

# Guidance For Classifications

## 1. Registration

- a. **Do not leave home if you feel unwell, stay at home and seek information from NHS111 on-line. Do not leave home if you are awaiting the results of a COVID test or live with someone who has been asked to isolate**
- b. **No archer may travel outside a tier 3 area to a shoot but may attend an archery course within tier 3**
- c. The shoot and fee must be advertised prior to the event and archers should pay on-line, if possible, or attend with the correct money, which will be left untouched for 72 hours in a suitable container. They should place the money in an appropriate container and if they are the designated scorer for the group take a set of **blank** score cards provided by the shoot administrator
- d. **When booking the archer must give their name and contact details – it is understood that this information will be made available to the NHS Test and Trace service, if required, and will be kept by the shoot administrator for 21 days. (This is now a legal requirement) – the requirement is that EFAA will be responsible for giving the information of the group the archer was shooting with, not who they may have spoken to on route**
- e. **If a COVID QR code is displayed and the archer has the means to log-in they should do so**
- f. When booking the archer will be given a shoot time and an arrival time so they may practice on the practice butt
- g. Any archer attending a classification must take in their quiver a bottle of hand sanitiser (70% alcohol or more) and face mask. This will be checked as part of bow inspection
- h. Any food or drink should be left in the archers vehicle or carried with the archer and only if required during the shoot, not left out on picnic tables, **no club equipment like chairs and picnic tables may be used without being cleaned between each use, with a bleach based cleaner**
- i. Currently we are advising a rolling start, as less people gather (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>) - this is to minimise contact between different households
- i. Archers must set up their kit in the car park and report to registration.
- ii. If they are a scorer then they will be given a set of blank score cards to use throughout the shoot.

- iii. It is suggested that archers arrive ready to have a 15-minute session on the practice butts before their allotted start time
- iv. Bow inspection will be undertaken on a designated table using a non-touch technique with the inspector wearing appropriate PPE (mask and gloves are suggested). The table must be cleaned with a bleach-based cleaner between each inspection.
- v. At the allotted time the archers are sent to target one, having been told of any 'normal' health and safety issues.
- vi. Households should remain together, if possible.
- vii. It is suggested that each group is given a minimum of 15 minutes to practice and have bow inspection. (For example, between 9am and 10.30am 28 [4 x 7groups] of archers may enter the course)
- j. **Toilets must have hand sanitiser available for use before and after entry and only one person may use the toilet at any one time (where gents have urinals available)**

## 2. Shooting

- a. If the archers are from different households then only one archer may shoot at a time and the rest of the group must stand such that they remain socially distant (2 meters/6 feet apart). If this is not possible then the 1 metre plus rule must be observed a 1 metre distance and the additional precaution of a face covering – to be removed before shooting)
- b. Where courses are double pegged and the pegs are 2 meters apart then archers may shoot two up, **but** both archers must be same hand dominant. (If left-handed they must either shoot alone, with another left handed archer or someone they live with)
- c. The social distancing shall remain throughout the walk to each target and whilst scoring the arrows. Each scorer shall score the arrows and then each archer shall pull their own arrows unless they are from the same household
- d. We have always been asked to brace the target whilst pulling arrows, this should not be done with the hand but with the arm, hip or knee to ensure that the hands remain clean
- e. Please do not touch another archer's equipment if they are not from your household, if it is essential then use the hand sanitiser before and after touching it and before you touch anything else. COVID19 can remain on hard surfaces for up to 72 hours and more in some cases.
- f. Where two arrows from different archers are too close to pull without touching both, both archers should sanitise their hands before pulling the arrows and again once the arrows have been pulled. Sanitising wipes may also be used
- g. If you find a member of your groups arrow then direct them to it but allow them to collect it, do not touch it

- h. **Wherever possible do not touch your face, eyes or other mucous membranes**, this is a way the virus can enter the body
- i. **As soon as is practically possible after the archer has finished shooting, they must leave the course**

### 3. Administration

- a. Once the 28 targets have been shot each archer shall return to the registration desk and leave their score card in the appropriate box and complete their own classification card
- b. Once all of the archers are finished the course the shoot organiser shall collect the box with the cards and the money container and leave them untouched for 72 hours, thus giving the virus time to die if either the money or the cards had been contaminated. The organiser may choose to wear waterproof gloves if this is more convenient, to undertake this task. They can then complete the shoot certificate and return it to the Incentives Officer; in some cases, this may be completed electronically if easier
- c. Where a record score, FM, GFM, SM or other claim is shot the two scorers will identify this on the score cards and when processing the scores, the administrator will highlight this to the Incentives Officer. **It is the archer's responsibility to email the Incentives Officer to claim the record – giving them the required details to receive their record certificate, or patch. If possible include a photograph of the score card on the email, shoot admin will send the card or a photograph of the cards to the Incentives Officer**
- d. **As with any shoot the shoot will only proceed at the speed of the slowest archers and if this can be factored in great, usually it is impossible so it may be worth highlighting this to archers to avoid frustration.**