

Manatee Gun and Archery Club

Archery Range Standard Operating Procedure (SOP)

INTRODUCTION

The purpose of this document is to establish the operating procedures to be followed by users of the Archery Range. The document covers physical operations and proper safety rules.

ARCHERY RANGE CHARTER

The goal of the MGAC archery range is to provide a safe and comfortable setting for the members, guests, and visitors to the Club. The General Rules/Safety Procedures adopted from the NFAA (National Field Archery Association) and provided in this document are established to ensure we meet this goal. The Archery Range safety rules are provided to members at sign in and must be followed by all shooters. **NO EXCEPTIONS!**

ADMINISTRATION

The Range Manager/SCRSO manages the general operation of the archery ranges under the authority of the MGAC Board of Directors. The manager, with the help of member archers, shall maintain all equipment and assets as necessary to operate the range. Non-scheduled or informal use of the range and assets is restricted to the discretion of the Club Manager and the MGAC Board of Directors. The Club Manager and the MGAC Board of Directors approves the fees and scheduling associated with the use of the range. The manager is responsible for requesting budget approved funds for operating expenses from the Treasurer.

SHOOTER'S RESPONSIBILITY

It is each Archer's responsibility to know the range rules, handle his/her equipment appropriately, and to shoot in a safe manner. This applies to all members and guests. Any unsafe situation should be corrected immediately and brought to the attention of the Club Manager. Failure to follow the range rules may result in suspension of shooting privileges.

GENERAL RULES / SAFETY PROCEDURES

Safety is of paramount importance to everyone using the archery range and it is the top priority of the Manatee Gun and Archery Club. Any person utilizing the range must adhere to the safe handling and use of archery equipment.

The following rules and safety procedures will be followed by all shooters and enforced by all members:

1. The archery ranges can be used by members and guests during regular hours.
2. Archers must sign-in at the office registration desk.
3. When an archer is on the shooting line and an arrow has been nocked on the bow, the archer must always point the arrow down range toward the target.
4. When an archer is drawing the bow, the bow arm should be kept level and the arrow pointed below the top of the target – **no "sky draw"**.
5. Never shoot until you verify that no one is in front of or behind the targets.
6. When more than one person is on the shooting line, archers should only retrieve arrows during an agreed upon cease fire, calling "Clear" before moving down range to retrieve arrows.
7. When looking for a lost arrow behind a target butt, archers should leave their other arrows in the target so those on the shooting line can see them. If possible, have one of your group stand in front of the target to prevent anyone from shooting while someone is down range.
8. When pulling arrows out of the target, stand to one side and insure that no one is directly behind you.
9. Reserved for future use: ~~On the 3-D course~~
10. Obey all signs posted on the range.
11. Do not shoot arrows with broadheads at the target butts. Archers may shoot broadheads in the broadhead range area only.
12. Crossbows are allowed on the archery range. However, you must:
 - Never dry fire a crossbow.
 - Use only proper length and weight bolts.
 - Engage the crossbow's safety until you are ready to fire.
13. Members are fully responsible for the conduct and actions of their guests. Members will ensure that their guests comply with these and all other rules while on club property.
14. Never shoot any bow or crossbow under the influence of drugs or alcohol. No drugs or alcohol are allowed anywhere on the Club property at any time.
15. Any person not complying with the general rules and safety procedures or who becomes disruptive will be removed from the archery range and shooting privileges will be suspended until the matter is brought before the Board of Directors for adjudication.

Sign In and Waiver of Liability

Members will verify Waiver of Liability is on file and sign in at the office per usual procedure. Each member will be given a copy of the pertinent portions of the Archery SOP (Shooter's Responsibility and General Rules/Safety Procedure) and asked to read and understand it. Any questions about the rules will be addressed at sign in.

PHYSICAL DESCRIPTION

FLAT RANGE

The MGAC archery range has flat range target butts. Targets are arranged in 10 yard increments from 10 to 50 yards.

BROADHEAD RANGE

A specific area with broadhead foam targets is provided in a downhill area separate from the main range. Broadheads are to be used in this area **ONLY!**

3-D RANGE LAYOUT

Reserved for future use

RANGE MAINTENANCE

The flat and broadhead ranges are maintained by the member archers, with assistance from the Club maintenance volunteers for larger tasks. Any unsafe range condition will require the range to shut down until it is resolved properly.

EMERGENCY PROCEDURES

In the event of an emergency the following guidelines should be followed:

- **Call 911 for emergencies.**
- Members should meet first responders at Logue Road and SR 64 intersection and guide them to the scene in order to assist.
- MGAC Club Manager shall be contacted regarding the situation.
- The situation shall be properly documented using a MGAC Injury Report Form (attached).

Adopted: _____

Title: _____

Date: _____