



San Luis Valley 4-H Program

**Sanctioned 4-H Shooting Sports Archery
Shooting Event or Training Opportunity**

Standard Operating Procedures



Established by:

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Derived from materials developed by:

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4-H Archery Instructor and RSO***

Original SLV 4-H SOP prepared with the assistance of Matt Sinclair

INTRODUCTION

A. San Luis Valley 4-H Shooting Sports Program:

The sanctioning body for all 4-H Shooting Sports Shooting Events and Training Opportunities in the San Luis Valley shall be the Colorado State University Extension, San Luis Valley Area. The current Area 4-H Youth Development Extension Agent is in charge of the program.

Contact Information for SLV Area Extension:

Phone: 719-852-7381

E-mail: slv4H@colostate.edu

Address: 1899 E. Hwy 160, Monte Vista, CO, 81144

B. What is 4-H:

4-H is the informal youth education program of Extension through Colorado State University. Through 4-H projects and programs (such as the Shooting Sports Program), youth learn life skills, citizenship, communication and decision making techniques, leadership, interpersonal relations and community and global awareness. 4-H helps you form attitudes that will enable them to become self-directing, productive and contributing members of society.

C. Colorado 4-H Shooting Sports Program Goals and Objectives:

- Practice safe and responsible use of firearms and bows.
- Learn and practice safe shooting sports techniques
- Develop leadership and citizenship abilities
- Develop positive relationships with family members.
- Develop self discipline in various shooting skills.
- Learn sportsmanship and ethical behavior.
- Develop an appreciation for history and tradition of shooting sports.
- Appreciate shooting sports as a recreation or career.

D. Colorado 4-H Code of Conduct:

The Colorado 4-H Code of Conduct is in effect for all sanctioned SLV 4-H Shooting Sports Shooting Events and Training Opportunities and participants are expected to abide by the stated rules for 4-H activities and events including, but not limited to the following:

1. Conduct them selves in a courteous, respectful manner, use appropriate language, exhibit honesty and good sportsmanship and act as a positive role model.
2. Learn and live by the principles of the 4-H Pledge, 4-H Motto and 4-H Slogan.
3. Adhere to program rules, curfews, dress code, policies and guidelines.
4. Abstain from illegal and immoral behaviors. Illegal drugs, alcohol or tobacco products are not allowed at any 4-H sponsored program, event or activity.
5. Fully participate in scheduled activities.
6. Respect other's property and privacy rights.
7. Respect the rights and authority of leaders, coaches, instructors, parents and Extension Agents.
8. Refrain from physical and verbal abuse.
9. Apply rules of safety to individuals, groups and property.
10. Accept personal responsibility for behavior.

Conduct not keeping with high 4-H standards will not be tolerated. Violation of the code will result in consequences to the participant. Consequences may include removal, at the individuals expense and without

refund, from participation in an event, restitution or repayment of damages, sanctions on participation in future 4-H events, forfeiture of financial support for an event, removal from offices held and etc.

ARCHERY STANDARD OPERATING PROCEDURES

Standard Operating Procedures materials are adapted from the National Archery Association Level 1 Basic Instructor Course Manual, Second Edition and National Archery Association Level 2 Instructor Course Manual, First Edition.

The following items will be followed during all San Luis Valley (SLV) 4-H Shooting Sports Program sanctioned shooting events and training opportunities.

Section 1: General Operating Procedures

1. Whenever archery equipment is being used, the instructor/coach must be immediately accessible and able to oversee the entire range. The instructor/coach must be alert to conditions that may be dangerous to shooters and take preventive action. Qualified supervision is required while the shooters are retrieving arrows as well as while shooting.
2. The number of shooters an instructor/coach can manage depends on the experience of the instructor/coach, the age and maturity of the shooters and the abilities or disabilities of the shooter. The following are suggested line size guidelines for several age groups. Less experienced instructors/coaches, working with mixed age groups on the line and those working with shooters with special needs should start with smaller line sizes.
 - a. Eight to Nine years old shooters – four to eight shooters on the line
 - b. Ten to Eleven year old shooters – eight to twelve shooters on the line
 - c. Twelve to Fifteen year old shooters – up to twelve shooters on the line
 - d. Fifteen years and older shooters – twelve to twenty shooters on the line
3. A shooter in archery activities must be old enough to understand safety procedures and to handle equipment safely.
4. Instructors/coaches must have thorough knowledge of safety practices, equipment use and technique. Instructors/coaches must hold a current Colorado 4-H Archery Certification in order to run an archery range. Instructors/coaches may request other adults to assist on the line provided they are familiar with all archery range safety rules and procedures (these adults **MAY NOT** run the archery line).
5. Each archery range must have available a first-aid kit including a cold pack or ice. In addition a cell phone or two way radio must be available to contact emergency services in case of an accident or to contact range officials regarding a safety hazard. If using a cell phone, you must exchange your cell number with range officials.
6. Shooters participating at a “SLV Sanctioned 4-H Archery Shooting Event” (or training opportunity where “live fire” is conducted) will be listed on a SLV 4-H membership roster and or be able to present documentation (upon the request of shoot officials) of membership in 4-H for sponsored events where participation from outside the county is expected.
7. Archery facilities used for a Sanctioned 4-H Archery Shooting Event will be used only during daylight hours or for the Event designated shooting hours.
8. The instructor/coach in charge of the archery line is responsible for insuring that archery and range equipment is checked before use. Broken or unsafe equipment shall not be used.
9. The instructor/coach will provide shooters with an explanation of safety procedures and appropriate shooting techniques (as it relates to range safety) before shooting begins.
10. The instructor/coach running the line is ultimately responsible for supervising and monitoring all range and archery equipment used during the Event and shooter safety while on the shooting line and in the waiting area.
11. SLV youth who participate in shooting sports events, such as archery, should attend a Hunter Safety Certification class before participating in local sanctioned events, as they are required to attend this class to participate in State events/contests.

Section 2: Safety Considerations

This section provides general reminders to instructors/coaches running the line during a sanctioned SLV 4-H Archery Shooting Event or training.

1. Be sure bows are the correct length and draw weight for archers.
2. Check the brace height and overall condition of bow (limbs and riser free from cracks de-lamination etc.)
3. Check components and equipment for safety, insuring that:
 - a. Bowstring is in good condition, not frayed, no loose servings, no broken strands, is the proper size for the bow and is seated properly in the string notches.
 - b. Each bow is equipped with an arrow rest to hold the arrow on the bow.
 - c. Each bowstring is equipped with a nock locator, which is in the correct position and is securely attached.
 - d. Nocks on arrows are the correct size and in proper position.
 - e. Nocks are not cracked or damaged.
 - f. Arrows are not cracked, bent or damaged.
 - g. Point of the arrow is in good condition and not jammed into the shaft or missing
4. Any equipment not meeting safety standards must be set aside and not used.
5. Bows and arrows should not be laid on the ground or floor. Bow racks and quivers should be provided.
6. Be certain that arrows are the proper length for the person shooting.
7. Archers should be instructed on how to check their arrows after shooting.
8. Shirts should fit tightly; everything should be removed from the front of the archer's body to avoid getting caught in the bowstring. Pay special attention to removing pins, necklaces, large earrings and the like.
9. Long hair should be restrained to prevent it from being caught in the bow string.
10. Archers are recommended to wear arm guards.
11. Archers will wear finger tabs or shooting gloves unless a release is used.
12. Protective eyewear is not required.
13. When shooting at targets set at different distances, archers will shoot from the same line.
14. Regulate shooting with whistle signals and or voice commands.
15. Archers must keep arrows in their quivers until the signal to commence shooting has been given.
16. When nocking an arrow, the archer should always point the arrow down range (toward the target).
17. Make certain the arrow nock is seated on the string before drawing back the string.
18. Archers should draw a bow only when standing on the shooting line, while aiming at a target.
19. Watch for archers overdrawing the bows. Arrows that are too short may be shot into the back of the hand.
20. Watch and listen for archers that may be hitting their arm or chest with the bowstring.
21. Archers should release a drawn bowstring only when a nocked arrow is on it.
22. Arrows that are misfired or dropped at the shooting line should be left lying where they fall. Archers may pick up these arrows when the signal to retrieve arrows is given.
23. When their arrows have been shot, archers will return their bows to the bow rack and remain behind the waiting line until the signal to retrieve arrows is given.
24. Footwear is required.
25. When walking to the target to retrieve arrows, archers should be instructed to watch for arrows in or on the ground to avoid personal injury or damage to the arrow.
26. Before retrieving arrows, archers should be instructed to:
 - a. Exercise caution walking to the targets, while at the targets and while returning to the waiting line.
 - b. Safely pull arrows by steadying the target with one hand next to the arrow and grasping the arrow near the point of penetration with the other.
 - c. Ensure that no one is standing in front of the target where they are in danger of being injured by an arrow being pulled from the target.
 - d. Place the pulled arrow into their quiver before pulling another.

- e. Tell the instructor/coach if arrows have been shot beyond or behind the targets. Place an arrow or flag in top of target if you have to look for missing arrow.
- 27. The instructor/coach should be the last one back to the waiting line from behind the targets after retrieving arrows.
- 28. Running while on the archery range is forbidden.
- 29. No horseplay is to be tolerated.
- 30. To avoid crowding archers on the shooting line, no more than 2 archers per target butt should shoot at a time.
- 31. Treat string burn immediately with an ice pack.
- 32. Instructors/coaches should avoid reaching through a drawn bow to make corrections.
- 33. Be certain everyone is behind the shooting line before the signal to commence shooting is given.
- 34. Encourage students to inform the instructor if they experience pain or discomfort while shooting.
- 35. Demonstrate only safe procedures and model the behaviors you are teaching to the archers.
- 36. Enforce every rule 100% of the time.
- 37. Archery and range equipment must be properly stored and secured when not in use.

Section 3: Archery Range Rules

- 1. All arrows MUST be in a quiver until you are on the firing line.
- 2. All bows and arrows MUST be inspected by the instructor/coach prior to shooting.
- 3. All bows will be kept on the bow rack when you are not shooting.
- 4. Running and horseplay is NOT allowed at any time.
- 5. Leave an arrow that is dropped on the ground until you are told to retrieve arrows.
- 6. NO verbal or physical abuse of a fellow archer or instructor/coach will be allowed.
- 7. No parents will be allowed on the firing line unless requested to do so by the range instructor/coach.
- 8. Any person found not following rules will be removed from the activity.
- 9. The range instructor/coach rulings are final.
- 10. Each archer is encouraged to have their own equipment or they may use county equipment appropriate to them.
- 11. **NO fiberglass arrows allowed.**
- 12. **Wood arrows will only be allowed for Recurve bows.**

Section 4: Archery Whistle System/Voice Commands and Range Procedures

- 1. Two whistle blasts – “Archers to the shooting line.”
 - a. Archers walk carefully to the shooting line.
 - b. One foot on either side of the shooting line.
 - c. Keep arrows in quiver, fingers off string.
- 2. One whistle blast – “Commence firing.”
 - a. Remove arrows one at a time from quiver, load bow, shoot at target.
 - b. When all arrows have been shot, step behind the waiting line place bow on rack; wait for signal to walk forward to remove arrows from the target.
- 3. Three whistle blasts – “Retrieve arrows.”
 - a. Walk carefully toward your target to retrieve arrows.
 - b. Stop at the target line for more instructions.
 - c. If shooting for score do not remove arrows until the scorekeeper has indicated that you do so. (Failure will result in scores not being counted.)
 - d. When all arrows have been retrieved, and with arrows safely in the quiver, carefully return to the waiting line.
- 4. Four or more whistle blasts in rapid succession – “CEASE FIRE!”
 - a. Dangerous condition.
 - b. Stop shooting, even if ready to release.
 - c. Place arrow back in quiver.

- d. Wait for signal to resume shooting.
- e. Anyone who detects an unsafe condition can call a “CEASE FIRE.”

Verbal Command	Whistle Command	Action
Archers to the shooting line	Two Blasts	Shooters come to the shooting line and straddle it
Make Ready		Shooters prepare to shoot
Is the line ready?		“Ready” or “Not Ready”
Commence firing	One Blast	Shooters begin firing
End is complete		Shooting is complete
Retrieve (or Score) your arrows	Three Blasts	Follow line leader to target butts; wait for scoring or pull arrows from target
Cease Fire!	Four or more Blasts in rapid succession	Immediately STOP shooting – unsafe condition; wait for commence firing command or one whistle blast to resume shooting

Section 5: Procedures for Retrieving Arrows

1. One archer at a time from each target may step forward from the target line to pull arrows.
2. If shooting for score do not remove arrows until the scorekeeper has indicated that you do so. (Failure will result in scores not being counted.)
3. Stand to the side of the target and make sure no one is standing behind your arrows.
4. Pull your arrows out one at a time and put them in your quiver.
5. After you have pulled all your arrows, return to the waiting line.

Section 6: Archery Range Setup

This section is intended for those setting up an archery range in areas where a pre-existing range is not available.

1. Ranges should be located with safety as the main priority. Targets should not be located in front of cabins, tents, roads, trails or other activity areas.
2. Well defined lines should separate the shooting area. These lines may be made of tape, lime or rope. Access to the range should be controlled so that spectators and non participants cannot walk onto the range. Perimeter warning signs should be posted on all sides.
3. The safety area behind the targets should be a minimum of 50 yards. Safety areas to each side of the range should be no less than 15 yards. These areas should be roped off unless the archery range is in a protected area.
4. Clear away brush behind targets as much as possible and practical. Mow and rake tall grass and remove rocks and other obstructions.
5. Clear the entire archery activity area of any hazards that may trip archers carrying arrows. This includes holes, tree roots, branches, stakes, etc.
6. A range should have a shooting line, waiting line and target line. Require shooters to straddle the shooting line to prevent the possibility of being shot from behind by another person.
7. The waiting line should be 3 yards behind the shooting line. The waiting line allows the range instructor/coach to have clear view of the archers who are shooting and a clear line so the whistle can be blown only after all archers finish shooting. The target line should be 3 yards in front of the targets. This line acts as a “speed bump”, slowing the archers down so they won’t run into arrows sticking out of the targets. It also keeps the archers who are waiting for their turn to pull arrows a safe distance in front of the targets. Target butt, mats and stands must be secured so they will not fall forward.

**Appendix to
San Luis Valley 4-H
Archery Event/Training
Standard Operating Procedure**

READ THIS DOCUMENT COMPLETELY BEFORE SIGNING. ITS EFFECT IS TO RELEASE COLORADO STATE UNIVERSITY, ITS GOVERNING BOARD, AND THE STATE OF COLORADO FROM ANY LIABILITY RESULTING FROM YOUR PARTICIPATION IN THE ACTIVITIES DESCRIBED BELOW, AND TO WAIVE ALL CLAIMS FOR DAMAGES OR LOSSES AGAINST THE UNIVERSITY WHICH MAY ARISE FROM SUCH ACTIVITIES.

Permission to Participate in the San Luis Valley 4-H Shooting Sports Program

Valid from January 1 to December 31, _____

I hereby give permission for _____ to participate in organized and sanctioned San Luis Valley 4-H Shooting Sports classes and competitions offered by the Colorado 4-H Youth Development Program as administered by local Colorado State University Extension Staff. It is my understanding that my child will learn, understand and follow established guidelines for safely handling firearms, bows and ammunition, arrows. We understand that certified shooting sports leaders will offer trainings, and it is our responsibility to learn when those trainings will be offered and attend scheduled practices and shoots. We also agree to follow the Colorado State 4-H Code of conduct.

Release From Responsibility, Assumption of Risk, and Waiver

PARTICIPANT’S FULL NAME: _____

DATE OF BIRTH (MO/DAY/YR): _____

ADDRESS: _____

LOCATION OF ACTIVITY (IES): San Luis Valley designated locations and other sanctioned locations

DATE(S) OF ACTIVITY (IES): **START DATE:** _____ **END DATE:** _____

DESCRIPTION OF ACTIVITIES: San Luis Valley Shooting Sports classes and sanctioned 4-H Shooting events

I, the undersigned parent or guardian of the above named participant, hereby release and discharge, indemnify and hold harmless The Board of Governors of the Colorado State University System and Colorado State University, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned persons and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both, arising from my child’s participation in and/or presence at the above listed activities.

I acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with my child’s participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through my child’s participation in normal or unusual acts associated with the above-named activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

READ, UNDERSTOOD AND AGREED TO THIS _____ **DAY OF** _____, **20** _____.

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release From Responsibility, Assumption of Risk, and Waiver.

Signature of Parent or Legal Guardian

Date

Emergency Report Sheet

Effective Date: 2015

Emergency Communications:

Contact	Primary Phone	Secondary Phone	Primary Frequency	Secondary Frequency
EMS	911	(719) 589-2511		
Police	911	(719) 589-2548		
Sheriff	911	(719) 589-6608		
Fire	911	(719) 587-2533		
Range				
Range Cell	719-580-5585	719-589-5585		
Extension Office	719-852-7381	847-508-7041		

Immediate Response for Injuries or Illness

- Call a “CEASE FIRE” if the person is near the firing line or downrange. Ensure that all firearms are unloaded and clear.
- The range RSO will notify Dispatch Center using the nearest cell phone and provide the information listed below.
- The RSO will nominate an adult present to pull targets, if possible, and securing the scene and the injured person’s gear.
- Dispatch a person to wait at the SLV 4-H archery shooting range to guide EMS/authorities (if injury is in the lower ranges)/

Information for EMS/Sheriff/Fire – Dispatch Center

1. Location: Matt Sinclair residence
2. Directions:
 - South of Alamosa 4.3 miles
 - House is on west side of highway 285
 - Range is located on south side of residence.
 - Person will be waiting at the end of the drive way to give further instructions.
3. Telephone number that you are calling from _____
4. Your name: _____
5. What happened and possible hazards for rescuers:

6. Number of people injured or ill: _____
7. Condition of injured or ill:

8. First aid provided (if any):

- Wait for Dispatch Center to hang up first. Return to the injured and continue care until authorities arrive.
- The range RSO in charge will supervise the situation and ensure fulfillment of emergency procedures by:
 - Getting names of witnesses and taking statements.

- Providing EMS/authorities with as much information as is needed to facilitate their duties.
- Notify next of kin (if possible involve range officials in this) once EMS/authorities have examined the injured and prepared for transportation to a medical facility.
- Completing Injury Report Form.
- Notifying officials of the organization, range, club and Extension Office staff concerning the event.
- Remind organization officials to notify insurance company as necessary.
- Evaluate the emergency plan for possible revisions (at a later time but while incident is still fresh).
- Remain available for follow-up from authorities or club officials.

Injury Report Form

RSO Reporting Name: _____

Date & Time of Incident: _____

Contact Phone Numbers (Day & Evening): _____

1. Describe nature and extent of injury (specify parts of the body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (give name and phone number):

5. Disposition (specify name of hospital, time of transport etc.):

6. Notification of next of kin (specify time, person contacted and method):

7. Location of incident and conditions of area:

8. Was protective equipment worn (if applicable):

9. Describe steps taken to preserve the scene (equipment, photographs etc. if applicable):

10. Witness statements: Interview witnesses separately.

a. Witness (Name): _____

Address: _____

Contact Phone Numbers (day & evening) _____

Statement:

b. Witness (Name): _____

Address: _____

Contact Phone Numbers (day & evening) _____

Statement:

11. Notes and Comments:

12. Injury report completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

13. Disposition and follow-up:

Name: _____

Title: _____

Date: _____

Signature: _____