

HELPING TO SET-UP and CLEAR OUTDOOR AND INDOOR RANGES

This is a descriptive checklist / memorandum of things to do and keep in mind if you're helping set up the field. By the time you're ready to start being the person who actually measures and sets-out the field all this should be second nature, so there's no information here about laying out the range and setting the distances.

FETCHING EQUIPMENT FROM THE STORE

When removing equipment from the store always be aware of the possibility of stacked gear falling over on to you. Even simple wood slats like the net props could give a nasty injury. Also pay attention to how you take hold of things, wooden equipment sometimes gets splintered by arrow hits, so try to avoid getting splinters in your hands.

Our club doesn't use many traditional straw target bosses, but do be aware that when straw has been put away damp, moulds can grow quickly on them, and some of the moulds can cause lung irritation or fungal infection (to be fair, hay is much more prone to these moulds, and the straw used for modern archery targets has a much higher oil content than farming straw, and seems to be less prone to mildew and moulds generally – but always take care anyway, particularly if you have respiratory problems, asthma, etc). If you do think the store smells of fungus try not to breathe too much inside the store, open the doors to let fresh air in, and if the weather is good you could gently roll the straw bosses out and lean them against a wall to dry before putting them away later at the end of the session.

Make sure the ramps / chocks are in position before trying to pull the trolley(s) out of the shed. Do not try to 'bump' overloaded trolleys over the cill.

Move bosses carefully, make sure the foam bosses don't fall apart. Occasionally they need to be laid carefully flat on the floor and jumped on to flatten them out.

It's best not to load more than four foam bosses onto the trolley. The load can become unstable if stacked high, and even if the loaded trolley runs easily over the tarmac it may handle very differently on grass. Make sure the stands won't be bounced off the trolley as you pull it along.

Select stands suitable for what you're going to use them for (indoors or out). If you're going to shoot at distances greater than 30 metres, choose stands that don't expose large areas of unprotected wood (some stands are designed to resist wind, and have most of the wood bracing protected by the target boss, but the indoor stands present a lot of woodwork below the boss, and the indoor stands are also not good at resisting wind forces).

Remember to take target faces, target pins, guy ropes and spikes for fixing them, warning flags, and the shooting line. You may also need to take the measuring tape or wheel.

After removing equipment from the store, always make sure the store is securely shut behind you, and in particular make sure the bows and arrows are locked in their cupboard(s). The store is remote from the shooting ranges, and so cannot be kept under observation, so it is essential that nobody can get at the contents of the store.

Don't cut corners with the trolley as you go between buildings, or near cars, or near posts and obstructions – otherwise the edge of trolley may hit something you didn't mean to hit.

OUTDOORS

FIELD SET-UP

It's often convenient to set up the field so that two groups can shoot independently of each other in safety. The preferred method is to have a oblique change of direction in the shooting line (preferably 20 degrees or more) so that each group is shooting in a substantially different direction, otherwise, if groups are shooting in the same direction a separating distance at least 20 yards /18 metres must be kept between the groups of targets and archers.

Always set out a shooting line, or use an existing line on the field. Provide a waiting area behind the shooting line.

Set out warning flags at the sides and rear of the range.

Never set out a range where anyone can come closer than 20 yards / 18 metres to the side of the range without being in clear visibility.

Never leave bows and arrows unattended and out of sight when you go to the far side of the field.

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Make sure there is at least 50 yards / 46 metres between the target and the fence at the edge of the field behind the target, and also at least 20 yards / 18 metres between target and the fence or hedge at the side.

Take care lifting the target bosses to avoid risk of injury and damage to the bosses. Injury can typically arise from bad lifting technique putting excessive strain on the spine or on stomach muscles; or from splinters or from metal fixtures as a result poor hand positioning or sliding; or from crushing and bruising due to dropping the bosses onto feet or hands. If you do not know how to lift large or heavy objects safely, make sure you get information on the safest techniques.

Make sure that the target bosses are secured, either to the stands or to the ground. Also make sure the stands themselves are securely fixed down to the ground so that they cannot be blown over. Experienced members will show you how.

Taking down and putting away is essentially the same process in reverse. Remove target faces and pins before stacking targets. See below for returning equipment to store.

INDOORS

SETTING-UP

Attach the stop-net to the support brackets, using the forked end of a prop to lift the hooks. It often helps if someone else can take hold of the upper edge of the net (with the cable running along it) about 3 metres away from the end, and pull in the direction of the support bracket. Distribute props along the length of the net between the targets, not directly behind. Raise the top of the net by pushing the cable up using the props. Make sure you get instruction from an experienced member before trying this on your own.

Make sure the net leans away from the back wall so there is space to stop the arrows, do this after the targets are in place, by pushing the feet of the props back to the wall.

Only use stands that are able to stay firmly upright without relying on friction from the floor or guying. Make sure the target bosses are secured to the stands using the bungy cords or similar attachments.

Take care lifting the target bosses – see the section on setting up the outdoor range, above.

Always set out a shooting line, or use an obvious existing line on the hall floor .

CLEARING THE HALL

Lean the net back against the wall by pulling the prop feet forward. Remove target faces and pins. Pull the targets forward clear of the net by taking hold of the stands where they support the bosses, and pull using your body weight to get the boss and stand to move. Unhitch the bungys, and with the help of another person, lift the bosses of the stands, and lower them directly to the floor. They can then be dragged or carried to the trolley. Take down the net (see note below about putting into its bag) – retrieve the shooting line - sweep the floor

PUTTING THE STOP-NET AWAY IN ITS BAG

This operation should always be carried out by at least two people, who should be familiar with the method because they have helped experienced members pack the net away in the past.

The stop net is very heavy, and it requires both strength and skill to get it into its bag. Firstly, it has to be folded and rolled carefully and tightly, with hooks and similar ironmongery rolled inside the netting, so that the diameter and length fit into the bag. Secondly the rolled net has to be lifted and one end introduced into the bag while lifting and pulling the bag around the net

RETURNING THE EQUIPMENT TO STORE

Make sure the ramps / chocks are in position before trying to put the trolley(s) into the shed. Do not try to 'bump' overloaded trolleys into the store.

Stack the equipment in the places allocated for them, and make sure the stacks are not likely to fall over onto the next person who opens the store doors.

Make a final inspection of the range to make sure everything has been removed.

Make sure the store is securely shut, and in particular make sure the bows and arrows are locked in their cupboard(s), before leaving the site.

Padlock the field gate if it has been used to get access to the field, and if you are the last to leave the field (or if the landlord has instructed that the field gate is to be kept locked even when others are on the field).