



Blue Light Archery Standard Operating Procedures

Version	# 2
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Next Review	10/10/2025
Revised By:	Dominic Crow
Authorised By:	Brendon Crompton

Purpose

This policy shows you the safe practice of using the Blue Light Archery equipment. This policy needs to follow Blue Lights SMS. All staff and contractors need to follow this policy when using the Blue Lights Archery equipment. This is a “living document” and may be changed following new safe practice guidelines or new equipment standards.

Responsibilities

Blue Light Rock & Ropes

Scope

Participants use Blue Lights Archery with the supervision of a Blue Light Instructor.

Location

Blue Light Youth Center, Papakura.
Blue Light Camp, Awhitu

Instructor Competency

Blue light internal competency sign off. First aid certificate. Refer to Appendix (A).

Adult Helper Competency

Physically and mentally able to follow and do duties outlined in adult induction.

Participant Competencies

Physically able to pull back the Bow string



Technical Advisors

Internal TA: Dominic Crow - 0220326887

Ratios

Maximum of 12 students to one instructor
The required number of adult helpers and instructors may change due to participants, weather and other factors.

Risk Management

Refer to Archery AMP. Appendix (B)

If instructor feels session is unsafe, they have full authority to call a halt to the activity.

This can be but not limited to:

- Weather: Heavy rain, High winds, and thunderstorms

Refer to 30/30 rule- If you hear thunder within 30sec of seeing lightning we shut high ropes for 30min. 30min restarts after every time if this occurs again.

- Participants not listening or physically unable or medical issues
- Equipment or facilities unsafe

Call Lead instructor over if ever unsure

Personal Safety

Instructors need to monitor arrows at all times and not leave them at any time with participants that have access to the Bows

Blue Light Staff Responsibilities

- Blue Light staff will be trained to manage student using the Archery equipment and have continuous training when needed to develop skills and group management
- Blue Light staff are responsible for all safety aspects of the running of the Archery session
- Supply safe and continuously maintain all safety equipment and facilities for the running of the Archery activity
- Will follow all procedures of the SOP and AMP
- Have a first aid certified person on site
- Have cell phone communication to the Lead Instructor
- **Call a halt to the activity if conditions or facility become unsafe**

Instructor Positioning

Blue Light staff will be positioned to see all participants and to ensure all arrows are faced down range. To also be close enough to give them safety and technical advice.



Pre-Activity

- Lead instructor to assess weather and determine if activity can run
- Instructors running activity need to have read and understood signed the SOP and AMP
- The lead instructor needs to check group numbers and risk acknowledgment forms have been signed.
- Lead instructor and team will need to review groups medical information and create plans if less able participants need added help
- Lead instructor to make phone call check to emergency contact at base

Set Up

Complete a full equipment pre use check, refer to equipment section

- Load all Bow strings being used for the day
- Check Arrows and keep them on person or in a separate place to the strung Bows
- Set targets and mark out of bound areas for spectators – Behind the shooters
- Ensure range is clear – Checks to include but not limited to ensuring clear area 30m behind targets / 5m clearance area next to targets / Check for any walking tracks/ public areas and make sure signage is displayed if required

If you are unsure of anything consult with lead instructor

Make sure instructors have:

- Closed toe shoes
- Cell phone
- Appropriate clothing for weather
- First Aid Kit

Make sure participants and adult helpers have:

- Closed toe shoes
- Appropriate clothing for weather
- Personal Medication

Brief to Group

Introduction to self and activity

- Rotation end time
- Explain challenge by choice

Rules and safety

- Closest available instructor whereabouts if needed in case of an emergency (if adult helper is not present)
- No one down range unless asked from instructor to retrieve arrows
- Bows and arrows to always face down range or at the ground
- No dry firing

Naming parts of the bow

- Limb



- Arrow rest
- Grip
- String

How to Load and Fire 5-f's

- Fletcher
- Feet
- Fingers
- Face
- Fire

Retrieving Arrows

- Bows on the ground & stay there until everyone is back from down range
- How to remove arrows from target and ground
- How to carry arrows (shopping trolley)

Adult Brief (if adult is present)

Cover emergency procedure if instructor is incapacitated to retrieve/call the closest or designated staff member (whereabouts will be given to adult helper on the day)
To remove the rest of the students to safe place (whereabouts will be given to adult helper on the day) until staff member can take them back to base

Responsibilities during activity:

- Pastoral care
- Assistance to monitor students
- Reinforcing boundaries or other guidelines the instructor may put in place
- Monitoring arrows if instructor must go down range

Running of the Activity

- Allow first participant to shoot first arrows
- Throughout session coach participants with advice and technique
- Show technique to manage string missing inner arm
- Through session manage all participants keep arrows facing down range
- Through session manage all participants stay in safe zone
- **At any time if instructor feels like the session is unsafe, they can call a halt to the session**

Pack Down and Post Activity

- Bows de strung
- Bows and arrows packed up and locked
- Any equipment issues or issues that arise on session are written on a debrief sheet and given to program co coordinator
- Incidents to be recorded on Audit
- De brief with team as soon as practicable
- Collect all signage near walking tracks / public areas

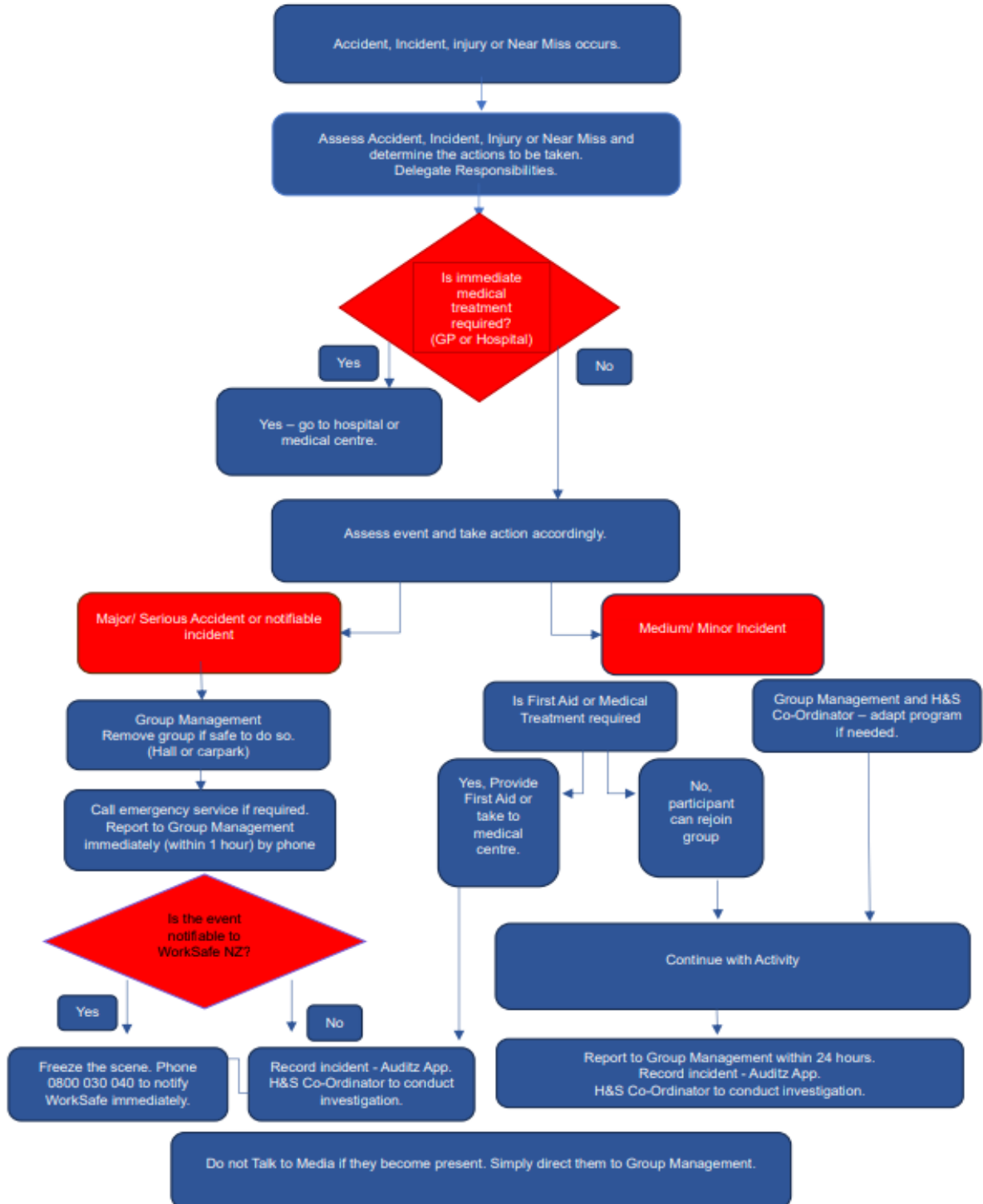


Equipment	
Equipment	Pre-Use Inspection
Bows	Ensure they have no cracks, deformities and limbs have been tightened into the grips.
Strings	Ensure there is no fraying and strings have been waxed
Arrows	All fletchers are stuck correctly, knock is orientated correctly, arrow tip is screwed is and no splinters in the shaft.
Targets	Intact and not broken
Facilities	
Facilities	Pre-Use Inspection
Locker	Arrow locker padlock is working, and lockable
Grounds	Paddock is walkable clear of rubbish or hazards.
3 Monthly Inspections – Completed by Programme Coordinator – Recorded in database.	
Equipment	3 Month Inspection
Bows	Ensure they have no cracks, deformities and limbs have been tightened into the grips.
Strings	Ensure there is no fraying and strings have been waxed
Arrows	All fletchers are stuck correctly, knock is orientated correctly, arrow tip is screwed is and there is no splinters in the shaft.
Targets	Intact and not broken

Appendix B Emergency Response Plan



INCIDENT REPORTING PROCEDURE





Employee Declaration

The Safe Operating Procedure for **Archery** have been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

Employee Name	Signature	Date