example using string.
- Participants have three arrows and choose where on the target to shoot (ie they can shoot them all in one of the quarters or spread them around the target).
- After everyone has shot, a section of the target is selected at random (eg split the sections into suits and ask someone to cut a pack of cards to choose a suit, such as 'hearts').
- All of the arrows in that target are eliminated.
- This continues until there is only one person left with any arrows.

[Requirements: string, pack of cards, prizes]

10. Noughts and Crosses

- The objective of the game is to play a game of noughts and crosses.
- The game is played on a 3 x 3 grid drawn on the back of a target face.
- Games are won by having lines of three noughts or crosses, either horizontal, vertical or diagonal.
- Archers shoot one arrow alternately.
- Play as individuals or as a team and decrease grid size to increase difficulty.

[Requirements: standard target, on the back use tape/large marker to draw a 3 x 3 grid, prizes]

11. Crazy Scoring

- This game involves using a standard target face.
- After each end you change the value of the scoring zones.
- For example in the first end the scores may be: gold = 9, red = 7, blue = 5, black = 3, white = 1 and a miss = 0.
- In the second end the scores may change to: gold = +5, red = -20, blue = +15, black = -10, white = +20 and a miss = +10.
- In the third end you can change the scores again and so on until you want the game to end.

[Requirements: standard five-colour zone target, a list of crazy scores per end, prizes]

12. Bingo

- This is an individual game. Each player is issued with a bingo card (ie a card with a random set of 20 numbers between 1 and 10).
- Each player will shoot one arrow per end. The objective of the game is to shoot arrows into the corresponding number on your bingo card.
- When an arrow is shot to correspond with a number on your bingo card it is marked off on the card.
- When all the numbers on your bingo card have been marked off then you shout 'Bingo!' The first person to shout bingo is the winner.

[Requirements: a bingo number card for each player, a standard 10 scoring zone, pens, prizes]

13. Personal Bests (PBs)

- Keep a list of personal best scores for each archer. At each session try to beat those scores – in the intervening weeks you hear lots of ‘Can I have this score as my PB, please...!’

[Requirements for game: standard target, prizes, pen and paper]

14. Rescue Princess Fiona

- This is a team game with each team member shooting only one arrow. The arrows have to be shot in the sequence of the story. The Princess is being held captive in the castle and the team have to journey to the castle to rescue her.
- **Score a white:** Firstly the team have to leave their camp and cross the white snow covered peaks in their journey to the castle.
- **Score a black:** They then have to scramble through the bat-infested black caves.
- **Score a blue:** On leaving the caves they come across a huge lake and have to get to the other side.
- **Score a red:** When they reach the other side there is a red fire raging and they have to find a way through – the only way to do this is to shoot a red.
- **Score a gold:** Having survived the fire they can now see the castle and the princess who is kept prisoner in the turret. To get across the castle drawbridge they must shoot an arrow scoring nine points – when they have achieved this then an arrow scoring 10 points is required to set the princess free.
- The first team to set the princess free, by scoring the arrows in the correct sequence, wins.

[Requirements: a 10 scoring target, paper and pens for keeping score, prizes]

15. Toss the Dice

- Play as individuals or as a team.
- Throw the dice and whatever number comes up you must shoot an arrow of that value.
- Every time you do this you get 10 points and you roll again.
- When you don’t achieve this, then the game passes over to the next person or team. The individual or team to score the most points after a given time (eg 10mins) wins.

[Requirements: a 10 scoring target, paper and pens for keeping score, several dice, prizes]

16. Odds and Evens

- This is a team game. Each member of the team shoots three arrows each.
- The instructor has two cards; one has the words ‘Odds’ on it and the other has the word ‘Evens’ on it.
- When all team members have shot their arrows the instructor will pick one of the cards. If the card with the word ‘odds’ is chosen then all the arrows which have a odd number value (eg 1, 3,5,7,9) score no points.
- All the arrows which score an ‘even’ value will get the score of these arrows.
- The skill of this game is for the team to decide how many arrows they will put in ‘odd’ numbers and how many in ‘even’ numbers. The team with the highest score after 24 arrows is the winner.

[Requirements: a 10 scoring target, paper and pens, two cards – one with the word ‘Odds’, the other ‘Evens’, prizes]

17. Cut Outs

- This is an individual game scoring by colour.
- The archers shoot at a target which has random shapes or ‘black holes’ added to the target face – some of these shapes/holes should be quite large.
- The archers shoot their arrows and if an arrow lands in a hole then there is no score for this arrow.
- If an arrow lands on a colour then the archer will receive the score for those colours. The archers should shoot two dozen arrows and the person who has gained the most points wins.

[Requirements: paper shapes, pins, paper and pens for keeping score, prizes]



18. Bowls

- This is a team game; each team should have at least two players.
- The instructor has a disk approx 4 inches across which they attach in a random position on the target face.
- All the players will shoot two arrows alternately and try to get as close to the Jack as possible.
- The player who is closest to the Jack gains five points for their team.
- At the next end the instructor will move the Jack to another position on the target and the players shoot again.
- After 12 ends the scores of each team are totalled and the highest scoring team wins.

[Requirements: a 4 inch disc of paper for putting on the target, a standard 10 scoring zone, paper and pens, prizes]

19. Secret Envelopes

- This is an individual game and can be played for as long as you want.
- The objective of the game is to shoot at random envelopes which the instructor has pinned onto the target.
- Some of the envelopes will be empty and some will have a paper inside detailing what prize has been won.
- There could be one envelope which has a larger prize (eg tee shirt or similar).

[Requirements: blank targets, envelopes filled randomly with paper detailing what prize has been won, variety of prizes]

20. Cricket

- Archers are placed into two teams of 'bowlers' and 'batters'. The object of the game is to score as many runs (points) as possible before your team loses all of its wickets and is 'bowled' out. In order to do this, the bowlers have to hit the gold (to score a wicket) as many times as there are batters. Conversely, the batters score 6 runs for a gold, 4 runs for a red, 3 runs for a blue, 2 runs for a black and 1 run for a white.
- For every miss shot by a bowler, an extra run (point) is added to the batting side's score. This is called a 'wide'.
- For every miss made by a batter, a wicket is awarded to the bowling team.
- Archers shoot in pairs, one from each team, and shoot one arrow each. Nobody drops out and everyone keeps taking turns until the bowlers succeed.
- When the batters are 'bowled out' the teams reverse roles and repeat the process. The winners are the team with the most 'runs'. For fairness, each team should shoot the same number of arrows – so no extra runs are scored after the last wicket has fallen.

[Requirements: standard target, paper and pens for scoring, team prizes]

Reflection and Action Plan

After the session evaluate what happened and think about any changes you'd make for next time.

Learner name:		Date:	
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What did I do well during my sessions?

What areas could I improve?

Action plan: What will I do next time to improve my session?



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