



# Archery Tag



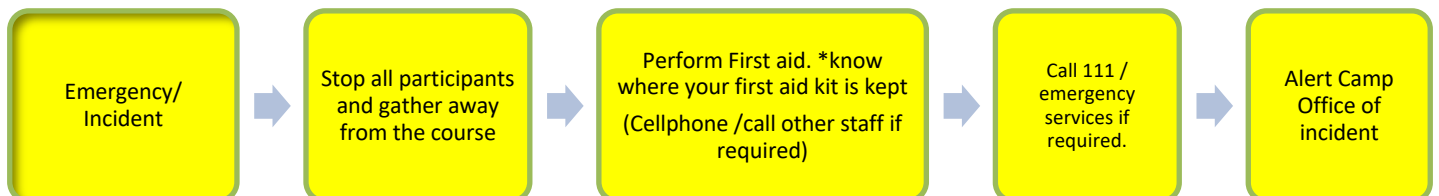
## Standard Operating Procedures

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

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

<b>Activity:</b>	<b>Archery Tag</b>		
<b>Location of Activity:</b>	Inside the recreation hall or outside in roped off area.		
<b>Site:</b>	<b>Whakamaru</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	1
<b>Position:</b>	Instructor	<b>Approved:</b>	15/05/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	15/05/2024	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site-specific induction and assessment of internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
<b>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Bows, Soft Tipped Arrows, Face Mask, Target & Inflatable Barriers. Participants Supplied: Covered Shoes and appropriate clothing for weather conditions.		
<b>Communication Procedures:</b>	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office or staff member.		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	Health and Safety at Work (Adventure Activities) Regulations 2016, Target Shooting Good Practice Guide 2018.		

### Emergency Procedures



**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust.  
As of the time of approval, this SOP meets all known regulations.  
(Adventure Activity Regulations, Safety Audit Standards etc) and current industry good practice.**

## Operating Procedures

### Pre-activity Check

- |   |   |  |
|---|---|--|
| 1 | Attend training and safety briefing with staff.     |  |
| 2 | Familiarise with SOP/ equipment location.           |  |
| 3 | Visual check of equipment, targets, structures etc. |  |

### Setup

- |   |  |  |
|---|--|--|
| 1 | Collect equipment from the activity shed.    |  |
| 2 | Check targets are set up and in good repair. |  |

### MiCamp Instructor Brief to Supervisor

- |   |  |  |
|---|--|--|
| 1 | Go over the SOP.   |  |
| 2 | Conduct training as per "Activity supervisor training and acknowledgement form". |  |
| 3 | Ensure supervisor is aware of emergency procedures.                              |  |

### Supervisor Brief to Participants

- |   |   |  |
|---|---|--|
| 1 | Gather the group together and show them the general area. Show them the "play zone" and the "safe zone" where helmets can be taken off. |  |
| 2 | Show how to put a safety mask on and the use of bows as explained in operating instructions.  |  |
| 3 | Start with target practice and then move on to a team-on-team game.   |  |
| 4 | Shooters are to only fire at those with safety masks.   |  |
| 5 | Only fire the soft tipped arrow from bows.  |  |

### Operating Instructions

- |    |   |  |
|----|---|--|
| 1  | Show how to fit safety masks. Mask to be worn at all-times unless in "Safe Zone".   |  |
| 2  | Explain boundaries of game area.  |  |
| 3  | Explain the rules and how to load and aim.  |  |
| 4  | Bow can be held in either hand depending on preference, the string drawn by the opposite hand.  |  |
| 5  | Arrow loaded onto the bow with the odd coloured feather facing out and the notch clipped onto the string in between the finger rests.   |  |
| 6  | Using the tips of your fingers the string is drawn back to the ear, elbow raised high and arm holding bow locked straight out in front. |  |
| 7  | Arrow is released by opening the fingers holding the string.  |  |
| 8  | Use bows only as instructed in area provided. Do not dry fire bows.   |  |
| 9  | Only to fire soft arrows at people with masks.  |  |
| 10 | No close shots. 3 meters or more between opponents firing.  |  |
| 11 | Follow game play as per Staff or Adult Supervisors instructions.  |  |

### Closing Down the Activity

- |   |  |  |
|---|--|--|
| 1 | Gather all gear up and check that it is all returned. Inform staff any broken or damaged gear. |  |
| 2 | Alert the host of any changes/maintenance needed.  |  |

### Pause points

- |   |   |  |
|---|---|--|
| 1 | Pause the activity if anyone enters the playing area without a safety mask. |  |
| 2 | Pause the activity at any time conditions or people become unsafe.          |  |
| 3 | Pause the activity if anyone gets injured.                                  |  |

<b>Hazards and Risk Identification</b>				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All Risks must be continually monitored throughout the activity* New hazards/risks must be reported or resolved appropriately as soon as possible.				
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Broken glass or lights (Indoor area)	Notify participants not to shoot high and to avoid shooting at windows etc.	Low	High	ADMIN
Weather/sun (Supervisors & participants)	Apply sunscreen before the activity. Bring a water bottle. Program breaks. Supervisor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety. Weather Risk assessed continuously.	Low	Medium	PPE
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give a safety brief. Staff or Supervisor can remove the participant from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Incorrect use of equipment	Bow and arrows are only to be used when everyone has a safety mask on. Supervisor to ensure the group is operating safely. Participants are briefed and demonstrated the correct use of all equipment and how to avoid injury using posture.	Low	High	PPE
Equipment failure	Regular checks of equipment. Removed from use and clearly labelled if faulty.	Low	Medium	PPE
<b>Pause Points</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participants come onto the playing field without a mask on	Stop the game immediately. Take the participant off the field and/or give them a mask	Low	High	PPE

<b>Equipment Check (Staff Only)</b>	
1	Bows- cracks in body, fray in string, shape under tension.
2	Arrows- Straight shaft, nock is whole, all fletching are attached, point, enough for group.
3	Targets- are up and in good condition.
4	Face masks are clean, in good repair, clear visibility, straps intact.