

## **SIFA Safety procedures guidance document**

This document is a brief outline of the process, the obligations of an individual club and the role of the SIFA Safety Officer.

### **Scheduled Calendar Shoots**

Each club must complete a safety assessment prior to hosting a scheduled calendar shoot. 1-2 weeks before the date of the scheduled shoot the course setter/designer (or other club representative) will do a walk-through assessment of the course with a Safety Assessor from another club. The SIFA Course Inspection sheet must be filled in by the Assessor. Any issues identified are to be documented and a plan made for those issues to be corrected in time and the document signed off. Photographic confirmation of the changes will be sent to the SIFA Safety Officer once the correction works have been carried out ( no later than 14.00 the day prior to the shoot). The SIFA Safety Officer will not authorise the shoot to go ahead until all identified safety issues have been corrected.

It is the responsibility of the club hosting the shoot to seek out an assessor, preferably from a neighbouring club in time to perform the initial assessment and have time to make the necessary corrections. A Safety Assessor cannot inspect a particular course (whether altered or not) for two consecutive calendar shoots.

Safety Assessors are usually experienced archers who have been involved in course design and have an understanding of the full range of safety issues required to sign off a course.

(A more formal set of criteria for who can be Safety Assessor may be developed in the future)

The SIFA Safety Officer will maintain an up-to-date list of approved Safety Assessors and can provide contact details of assessors to the club hosting the scheduled shoot as required

Travel expenses of up to €50 should be offered to the Safety Assessor at the time of the initial assessment.

## Have a Go vs Training

A Have a Go event is not the same as a club's regular training sessions at their club grounds/hall.

Have a Go is a one-off, such as a festival or family fun day where a temporary archery range is set up for the duration of the event. Patrons sign up for a short duration (30-60 mins) introduction to archery basics. This type of event needs a SIFA Hag Inspection Sheet to be completed by the lead archer responsible for the event and sent to the SIFA Safety Officer no later than 1400hrs of the day before the event is due to take place.

Archery Training is when a club meets at their club grounds or hall on a regular basis to give more detailed coaching and helping trainees develop their skill and understanding of archery. The layout will have been subject to an original safety assessment and signed off at the time of the club being set up. An up-to-date safety assessment may have to be signed off by the SIFA Safety Officer if there is any material change to the layout of the facility.

Should a club have the opportunity to offer regular training for a period of time at a different venue (nearby town or school) then a safety assessment of that venue must be provided to the SIFA Safety Officer for sign off. In addition, the club must liaise with the SIFA secretary, outlining the dates that this training will be carried out. The secretary will arrange for a letter of indemnity from the insurance company which will be required by the owners/trustees of the venue hosting the training.