

Archery Outreach Policies and Procedures



Document Revision History

REV	STATUS	DESCRIPTION	APPROVED	DATE
1	DRAFT	T.Stover. Document requested by BOD at 5/4/19 meeting. Review draft. 5/26/19, incorporated MellissaP comments. 5/27/19, incorporated DavidG comments.		5/14/2019
2	Release	6/2/19, incorporated comments from AntoneP and 6/1 board meeting.	Dan Wright	6/2/2019

1.0 PURPOSE

Diablo Bowmen archery outreach provides services and instruction to youth members of the Club, as well as organized instruction to nonmember individuals or groups as part of the Club's mission to provide services and instruction to members of the public. See DBOW-101, Article 1, Section 2.

This document describes the policies and procedures to be followed by the Archery Outreach Managers when providing archery instruction on behalf of Diablo Bowmen Inc.

2.0 DEFINITION OF TERMS

Club – Diablo Bowmen Inc.

Guests – Anyone regardless of age, invited onto the Club's property who is not a member in good standing.

Manager – Outreach Chair and additional Club members selected by the Board to provide archery instruction on behalf of Diablo Bowmen Inc.

Outreach – Diablo Bowmen Inc. Archery Outreach Program.

President – President, Diablo Bowmen Inc.

See DBOW-101 for the definition of other terms used within this document.

3.0 RESPONSIBILITIES

The Managers of the Outreach program are responsible for following these policies and procedures.

The President of Diablo Bowmen Incorporated is responsible for ensuring these policies and procedures meets the needs of the corporation and for supervising the Outreach Function.

The Board of Directors is responsible for selecting the Outreach Chair and Managers of the Outreach program. No other Club members are authorized to provide archery instruction on behalf of the corporation.

4.0 POLICIES and PROCEDURES

This document applies only to the Outreach program. Club members providing individual archery instruction are not covered by this document.

4.1 Event Location

The preferred location for Outreach instruction is the Club's practice range. The Managers may provide instruction offsite with the prior approval of the President.

The Managers may use up to ½ of the Club's practice area for an event. The range and practice area not used by the event remain open for member use during an event.

4.2 Event Staffing

The Manager and anyone assisting the Manager (staff) during an Outreach event must be Club members in good standing. This is to ensure staff are covered by the Club's general liability insurance policy.

The Manager providing archery instruction must have a current NFAA or USA Archery level 1 (or higher) instruction certificate. The Managers are responsible for verifying their instruction certificates. Staff supervised by the Manager need not have an instruction certificate.

The Managers are responsible for ensuring sufficient staff is present to supervise the guests at all times. This includes archers and spectators. If sufficient staff is not present, the Manager will cancel the event.

4.3 Insurance

The Corporation purchases general liability insurance coverage to protect the corporation, members, Directors and Officers. This is not a guarantee of insurance coverage. For details of insurance coverage Managers should contact the President.

The corporation does not offer or provide insurance coverage to guests.

4.4 Safety

The Managers are entirely responsible for ensuring the Outreach event and archery instruction is provided in a safe manner and Club bylaws, policies and range rules are followed.

Managers are responsible for providing a safety presentation to all guests prior to the start of instruction. Guest are to be told they are visiting an active field archery range and for their safety they must follow the directions of the event staff and remain in the practice area. The bow and arrow is not a toy but a lethal weapon used for sport on the Club's archery range.

The Managers are responsible for ensuring all NFAA safety rules are followed including but not limited to:

- Check equipment for damage, inspect arrows.
- Never dry-fire a bow.
- Nocked arrows are to be pointed at the ground or down range.
- Only archers are allowed at the firing line.
- Spectators must stand behind the spectator line.
- No one is allowed to cross the firing line during shooting.
- 'Pull' and 'clear' commands are explained by the Managers and followed by all participants.

The Managers are responsible for notifying the Club President whenever they become aware someone has been injured during an Outreach event. Notification must occur within 24 hours of the injury. Whenever an injury is reported, the President is responsible for complying with the corporation's insurance policy.

The gate combination must not be given to guests. The Managers are responsible for ensuring the Club's gate is closed and locked, once the event has started and when the event is over and all guests have left the property. If the Manager is providing instruction by themselves (no other staff is present), the manager may use the 'red lock'. The 'red lock' combination can be emailed to guest prior to the event; ask the guests to lock the gate behind them when they enter the property.

Alcohol consumption is not allowed during an event.

No one under the age of 7 years will be given archery instruction.

4.5 Equipment

Prior to the event, the Managers are responsible for inspecting the archery equipment to be used at the event and ensuring it is in safe operating condition.

The Managers are responsible for placing the clubs equipment in the equipment storage locker after the event has concluded.

The Managers are responsible for notifying the President if additional equipment must be purchased to support Outreach events.

4.6 Guests

This applies to all guests, regardless of age and whether they are an archer or spectator. ***Upon entering the range and prior to any actives or shooting by the guests, the Managers are responsible for ensuring all guests have signed a Diablo Bowman Waiver and Release from Liability form. The Managers are to place the signed forms in the filing cabinet in the outreach shed.***

The Managers are responsible for ensuring all guests comply with the Club's guest policy. See DBOW-102 for guest policy. Guests participating in an Outreach Event may visit the property more than the two times mentioned in DBOW-102.

Guests are not allowed to walk the property unaccompanied by staff. Guests under the age of 16 must be accompanied and supervised at all times by a parent or guardian.

Guest are to park their vehicles in the upper parking lot. Guests may not park in member parking areas which include the practice and clubhouse areas.

4.7 Approved Activities

The scope of the Outreach Program is archery instruction. The maximum number of guests per event is 20. Activities outside of this scope must be approved in advance by the President. Managers must complete and submit an Event Request form (DBOW-105) for review and approval for other activities such as birthday parties, BBQs and larger group sizes.

4.8 Event Fees

The Managers are responsible for setting and collecting fees for Outreach events. Collected fees and expense reimbursement requests are to be given to the corporation's treasurer within 30 days of the event.

5.0 CHANGES AND REVISIONS

Changes and revisions to this document can be made by majority vote of the Board of Directors. The Board of Directors is responsible for notifying the membership of changes.