



MEMBER HANDBOOK

Club Etiquette and Range Procedures

A practical guide for Bowmen of the Tors members

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Document owner	Bowmen of the Tors Committee
Next review	To be set when approved

Purpose of this guide

This document explains the etiquette, range routines and competition behaviour expected of Bowmen of the Tors members. It must be read alongside the current Archery GB Rules of Shooting, Codes of Conduct and the Field Captain's instructions.

[Archery GB rules, policies and Codes of Conduct](#)

1. Range commands and immediate safety

The Field Captain controls the range. Listen for every command and continue to check that it is safe before moving or shooting.

Signal	Action
One whistle	Start shooting
Two whistles	Change details
Three whistles	Collect arrows

Emergency command: FAST

Anyone who sees a danger must shout FAST. Everyone must stop immediately, come down safely, return any unshot arrows to their quiver and wait for the Field Captain's instructions.

2. Session etiquette

- Help to set up and take down the range, including bosses, target faces and lighting, before setting up or packing away your own equipment.
- Normal shooting sessions are Tuesday and Wednesday, 7:00pm-9:00pm, and Sunday, 9:00am-12:00pm. Members must not enter the school site before the session begins.
- Tell the Field Captain if you need to leave before the end of a session.
- Keep entrances, exits and emergency routes clear at all times.
- Put mobile phones on silent and avoid distracting anyone on the shooting line.
- Take all litter home and leave the premises clean and tidy.
- At the end of the session, help complete any remaining range duties.

Respect for people and equipment

- Do not touch another archer's equipment or arrows without permission.
- Report accidental damage immediately to the owner and a committee member. Any repair or replacement action must be discussed and agreed after the circumstances have been reviewed.
- Do not walk behind the shooting line comparing scores or offer unsolicited criticism.
- Be mindful of junior members and behave appropriately around children and young people.
- Place each archer's safety, well-being and enjoyment above performance.
- Do not use offensive, insulting or abusive language, and do not tolerate discriminatory or harmful behaviour.
- Smoking and alcohol are not permitted on the Notre Dame school site during club sessions.

3. Shooting-line procedures

- Do not begin shooting until the Field Captain gives the start command.
- Only draw a bow or nock an arrow while on the shooting line and when it is safe to shoot.
- Never point a loaded bow anywhere except towards the target.
- Never dry-fire a bow.
- Never shoot when anyone is within the shooting or overshoot safety areas.
- Do not move forward of the shooting line for any reason, including a dropped arrow, until the collect command is given.
- Outdoors, if the archer beside you is at full draw, wait until their arrow has been shot before stepping away from the line.
- Indoors, remain on the shooting line until the whistle command is given so details can change safely in the confined space.

Club-specific safety rules

- At least two club members must be present. Shooting alone is not permitted.
- Carbon-only arrow shafts may be used indoors but are not permitted for outdoor shooting. Aluminium/carbon composite shafts may be used indoors and outdoors.
- Wear footwear that encloses the toes and front of the foot. Sandals, flip-flops and other open-toed footwear are not permitted.
- Wear clothing that cannot catch the bowstring. Tops should cover the front and back of the body and should not carry wording or images likely to cause offence.
- Do not run, play around or behave in a way that puts another person at risk.

Collecting arrows and lost-arrow control

- Approach a target from the side and take care around arrows projecting from the boss.
- Agree and record every score before touching arrows or the target face.
- Ask permission before pulling another archer's arrows.
- Carry arrows in a quiver or with points facing down when returning from the target.
- Know how many arrows you brought and how many you shot. Every arrow must be accounted for.
- A missing arrow must be found before the field is released. If it cannot be found, tell a committee member immediately so the required report can be made to Notre Dame.
- Build confidence at shorter outdoor distances before moving back. This reduces misses, lost arrows and delays for everyone.

4. Competition and scoring etiquette

Club and open competitions may use different formats. The event prospectus, judges and Director of Shooting take precedence where their instructions are more specific.

- Read the event prospectus and check which Archery GB and venue rules apply before travelling.
- For UK or World Record Status events, Rule 307 dress regulations apply. Clothing must be appropriate, clean and in good condition; blue denim and camouflage-pattern garments are not permitted.
- Call arrow values in descending order, normally in groups of three: for example, 'X, 10, 9 - 9, 8, 7'.
- Point to each arrow as it is called without touching the arrow or target face.
- Do not touch arrows or the face until all values have been recorded and checked.
- In World Archery competition, mark arrow holes before removing arrows.
- Ask a judge to decide any disputed arrow value. Do not move the arrow before the decision.
- Wait until scoring is complete before searching for missed arrows, and follow the judge or Field Captain's instructions.

Record Status clothing

Archery GB Rule 307 applies at UK and World Record Status tournaments. Always check the current rulebook and event prospectus before attending.

5. Submitting scores for club review

- Submit a clear, complete score sheet through Golden Records or by email to contact@bowmenofthetors.co.uk.
- Competition scores are checked by the Tournament Officer and Records Officer.
- The Secretary or Records Officer confirms club badge awards. Club badges are provided without charge.
- The new online review system is still being developed. Email will remain available as an alternative.

Further information

If you are unsure about any range command, club procedure, scoring decision or competition requirement, ask the Field Captain, a committee member or an experienced club member before acting.

Club contact: contact@bowmenofthetors.co.uk

Archery GB: Rules, regulations and policy finder