

City of Cambridge Bowmen



Members' Handbook

Welcome to City of Cambridge Bowmen, we hope that you will enjoy your time with the Club and participation inclusive sport.

City of Cambridge Bowmen (CCB) was established in 1951 and has a history of welcoming archers from Cambridge, the surrounding areas and beyond. We welcome Recurve, Compound, Barebow and Longbow archers of all standards.

We try to shoot outdoors all year, and during the winter shoot twice weekly indoors.

We are a members' club and as such all members have something to contribute whether it be time, talents or knowledge. If you have a point to make or a suggestion then please advise a member of the Committee, which is elected by you at the AGM and if possible, it will be acted upon.

Within this booklet you will find the Club's constitution, details of venues and times, basic rules and information regarding classifications and awards.

We wish you well and trust you will enjoy your time with us.

Yours sincerely

Your Chair

Note this document I formatted for on screen reading heading below are hyperlinked to relevant section.

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Club Code of Conduct

- We are members of Archery GB who administer all Archery within the UK, SCAS (Southern Counties Archery Society) and CAA (Cambridgeshire Archery Association). We are bound by their rules and codes of conduct (details of which can be found on their associated websites).
- We cannot emphasise enough that **if** not handled and used in a responsible and sensible way, a bow is a dangerous piece of equipment. You **MUST** abide by the [rules of shooting](#) as set out by Archery GB, the field layout, instructions given by the Club Captain or other committee members and any other Club specific rules at all times.
- Any shooting equipment which is to be used at the Club's shooting venues may be inspected and approved for use by a committee member, please ask if you are not sure.
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- It follows that arrows that are all Carbon are not permitted on the field.
- Solo shooting is not permitted
- Juniors (10-17yrs) must be accompanied by a responsible adult (parent or guardian) and one other archer (who is not a beginner) on the field at all times
- Please make sure that every time you return equipment to the shed that the shed is left in a safe and tidy condition.

CCB Arrow policy

Outdoors

Downing playing fields is a multi-purpose sports field. As such all arrows must be found before the end of each session. The club has the following policy on outdoor arrows:

- All arrows must be clearly labelled with an archer's name or initials, and individually numbered (Archery GB [Rules of shooting](#) (Appendix F)).
- Archers must always know how many arrows they have in their possession, in their quiver, and how many have been shot each end
- If an archer misses the target and is unable to locate their arrow, they should bring it to the attention of other members present. Other archers at the field should assist with locating the arrow before leaving. The club has metal detectors available to aid searching. If you are unable to locate the arrow before sunset, please notify the committee immediately and they will make arrangements.
- The club does not allow the use of 'all-' or 'pure-carbon' arrows outdoors. Arrows should be of wooden, aluminium, or aluminium-carbon-composite (A/C) composition to aid in locating them.
- If in doubt as to the suitability of arrows, ask a committee member before buying. The full policy, including a list of suitable arrows is on the [club website](#).
- Archers should avoid shooting at distances significantly beyond their capabilities. We advise new members participate in the 252 scheme to guide their progression

Indoors

- Any arrows may be used

Safeguarding

CCB follows Archery GB guidance on safeguarding children, young people and adults at risk. Policies may be found [here](#). Any concerns should be raised with the club safeguarding officer at safeguarding@cityofcambridgebowmen.co.uk

Archery GB codes of conduct

Archery GB has drawn up codes of conduct for Adult and Junior archers. CCB endorse and support these, they are reproduced below. All [Rules of shooting](#) and Archery GB policies are available on their [web page](#).

Adult Archers

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

As an archer, you have a big part to play. That is why Archery GB is asking every archer to follow a code of conduct.

The Archery GB Codes of Conduct applies to all Archery GB members when participating in and administering the sport of archery.

To protect the reputation of Archery GB, the code also applies to those associated with Archery GB who are involved in Archery whilst outside the UK.

Expected Minimum Standards of Behaviour and Conduct

As an Archery GB member, I will:

- Respect the spirit of fair play in archery
 - Adhere 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
 - Endeavour to ensure the sport is enjoyable for everyone
 - Accept success and failure, victory or defeat with dignity
 - Be on time for training, competitions and events
 - Never engage in or tolerate public criticism of fellow archers, coaches or officials
- Respect the rights, dignity and worth of my fellow archers
 - Speak to my fellow archers, coaches, judges and officials with respect
 - Remember we all make mistakes
 - Always respect the confidentiality of other archers
 - Treat other people's data as I would wish them to treat mine
 - Always have the best interests of my fellow archers at heart
- I will endeavour to ensure my own safety and the safety of others
 - Never participate when under the influence of alcohol or drugs
 - 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
 - Never engage in or tolerate offensive, insulting or abusive language or behaviour
 - Never engage in or tolerate bullying, intimidation or harassment
 - Never use or tolerate the use of social media (e.g., Facebook/Archery Interchange) to engage in bullying, intimidation or harassment
- Abide by Archery GB Rules and Policies including:
 - Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults
 - Archery GB Equality Policy
 - Archery GB Anti-doping rules
 - Archery GB Bribery Act
- Take personal responsibility:
 - To update Archery GB with changes to personal information

Breaking the Code of Conduct

By joining Archery GB, everyone agrees to abide by this Code of Conduct, all Archery GB policies, rules, regulations and procedures.

Archery GB therefore has the right to investigate and take disciplinary action, as in line with the Archery GB Disciplinary Policy, Regulations and Procedures, against any alleged breaches of this

Code of Conduct or our policies, rules, regulations and procedures, which may bring Archery GB into disrepute.

Young Archers

Having FUN, a POSITIVE ATTITUDE and GOOD SPORTSMANSHIP are the most important things for young archers. The Young People's Code of Conduct applies to all young people.

Expected Minimum Standards of Behaviour and Conduct

As a young archer I will:

- Respect my sport
 - Be on time and be polite
 - Try my hardest and do my best
 - Play fairly – I won't cheat
 - Accept success and failure, victory and defeat, with dignity
 - Respect archery facilities and equipment
- Respect others
 - Listen and respond to my coach
 - Respect the decisions of officials
 - Control my emotions – verbal or physical abuse is not acceptable
 - Never bully, spread rumours or tell lies (including social media e.g., Facebook)
 - Protect other archers from abuse and bullying
 - Welcome new young people
 - Make sure I tell my coach/parents if I think another young person needs help
- Have Self Respect
 - Take responsibility for my actions
 - Never smoke, drink alcohol or take drugs (other than prescription)
 - Never use inappropriate language or gestures
 - Tell someone I trust if the behaviour of others makes me feel uncomfortable

Breaking the Code of Conduct

By joining Archery GB, you are agreeing to stick to this Code of Conduct and all of the Archery GB policies, rules, regulations and procedures.

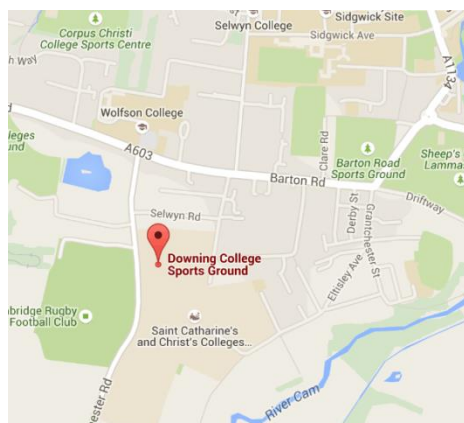
If you break the Code of Conduct your parents may be informed and your behaviour might be investigated, and disciplinary action might be taken.

Dates & Venues

Outdoor venue

Downing College Sports Ground, Grantchester Road, Cambridge, CB3 9EA.

For directions follow this [link](#)



Indoor Venue

We shoot in the old gym at Coleridge College, Radegund Road, Cambridge CB1 3RJ.

For directions follow this [link](#)

Summer Shooting

We shoot outdoors from the 1st of April until the 30th of September.

We shoot Tuesday and Friday evenings from 4pm till dusk, and on Sunday afternoons from 2pm till dusk.

Occasionally, we are required to move our shooting times due to College events, and members will be advised by email as soon as we are made aware.

All members are welcome to shoot at all sessions. Friday evenings are designated as awards evenings; coaches will be available to support and assist those following any [awards](#) schemes) but please let someone know you want to be assessed for an award). Summer postal league shoots are held on the first Sunday of each month.

Field Setup

Overview and facilities

The image below (figure 1) shows Downing College playing field from above. Entry is via a gate off Grantchester Road. The gate is secured by a combination padlock, the code for which is provided to members. Parking is available on the tarmac by the pavilion or on the grass to the right. Club equipment is kept inside the shed at the south-east corner of the field secured by a combination padlock, the code for which is provided to members. The main pavilion will be open when a keyholder is present and can be used by members for shelter. There are toilet facilities inside for use by members.

Please avoid wheeling trolleys across the football pitches. Trolleys should be taken down the southern side of the range to the pavilion end, and then out to the required distance. Archers should also refrain from walking across the cricket square at all times, unless necessary to retrieve an arrow.



Safety signs

Before shooting can begin safety signs need to be placed around the shooting area to prevent intruders. On the left/North side of the field 6-7 signs should be placed close to the edge so as to be seen by residents. On the right/South side of the field 6-7 signs should be placed between the shed and hedge in a straight line so as to be seen by other users of the fields. Finally, 2-3 signs should be placed between the parking area and the shooting line. Signs should not be placed along the back of the field. Field layout

Ranges

The rest of the field should be set up according to the Archery GB [Rules of shooting](#) (Appendices C and D). There must be at least 20 yards between the targets and the edge of the shooting range. When multiple ranges are in use there must be at least 25 yards between them. The shooting line is located in front of the pavilion (usually marked) with space for a waiting area behind.

On club evenings the field is typically grouped into two independent ranges, short and long, so that archers shooting a shorter distance need not be held up by those shooting further. 'Short' is typically 50m and below, situated to the left side of the field, whilst 'long' is 50m and beyond and to the right. There is a limit of 50m for all targets in front of the cricket square. Note that there are no hard rules on where to place a shorter target provided you are happy to wait.

When the club is running a beginners' course this will take place in front of pavilion and members' ranges should be set up as independent ranges to either side.

Setup Procedure

To ensure efficient setup of the range the following steps should be followed:

1. Members should aim to arrive on time for the start of the session where possible. The range should be set up before any personal equipment.
2. Members assemble at the sheds to decide how many targets are required at what distances and on which ranges.
3. Two members take safety signs and place them along the edges of the field as detailed in section 2 and figure 1.
4. The remaining members should load the required bosses onto the large trolleys, along with tape measure, pegs, and anything else as required, and then wheel them to the ranges.
5. The tape measure should be reeled out from the shooting line and markers placed at the required distances. Bosses should then be set up as required.
6. Once a range is setup, clear, and a field captain appointed then shooting may commence.
7. Trolleys should be left behind the waiting line.

Due to school/work commitments not all members are able to arrive for the start of each session. If you are arriving later you may set up a new target during arrow collection, or join an existing target provided there is space and others are happy for you to do so. If you have arrived later, please try to stay until the end of the session to help with clearing away. If you are likely to arrive particularly late it is advised to use the club WhatsApp group to check that there will be others shooting.

Boss Setup

There are two types of boss available, straw and Damage. Both have two guy-ropes which should be securely pegged down with yellow plastic pegs. The feet of each target stand may be secured using metal pegs. All pegs should be placed in the ground using the hammers available; do not use feet as this can snap or bend the pegs.



To avoid injury archers should seek assistance with assembling bosses where they do not feel comfortable doing it themselves.

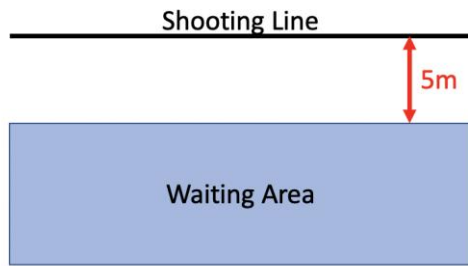
Archers may change or replace target faces as required when shooting. If the old face remains useable then it should be returned neatly to the storage area in the shed when a new one is retrieved. Worn out faces should be placed into the black bins at the shed for disposal. Faces should be securely attached to each boss using plastic target pins. Excess pins should be returned to the shed.

Shooting Procedure

Field captains

Each independent range must have a designated field captain who is in charge of shooting. This individual must be agreed between archers before shooting may commence. They are in charge of calling 'shoot' when the range is clear for shooting, and 'collect' when shooting has finished and archers are back in the waiting area. Where possible this should be done using a whistle with one blast for 'shoot' and three for 'collect.' If the field captain has to leave for any reason a new field captain should be appointed before shooting may continue.

Waiting area



Each range will have a shooting line marked on the field. 5m behind the shooting line is the waiting area. All archers and equipment (with the exception of scopes and line quivers) should remain in the waiting area when not in use. This is so that the range captain can safely and effectively control shooting. Often the waiting area will not be explicitly marked in which case archers should leave sufficient

space, marking with pegs or rope if deemed necessary. Safety procedures

Should any archer notice anything on the range that could pose a safety hazard (intruders, stray footballs, etc.) they should immediately call 'fast' or blow a series of whistle blasts. Upon hearing this command all archers must cease shooting, remove any arrows from their bows, and step back from the shooting line. Once the hazard has been assessed and dealt with then the range captain may restart shooting with the usual command. When there are intruders along the back of the field you must wait until they clear the range before restarting.

Under no circumstances is any archer to cross the shooting line unless the signal for collect has been given by the range captain, even when shooting has been suspended.

Pack up Procedure

Members may finish shooting at any time. When you have finished shooting, please adhere to the following guidelines:

- If no-one else is using your target, then pack it away by loading onto a trolley during arrow collection and return it to the shed. Remember to return the trolley to the shooting line.
- At the end of the session two members should collect the safety signs.
- The remaining members should pack the remaining bosses onto trolleys and return them to the shed. Ensure all metal pegs are removed from the field as these can damage lawnmowers and injure other users.
- The shed should be left tidy, and the doors secured with bolts before the combination lock is attached.
- The last member to leave should padlock the main gate.

WhatsApp and Weather

In the case of inclement weather sessions may be cancelled or numbers severely reduced. For these cases, the club maintains a WhatsApp group that can be joined by [emailing the secretary](#). Notification will be sent to this group whenever a session must be cancelled.

The WhatsApp group is also used by those arriving particularly early or late to ensure others will be shooting.

Winter Shooting

Winter shooting takes place from 1st of October until the 31st of March.

Indoors

Indoor shooting is from the 1st of October until the 31st of March.

Shooting is on Monday and Thursday evenings from 7:15pm until 9:15pm.

Please arrive by 7pm to assist in setting up the hall and please stay until the end to help pack away.

Shooting is strictly by a whistle system. Please ensure that the fire escape door at the net end of the hall always remains closed.

As the venue is small, please be aware that talking on the line or just behind can be distracting to others, should you wish to have a full conversation please use the changing rooms.

Progression in Archery

CCB supports a number of schemes to help archers monitor progression. These all depend on archers completing recognised rounds ¹and submitting scores to the records officer. Please ask a committee member for details. This information is also available on our web page [here](#)

Classifications

Classifications are important to all archers because they are the best indication of where you are in terms of scoring ability and provide a benchmark for levels of improvement. For outdoor archery there are six classification levels: the lowest is third class, then second class, first class, Bowman, Master Bowman, and Grand Master Bowman at the highest classification level.

Archery GB produces tables detailing exactly what scores you need in each round to hit a certain classification. The scores required for a classification can be found in the [Shooting Administration Procedures](#).

To gain a classification you need to shoot three scores that meet that classification level. The highest two classifications, Master Bowman and Grand Master Bowman, can only be achieved with scores achieved at record status competitions. Once you achieve a classification you cannot go back and claim a lower one.

You can hold different classifications for different bow types, but you can only hold your classification for the calendar year in which you shot your qualifying scores. You must re-qualify each year to maintain it.

There is a separate classification schemes for indoor archery, from H to A. These work similarly to outdoor classifications; tables are in the [Shooting Administration Procedures](#)

Handicaps

The handicap system is a way of adjusting scores to a baseline so that archers with different levels of experience can compete on an equal footing. A novice usually starts out with a high handicap, which reduces as they post better scores. To achieve a handicap an archer must shoot at least three rounds and submitted to the club records officer.

A handicap can be calculated from scores submitted for classification score (see above)

The system has two main uses. First, handicaps can help you gauge your progress. Second, they are also used to produce adjusted results in handicap tournaments. Once the results of such tournaments are in, the Tournament Organiser will use the Archery GB handicap tables to calculate the handicap adjustments and find the winner. Many clubs have a handicap officer, who you can speak with for further information. Your club secretary may also be able to give you further guidance.

Handicaps are rarely used; handicap competitions are rare.

252 scheme

The 252 scheme consists of shooting 3 dozen arrows at increasing distances with a 5-zone scoring system on a 122cm face. When a score of 252 or more is achieved twice, a badge is awarded displaying the distance and the legend 252.

¹ Recognised rounds: these are listed in Archery GB [Rules of shooting](#), please ask a member of the [coaching team](#) or any committee member.

When a score of 252 or more is achieved twice, a badge is awarded displaying the distance and the legend 252.

The badges are available at 20, 30, 40, 50, 60 80- and 100-yard distances.

You can achieve the award when shooting any outdoor round where you have scored 252 or more at a set distance with your first 36 arrows. You need to achieve this score twice to obtain the badge.

If you are shooting a different bow type to Recurve there are different scores for you, please see the table below.

Bow style	Score
Recurve	252
Barebow	162
Compound	288
Longbow	108

WA arrow and feather awards

World Archery awards are particularly suited to juniors. Adults and older juniors may want to use the 252 or AGB classification schemes as these allow for greater progression. There are five levels of arrow awards are earned in the order of: White, Black, Blue, Red and Gold.

To obtain the awards you need to not only complete a scoring task, but also demonstrate technical prowess and answer some archery related questions.

Each award level comes with its own print out section. They each include information that you need to understand and revise as well as a set shooting task

Shooting Tasks

All shot at an 80cm target

White Arrow:	Score 115 or higher with 15 arrows at 10m
Black Arrow:	Score 115 or higher with 15 arrows at 14m
Blue Arrow:	Score 115 or higher with 15 arrows at 18m
Red Arrow	Score 115 or higher with 15 arrows at 22m
Gold Arrow	Score 115 or higher with 15 arrows at 26m

Details of the award scheme and tasks to be completed can be found [here](#).

Coaching

There is support available to all members coordinated by our club coach David Long, a Level 3 (county) certified archery coach. He is supported by other Level 1 certified coaches in the club. This is available to anyone who wants to improve whether you have just come off a beginners' course or have been shooting for several years. Coaching is free to all members and is arranged in advance to take place at a club session. To arrange for coaching please sign up using [this online form](#). Or discuss your needs with one of the coaching team.

Useful Links

[City of Cambridge Bowmen](#)

[Archery GB](#)

[Rules of shooting \(archery GB\)](#)

[Archery England](#)

[Cambridgeshire Archery Association](#)

[Southern Counties Archery Society](#)

[World Archery](#)

[Sport80](#) (this is where you manage your Archery GB profile)

Club Constitution and Rules

For the latest club constitution please see the club web page

<https://cityofcambridgebowmen.co.uk/membership/>