Christchurch Archery Club Inc.
Members' Handbook

(Including CAC Code of Conduct)

www.archerychch.co.nz

Christchurch Archery Club Inc – Handbook
Reviewed March 2026

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CLUB COMMITTEE

The Christchurch Archery Club committee is made up of members of the club who were duly elected at the Annual General Meeting. They are elected as the best person for position to look after the running of the club and its facilities and all matters pertaining to Archery.

The following positions are: -

President: -	Graeme Robb
Vice President: -	Dean Taylor
Secretary: -	Janette Birch
Treasurer: -	Mitch Ryan
Field Captain: -	Rodney Halvorsen
Committee: -	Bill Skews - Patron
	Amellia Rountree
	Chris Wisbey
	Darren Reeves-Smith
	Kevin Ball
	Mike Lomas
	Chelsea Saunders

To contact any of the above either speak to them in person or email: secretary@archerychch.co.nz and your request will be forwarded.

1. Health and Safety

Christchurch Archery Club Inc. is aware of the importance of Health and Safety, and the welfare of members is paramount.

It is in the best interest of our club to eliminate hazards and prevent accidents, injuries and damage to property and equipment. In the event a particular hazard cannot be eliminated then the hazard must be reported to a committee member who shall arrange a risk assessment.

This handbook supports quality management principles and provides for continuous improvement. All members are invited to participate fully to ensure the health and safety of everybody at Christchurch Archery Club.

This handbook is a continuous living document and will be reviewed every year by designated committee members, with their findings submitted to a full committee meeting. Any alterations to this handbook may be submitted in writing by any member. The submission will be reviewed by the committee, recorded, and filed. The discussions of the review meeting shall be recorded in the Committee Meeting Minutes. Any changes to this document shall be by unanimous vote of the committee.

Cooperation of all club members is required in ensuring that the following are always adhered to.

2. Club Grounds

2.1 Rāwhiti Domain

The club's facilities and range are situated in the grounds of Rāwhiti Domain, a public facility managed by the Christchurch City Council. The Club has carried out their activities for over 35 years and residents in the area are aware of our controls and safety warning flags and signage. However, we must not make assumptions that all people using the domain are aware of this.

All who drive into the parking area must be aware of the maximum speed of 20km/h and must give way to cyclists and pedestrians who cross the drive. We also have archers on foot in the car park area. Inform a committee member if you see anyone driving their vehicle at speed.

3. Clubroom Security

3.1 Rāwhiti Domain

Security of the club room is paramount due to its isolated location. The room has three access entrances. Prior to leaving the premises the last person leaving must check to ensure that all entrances to the club rooms are closed and securely locked and that all lights and electrical equipment (excluding the fridge and charging appliances) is switched off. When the clubrooms are locked, access is by way of unlocking the single door. Access keys are limited in number and allocated to designated key holders only. On a normal shooting day, any keyholder may open the range and will inform members on the 'Range Open/Closed' WhatsApp group that the range is open. Club members who hold keys to the club rooms must ensure there is always a keyholder on site. When locking up, ensure the following: From the inside the roller door must have the two steel pins inserted on either side of the door to prevent from being lifted from the outside. The windows must be shut and barred, and the glass sliding door's bolt must be fully dropped to the marked line. The last person to leave must ensure the barrier arm is closed and padlocked, and the outside tap turned off.

4. Members' Archery equipment

While at the club each member is responsible for their own archery gear. Care must be taken where it is left, either on the range or in the club room. Archers' personal gear left at the club will not be covered by the club's insurance policies. Any personal gear left at the range needs to be stored neatly and out of the way. Should anyone see any equipment left on the range, secure it into the clubhouse and if possible, notify the owner by phone or post on WhatsApp that it has been secured.

5. Purchasing Archery Equipment

When buying a bow for the first time, the committee recommends that new archers talk to one of the coaches, as purchasing the wrong equipment is costly and you may injure yourself. The coaches are available to help and advise new archers with any archery issues.

6. Personal Information

Personal information is submitted when making formal application to become a club member and/or to affiliate to district and national body organisations. The information given is kept strictly private and is not given to any outside organisation without consent. The Christchurch Archery Club Inc. is aware of the requirements of the Privacy Act and the rights of individuals.

7. Smoking / Vaping

Smoking, vaping or equivalent devices are not allowed in the club rooms or on the shooting range at any time.

8. Alcohol

No alcohol may be consumed at Christchurch Archery Club. No archer may shoot or handle equipment while under the influence of alcohol. Anybody (including spectators within the marked area) suspected to be under the influence of alcohol will be asked to leave the range.

9. Drugs

Illicit drugs for the use of either enhancing sport performance or for recreational use will warrant a ban from the club.

Banned substances in sport may be accidentally taken through prescribed medication. When medicating at national level the substance in the medication needs to be checked against the list of banned substances put out by the NZ Olympic and Commonwealth Games Association. It is every archer's own responsibility to ensure that any medication taken is approved.

10. Outside Contractors

10.1 Rāwhiti Domain

From time to time the archery club engages outside contractor(s) to carry out specific work to the club building or reticulation services. The committee will require from the said contractor (before work is carried out) a copy of their health and safety policy and the hazards they bring to our club. As a result of this the committee may have to put in place special precautionary measures to ensure the health and safety of its members and people visiting the club.

11. Before Shooting

Before the target butts are positioned on the shooting range, cordon tapes and signs are to be strategically placed to allow sufficient overshoot for the range being shot. We cannot physically fence off the range due to our rental arrangement with the City Council; therefore, we must be aware and keep a look out for anyone who may stray onto our shooting range. Should anyone see people or animals stray onto the range, all archers must stop shooting immediately and advise fellow archers to do the same.

12. Director of Shooting/ Field Captain

Whether shooting at a major or minor event you must abide by the instructions and directions given to you by the Director of Shooting (DOS)/ Field Captain.

13. Before Shooting Commences

Any sport that requires the body to carry out a repetitive movement against a great deal of resistance such as archery is open to injuries. A regular programme of upper body, arm and shoulder stretching, and muscle strengthening will help offset such injuries.

It is important that each archer does warm-up exercises and stretches before and after shooting. Please refer to Appendix A for a series of exercises.

14. Sun Exposure

Be sun smart! Wear clothing with long sleeve tops, trousers/skirt and a hat as much as possible. Use a sunscreen with a high Sun Protection Factor (SPF) 50 +. The sunscreen is to be applied often onto exposed skin which is not protected by clothing. Take care on overcast, warm, windy days as UV rays remain high. Wherever possible, Christchurch Archery Club will provide sunscreen for members' use.

15. At the Target

When approaching the target always walk to the side of the butts. Never run on the range. Archers may stumble and fall onto an arrow that has fallen short of the target (Fig 1) or fall as you arrive at the target butt (Fig 2).

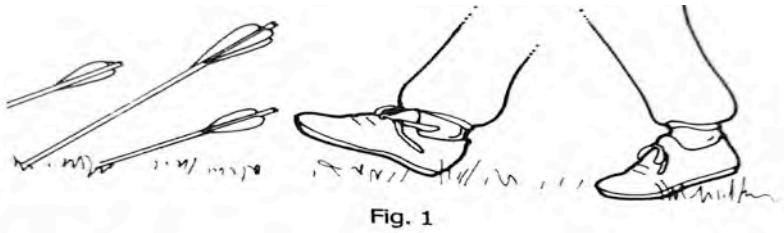


Fig. 1

Fig. 2

16. SCORING

Decide among yourselves which archer will score and which will call arrows. When calling the arrows, the archer is to speak clearly giving the value of the arrows in groups of three i.e. 8-7-7 (pause) 7-7-6. Then wait until the scorer(s) has had the time to add the end total and the running total before moving onto the next call (Fig 3). If the archers are unable to agree on the value of an arrow the Field Captain will give the final decision. If at a Major event a National Judge will give a decision.

Fig. 3

The archer(s) scoring is (are) to write down the value of the arrow clearly and all totals. With double scoring the archer who has competed the calculation waits until the other archer has finished. All arrow calls and totals are to be agreed upon before continuing to the next end.
When the scoring of each end is completed leave the score card(s) at the side of the target (not at the foot). Before drawing arrows out of the target glance behind to ensure a clear space with no archers standing in front of the butt.
Place all arrows safely in a quiver when they are drawn.

17. Shooting Practice

During practice, archers may wish to shoot at different distances. To keep momentum going all archers should approach the line at the same time and shoot together. If all other archers on the line have finished, please step off the line and commence shooting the next end.

Collecting arrows will happen simultaneously. All archers will walk, collect arrows, and return to the waiting line before any archer steps up to shoot another end.

Children under the age of 13 must be supervised by a parent/guardian/coach while shooting or are involved in any other club activities. It is the responsibility of the parent/guardian/coach to ensure the child adheres to the Club's Code of Conduct.

Note: Safety measures to prevent children from being injured precludes them from moving the target butts until the age of 16. All children younger than 16 must ask for assistance from an adult to have the target butts moved.

18. Accidents/Incidents and Injuries

All accidents and injuries must be reported to a committee member immediately. Those resulting in injury will be dealt with and treatment arranged. Accidents and injuries must be recorded in the Accident/Incident book in the First Aid cupboard.

18.1 First Aid

For minor injuries, a First Aid Kit is available in the First Aid cupboard situated in the Clubhouse (Rāwhiti Domain). A First Aid person will be appointed who will be responsible to ensure the kit is replenished and contains the appropriate equipment. A First Aid book will be kept with the kit providing instructions on handling such issues.

18.2 Serious Injuries

In the event of serious injuries, 111 should be called while first aid is being administered (if there is more than one bystander) or before first aid is administered (if there's only one person available to help).
A defibrillator is kept at the club, and designated first aiders are trained in its use.

18.3 Alone at Club

When a keyholder is alone at the club, they will keep their phone on them at all times (in a pocket/quiver).

19. Emergencies

Fire: In case of fire, evacuate the building immediately and assemble in front of the mound of earth by the athletic track. During the evacuation, senior member(s) are to check both toilets and the armoury are clear of personnel and that all power is turned off. If the fire is too intense then clear the building without delay. Inside the club rooms there is an emergency sign giving necessary information. All archers to note the location of the fire extinguisher. DO NOT USE WATER ON ELECTRICAL FIRES.

Tsunami: Being near the coast, there is a risk of a tsunami either from an earthquake from within New Zealand or from overseas. At the sound of the coastal sirens, or after a long or strong earthquake, evacuate immediately. The suggested route is down Pages Road (if the bridge over the Avon is sound) or down Keyes Road (if the Avon is unsafe to cross).

Earthquake: In the event of an earthquake vacate the building immediately and assemble by the mound near the athletic track (Rāwhiti Domain).

Robbery/ Burglary: On arriving at the club rooms, if you see signs of a break-in, do not enter the building by yourself as the perpetrator may still be inside. Contact the police at the New Brighton Police Station either by phone (3739100) or at their office at Seaview Road New Brighton. Once you have done this phone the President and/or Secretary as soon as possible.

20. Housekeeping

The Club has no bins for rubbish or recycling. Please take home all waste. Keep floors clear of material that could cause a slip or be tripped over. If you see litter that can be thrown away or objects that can be stored away, please do so. Take care when stacking or storing materials as falling objects or sharp edges sticking out cause many injuries from insecure and/or from improper stacking.

21. Facilities

The club provides free tea, coffee, sugar and milk; soft drinks are to be purchased from the drinks fridge. The drinks fridge relies on an honesty system by placing the money ($2 each) in a jar inside the fridge.
Coffee pods for the coffee machine are $2 each.

All Members are to keep the club toilets, armoury, kitchen area and the main area neat, clean, and tidy.

The arrow making materials, compound bow press, spine tester, and other archery maintenance equipment are only to be used by people who have been trained to do so.

22. Electrical Equipment

Ensure wiring, extension lead, sockets and plugs are in good order before using them. If you find a fault i.e., damaged cable, broken plug, outer sheathing does not enter the plug, then stop using it immediately and report to a committee member. Do not carry out the repairs yourself. All portable electrical appliances are to be used in conjunction with an approved electrical safety device, i.e., isolating transformer or residual current device (RCD). Only people who are trained to do so will operate the arrow cutter. The person operating the arrow cutter and any person observing shall wear eye protection at all times.

23. Dress Code

Dress code or shooting uniform is agreed upon by the Christchurch Archery Club. Only the Committee can design and order Club merchandise to ensure the logo and any advertising does not contravene WA and ANZ Rules when competing at either of their competition events.

Approved Club uniform can be worn at the club at any time. When representing the Club at minor and major tournaments it is requested club uniform be worn. The uniform consists of the Christchurch Archery Club shirt, and pants or shorts in accordance to WA and Archery New Zealand rules and regulations. The wearing of a cap or hat is acceptable and is encouraged as it provides protection from the sun and inclement weather conditions. Archers who have represented NZ either at home or overseas may wear their NZ representative uniform.

During an event when the weather becomes inclement, alternative clothing of any colour may be worn, however this decision rests with the Judge(s) of the event. Avoid wearing red as this is the Judges colour. Clothing with camouflage patterns are not allowed during competitions.

Dress code for Health and Safety club shooting - secure footwear with enclosed toe shoes (no Crocs or sandals) at all times, tuck away strings of hoodies, etc.

Avoid wearing baggy shirts and sleeves and chest pockets with buttons for trim. Remove pens and pencils from shirt pockets (Fig. 5). Avoid necklaces and pins as a bow string will catch on these.

If you have long hair ensure it is tied back to avoid being entangled or caught in the bow string.

24. Archer Etiquette

- Be courteous to your fellow archers and be supportive with positive comments.
- Under no circumstances touch another person's archery equipment without their permission.
- No derogative comments whether by race, gender, religion, age, nationality or bow type.
- No talking on the shooting line while shooting is in progress.
- Speak quietly behind the waiting line while other archers are shooting.
- Do not criticise another archer's shooting style and/or equipment.
- Do not offer advice unless asked.
- Do not shoot beyond your capability, continuously missing and holding up shooting.
- Do not engage in behaviour on or close to the shooting line which could cause offence to another archer.
- When you have finished shooting and the archer(s) next to you are at full draw or going through the motions of shooting, be courteous, wait and stand still on the line until that archer has shot the arrow then you may leave the shooting line (Fig 4).
- Do assist with setting up and packing down the range.
- Do assist the locating of lost arrows.
- Always thank the Field Captain or Director of Shooting at the end of the shoot by way of applause.
- Ensure none of your equipment trespasses into the space of another archer on the line (scope, quiver, bow).

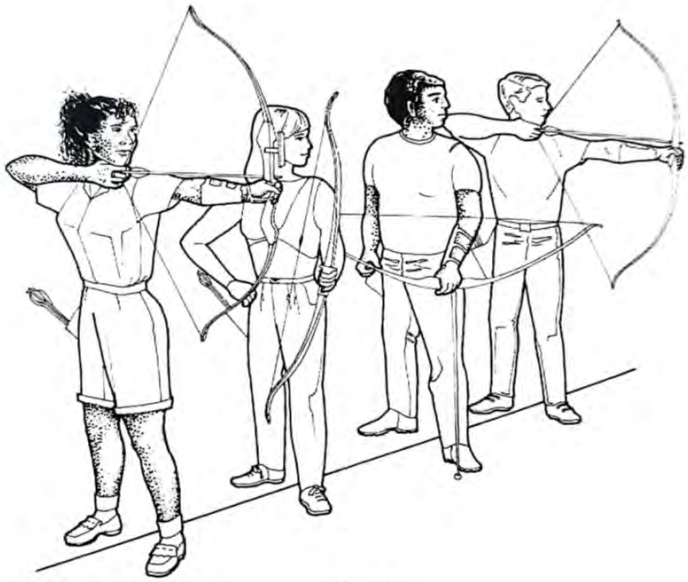


Fig. 4

Fig 5.

25. Check before Shooting

It is important archers ensure their equipment is regularly maintained so that it does not present a risk to themselves or to others. Before assembling your bow for shooting there are a number of safety checks you need to make. Failure to do so may result in injury to yourself or your fellow archer:

1. Bow limbs are not damaged i.e., cracked or split
2. Arrow rest on your riser is in good order
3. Riser pockets are free of any obstructions
4. Ensure the limbs fit and click into the pockets of the riser
5. The string loops and centre serving is in good condition
6. The string is not frayed
7. Ensure the string fits into the limb tips
8. Before drawing the bow ensure the limbs are not twisted (if unsure about this check with a club coach)
9. Discard arrows with crack(s) and or split(s)
10. Check the arrow nocks are not cracked
11. The arrow nock clips onto the string, not too tight
12. Never dry fire your bow as this causes undue stress on the bow limbs

26. Beginners

All club members must keep an eye on beginner and novice archers to ensure they have the right length bow and arrow length. Even with the correct arrow length, a beginner might overdraw resulting in injury. (Fig 6 and 7).

Fig 6

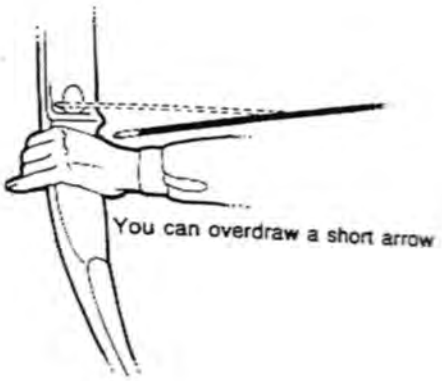


Fig 7

27. Stringing the Bow

There are various methods of stringing your bow. Fig 8 shows the recommended method. Ensure you have the correct length of the stringer for the length of the bow. Ask an experienced archer to show you the way. Incorrect process may result in injuries and / or cause damage to your equipment.

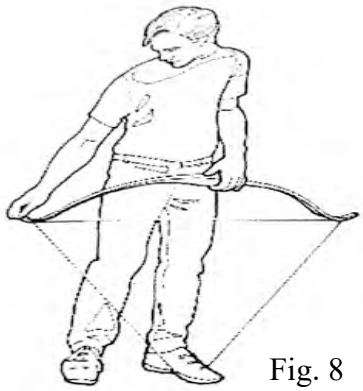


Fig. 8

28. Standing on the shooting line

Only nock the arrow (load the bow) and draw the bow when on the shooting line and pointing at the target. As soon as you stand on the line and nock an arrow you must keep pointing the arrow at the target. Keep your mind on what you are doing and under no circumstances point the arrow any other direction as in Fig 9. You are handling a weapon that has the potential to cause serious injury.

Fig. 9

29. Coaching at the Club

The Christchurch Archery Club provides free coaching for all of its affiliated members.

Coaches offer advice on archery equipment, shooting technique and shooting form. If you have any questions regarding archery equipment and/ or shooting style, contact a club coach. Refer to Appendix 2.

IF YOU ARE IN DOUBT ABOUT ANYTHING

PLEASE ASK A COMMITTEE MEMBER

30. General Club Rules Summary

1. **Treat bows as loaded weapons at all times;**
   (only point at the ground, or at a target)

2. **No sky-drawing**
   (shooting up in the air or drawing or aiming higher than the target)

3. **No dry-firing**
   (shooting the bow without an arrow)

4. **All club shoots are to be under the control of a Range Captain / Judge / DoS**
   (Their instructions are to be adhered to at all times).

5. **A 5m waiting line shall be used for all shoots.**

6. **Minimum shooting distance for both indoor and outdoor shall be 10m**
   (Except for specific blank butt or paper tuning exercises)

7. **The shooting line is controlled with a whistle / Chronotir Lights and Officials**
   (When shooting Major or Minor Tournaments)

8. **Remain visible at all times to the Range Captain**
   (Do not loiter behind targets.)

9. **Only enter the range behind the shooting line**
   (If you have to bring out an additional butt, wait until shooting has ceased before you to bring it out onto the range.)

10. **Do not shoot if any people or animals come within the range zone.**
    (This includes behind the targets. TREAT THE ANIMALS LIKE PEOPLE)

11. **Archers must wear secure footwear with enclosed toes for Club shooting. WA and ArcheryNZ dress code rules apply for Competitions and Tournaments.**

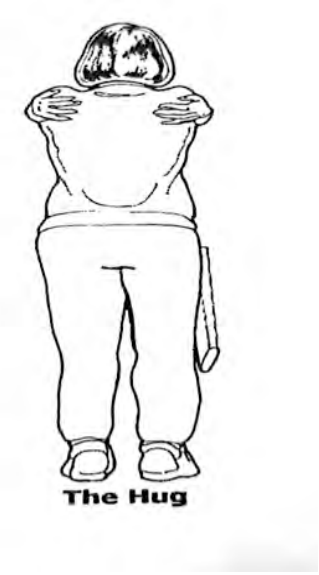
12. **If any member has an accident on site this should be recorded in the Club Accident Register located near the first aid box.**

If you are unsure about any of the Safety or Shooting rules or don't know how to set up the range when asked to help, please speak with the Range Captain or a designated key holder. They will walk you through the procedure and help you get it right!

Appendix 1

WARM UP

Do 1 or 2 minutes of vigorous activity before stretching. This warms up the muscles and reduces the likelihood of injuring them during stretching. The warm-up activities can be done in a small space – you don't need a large space to warm up effectively.



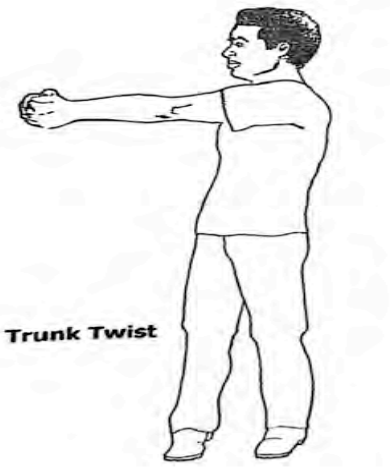
STRETCHING

The Hug: - Cross your arms in front of your chest and place your hands on your shoulder blades. Slowly stretch your hands around the shoulder as far to the middle of your back as possible. Hold this position for a count of 10 and return to the starting position. The Hug stretches the muscles in your back.

Arm Circles: - Slowly rotate your arms, elbows straight, in the largest circle possible. Exercise both arms, one at a time or together. Make 10 revolutions forward, then 10 backward. Arm circles stretch the muscles in the shoulder area.

Arm Stretch: - Take a standing position. Interlock your fingers with your palms out. Now extend your arms straight overhead, trying to keep the interlock and point your palms upward. Hold this position for a count of 10 and return to the starting position. The arm stretch loosens the upper arm and chest muscles that pull your arm down to your side.

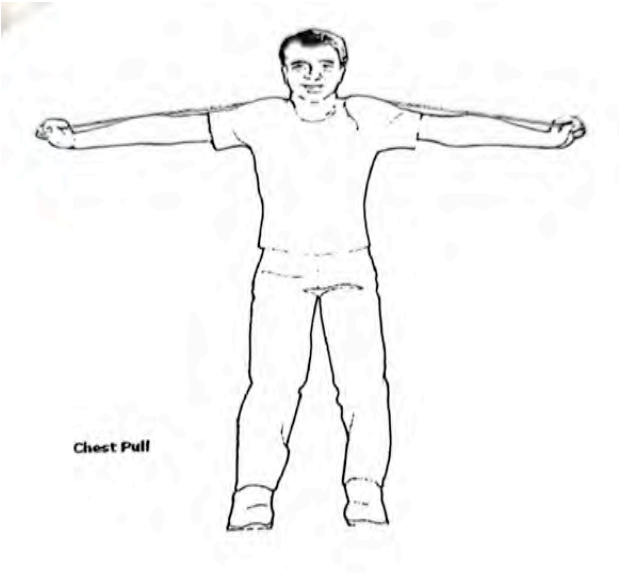
Up and Down hand clasp: - From a standing position, bend your right arm behind your back and place the back of your right hand on your spine. Keep your shoulder down. Extend your left arm up, bend it at the elbow, and attempt to touch your right hand or even grasp the fingers of your right hand. Keep your spine straight throughout. Hold this position for a count of 10, then reverse your arms and hold for another count of 10. If you cannot touch your hands together at first, try to stretch as far as possible until you develop the flexibility to touch. This exercise loosens your front chest muscles and those on top of the shoulder of your lower arm.



Trunk Twister: - Interlock your fingers, palms together, in a standing position. Twist your shoulders and trunk as far to the right as possible. Hold this position for a count of 10 and then twist to the left. The trunk twister stretches the trunk muscles.

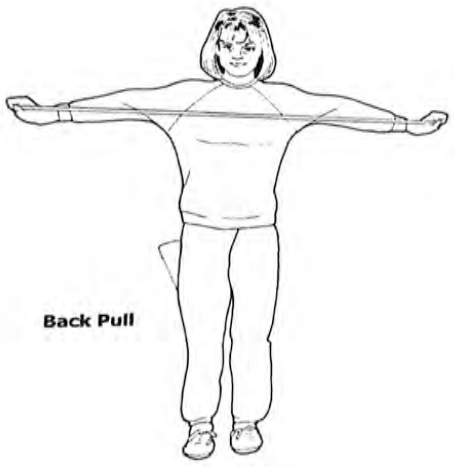
Neck Stretch: - Tip our head as far to the right as possible and hold. Stretch to the left, hold, then return to normal head position. Keep your chin in and hold. Slide your head forwards and hold. Then slide your head back and hold. Be sure to keep your chin level; avoid rolling our head to the back from the side position or tilting your head back. The neck stretches loosens your neck and upper chest muscles.

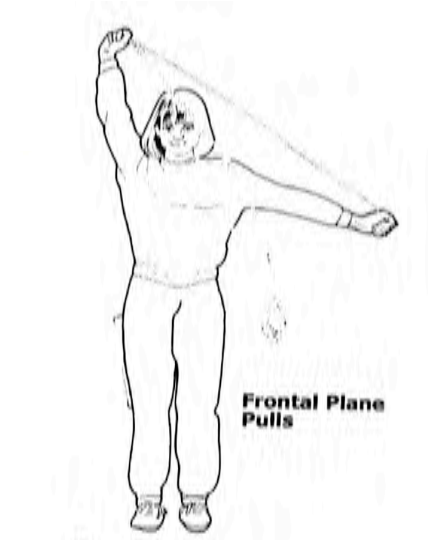
STRENGTHENING



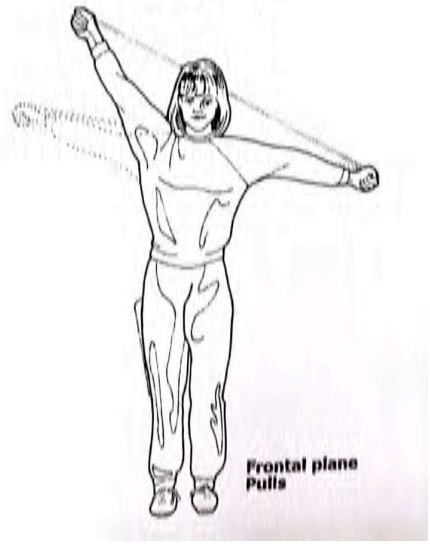
Chest Pull: - Grasp an end of the stretch band with each hand then swing the stretch and over your head and behind your back. Hold your arms straight out to the sides at shoulder level and swing them forward as the stretch band pulls across your back. Relax your arms backward and then repeat the pull for a total of 5 repetitions. The chest pull strengthens the muscles that oppose the archery drawing muscles.

Back Pull: - Grasp an end of the stretch band with each hand. Keeping your elbows straight, raise your arms sideways to shoulder level. Extend your arms backwards by squeezing your shoulder blades together, the stretch band across your chest. Relax arms forward, then repeat the pull 4 more times. This exercise strengthens the same muscles used to draw the bow-string.





Frontal Plane Pulls: - The movements in the following pulls are done in the frontal plane - the imaginary plane that would divide your body into front and back. Grasp an end of the stretch band with each hand and raise your arms straight overhead then…….



Stabilising your front arm, pull your right arm down toward your side as far as possible. You may have to tip your head forward. Return your right arm to shoulder level, stabilize it and pull down with your left arm. Repeat this exercise 4 times from the start, and then reverse it. These pulls strengthen the muscles that raise and lower the arms and shoulder in the frontal plane.

Appendix 2

Member Protection Policy & CAC Code of Conduct

Member Protection Policy:

As an Archery New Zealand Affiliated Club, we adhere to certain Rules and Policies of the Association.
To view a copy of the ArcheryNZ Member Protection Policy copy and paste the following link. On the right side of the web page you can download the ArcheryNZ Member Protection Policy 2022 04:
https://www.archerynz.co.nz/about-archery-nz/constitution/

CAC Code of Conduct:

As a Member of Christchurch Archery Club, you agree to accept and adhere to the Code of Conduct.

All members: shooting and non-shooting, parents, guardians and other family members and caregivers.

This code of conduct applies to all our members: parents, guardians, other family members and caregivers when they are taking part in, spectating or involved in the sport of archery.

Other codes of conduct may also apply, for example for ArcheryNZ team member agreements. In those circumstances, this code of conduct will also still apply.

To protect our reputation, the code also applies to those associated with ArcheryNZ who are involved in archery while outside New Zealand.

We all have a responsibility to promote high standards of behaviour in archery.

As an CAC Member, you have a big part to play.

Expected minimum standards of behaviour and conduct

As a CAC Member, I will do the following.

- **Respect the spirit of fair play in archery**
  I will:
  - keep to the rules of shooting and the spirit of archery;
  - display and promote high standards of behaviour;
  - promote fair play – I won't cheat, complain or waste time;
  - do my best to make sure the sport is enjoyable for everyone;
  - accept success and failure with dignity;
  - be on time for training, competitions and events; and
  - never take part in or accept public criticism of fellow archers, coaches or officials.

- **Respect the rights, dignity and worth of my fellow archers**
  I will:
  - speak to my fellow archers, coaches, judges and officials with respect;
  - remember that everyone makes mistakes;
  - always respect the confidentiality of other archers;
  - treat other people's information in line with the requirements of the General Data Protection Regulation (GDPR); and
  - always have the best interests of my fellow archers at heart.

- **Do my best to ensure my own safety and the safety of others**
  I will:
  - never take part in archery when under the influence of alcohol or drugs; and
  - place the well-being, safety and enjoyment of each archer above everything, including standards of performance.

- **Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour**
  I will:
  - never use or accept offensive, insulting or abusive language or behaviour;
  - never take part in or accept bullying, intimidation or harassment; and
  - never use or accept the use of social media to bully, intimidate or harass anyone.

- **I will keep to Christchurch Archery Club rules and policies including:**
  - safeguarding policies
  - equality policy
  - anti-doping rules
  - bribery policy

- **Take personal responsibility**
  I will:
  - tell you about any changes to my personal information.

Breaking the code of conduct

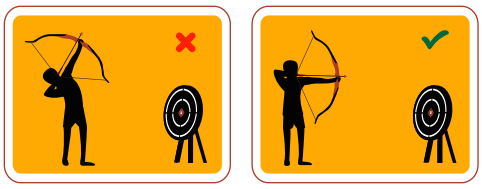
By joining Christchurch Archery Club, you are agreeing to keep to this code of conduct, and all of our policies, rules, regulations and procedures. As a Member you are also ultimately responsible for any family member or supporter that accompanies you during your sessions of archery.

We have the right to investigate and take disciplinary action (in line with our disciplinary policy, regulations and procedures) against any alleged break of this code of conduct or our policies, rules, regulations and procedures which may affect our reputation. The Club Committee reserves the right to suspend or cancel any membership if a serious breach of our Code of Conduct has been deemed to have been broken.

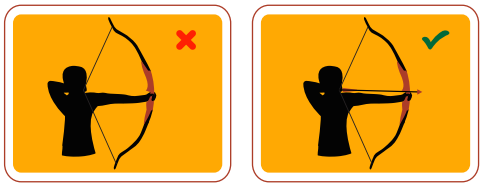
If you feel someone is breaking this code of conduct at our club, you should report it to the club committee. If you feel someone is breaking this code of conduct at an event away from our club, you should report it to the event organizer / judge.

Archery Safety

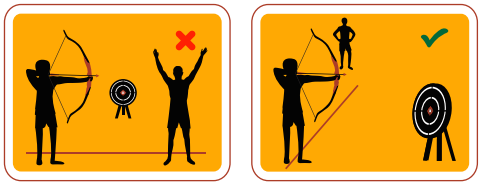
1. No sky shooting! No sky drawing. Immidiate ban follows!



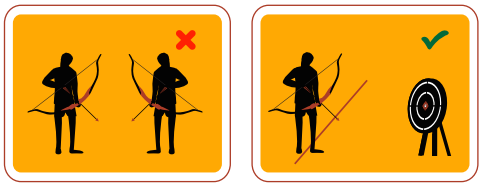
2. No dry firing! Never release string without an arrow.



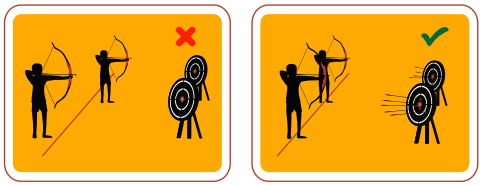
3. Only draw your bow when aiming at the target.



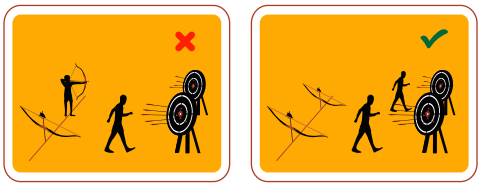
4. Only nock your arrows at shooting position.



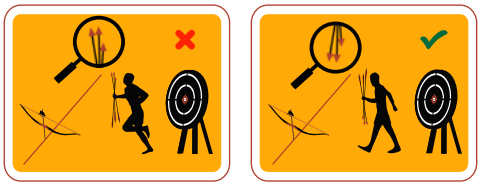
5. Stand across the shooting line, not in front or behind.



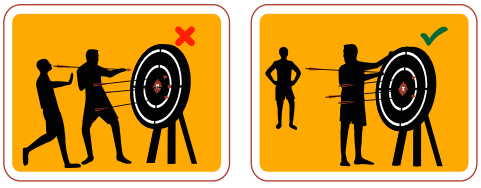
6. Collect your arrows after everyone has finished shooting.



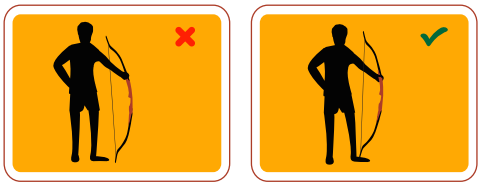
7. Always walk on the range. Carry arrows with the tips facing down.



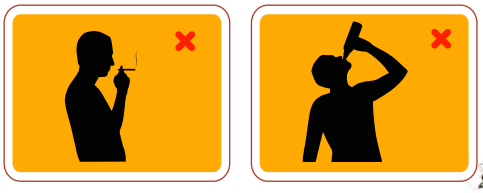
8. Check target is clear, brace target and pull arrows right at the front.



9. Place the bow on your shoe to prevent dirt getting into the string.



10. No drinking and no smoking on the archery ranges.



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