

Camp Ho Mita Koda

Archery Manual

2019



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Operating Procedures

General:

1. Archery is not recommended for campers under age 5. A participant in archery activities must be old enough to understand safety procedures and handle equipment correctly. Archery may not be appropriate for some older campers. Evaluate your campers before signing up for archery.
2. A ratio of one qualified instructor for each 10 participants shall be maintained. Instructors must have thorough knowledge of safety practices, equipment use and technique. A minimum of two staff must be with campers in the archery area.
3. Staff will be instructed during pre-camp in the areas of safety procedures and teaching techniques by a trainer with Level I Archery Instructor certification or documented experience indicating knowledge and skill in teaching and supervising an archery program. The trainer will observe counselors to verify knowledge and skill in teaching and supervising; knowledge of safety practices, equipment use and maintenance, and technique.
4. Each group going to archery must take a walkie-talkie and check out in the office before leaving main camp.
5. Facilities are to be used only during daylight hours.
6. Hike to range takes 5-10 minutes. Take some water. Use rest rooms before leaving campsite.
7. There will be available an assortment of bows and arrows suitable for camp archery.
8. Staff are responsible to check equipment before use. Broken arrows or bows should be taken to camp office immediately following the activity.
9. First aid kit will be located with dispensary. Please notify the Manager of Healthcare when supplies are used so they may be replaced.
10. After arriving at archery range, explanation of safety rules posted at the archery range, and demonstration of equipment must be completed.
11. The instructor is responsible to supervise campers using the archery equipment, carefully monitoring the performance of each camper until competency is demonstrated.
12. **Nobody is to use the archery range until dispensary is on site.**

Safety considerations:

1. Maximum of six (5) shooters at a time.
2. Archery equipment must be stored in the box and locked when not in use.
3. Don't use broken/cracked arrows. Always check arrows, especially if they have hit the ground.
4. Campers waiting a turn to shoot must wait at the benches behind the archery shooting line.
5. In case of accident; remain calm, take command, and give clear instructions. Follow staff manual *Emergency Procedures*.

Safety Rules

1. Wrist and finger guards are provided and are advised to be used.
2. **Never** point a bow and arrow at a person, even when not drawn.
3. Arrows are not picked up until "load" command is given.
4. Never shoot your arrow until the "fire when ready" command is given.
5. Never draw the string without an arrow, overdrawing can occur and break the bow.
6. When aiming arrow, keep tip pointed toward the target. Shoot only at target, **never** at anything else (trees, animals, etc.). Never shoot an arrow straight up into the air! One never knows exactly where that arrow will fall.
7. After completing round, campers place bow in the quiver and step back behind line to wait for others to finish and command to "retrieve arrows."

Commands Used:

"load" -- waiting and preparing to shoot

"fire when ready" -- shoot arrows. Campers put bow in quiver when finished.

"retrieve arrows" – campers get arrows after all have finished.

Demonstration of equipment:

1. Correct stance:
 - straddle shooting line
 - shooter's body in a "T" formation
2. Terms describing arrows:
 - odd-colored feather is called the index feather
 - two matching feathers are called the fletching feathers
 - the open slot end is called the knock
3. How to knock arrows:
 - use three middle fingers, one above the knock, two below
 - do not pinch the arrow, hold gently between fingers, slight pulling tension on the string.
5. Aim and shoot:
 - pull back with even pressure to the corner of your smile
 - release by letting the string roll off the fingers while the arm continues to move beside the ear in a flowing manner
6. Removing arrows:
 - hold the target flat close to the arrow with one hand
 - pull gently, twisting slowly to remove arrows

ARCHERY RANGE RULES

1. No horseplay or running, walk at **all** times.
2. Wrist and finger guards are provided and **must** be used.
3. **Never** point a bow and arrow at a person, even when not drawn.
4. Arrows are not picked up until "load" command is given.
5. Never shoot your arrow until the "fire when ready" command is given.
6. Never draw the string without an arrow, overdrawing can occur and break the bow.
7. When aiming arrow, keep tip pointed toward the target. Shoot only at target, **never** at anything else (trees, animals, etc.). Never shoot an arrow straight up into the air!
8. After completing round, campers place bow on bow table and step back behind line to wait for others to finish and command to "retrieve arrows."

EMERGENCY PROCEDURES

Archery

In Case of **FIRE**:

GO TO DAM AT SOUTH END OF LAKE (near Auburn Rd.)

In Case of **Weather Emergency**:

GO TO DISPENSARY

*If the conditions of a weather emergency do not permit safe evacuation to the Dispensary or Bathhouse, the alternate location is the Boathouse.

ARCHERY SKILLS
VERIFICATION

Date: Supervisor: √ if OK -- if needs work	STAFF NAMES							
Demonstrates adequate level of skill proficiency								
Demonstrates stringing of differing types of bows								
Determines proper selection of arrow size and bow size/strength for varying skill levels								
Checks bows and strings for safety								
Checks arrows for safety								
Demonstrates appropriate storage of archery equipment								
Demonstrates minor equipment repair								
Sets up and maintains archery course								
Describes and follows appropriate range commands								
Describes and follows proper safety procedures								
Describes proper emergency response to varying situations								
Gives clear orientation to participants								
Describes adaptive measures for varying skill levels								
Demonstrates correct stance or stances								
Appropriately demonstrates and corrects arrow position								
Demonstrates correct pull								
Demonstrates and describes correct use of arm guard								
Demonstrates and describes correct use of finger tabs								
Demonstrates ability to detect and correct technique errors								

*Remember that Supervisor (if involved with program) needs to verify skills