



## **Archery Ireland Covid-19 Framework Protocol**

### *Continuing Archery in Ireland Safely During the Pandemic*

For use in conjunction with Irish Government “Resilience and Recovery 2020-2021: Plan for Living with COVID-19”, the “COVID-19: Reframing the Challenge, Continuing Our Recovery and Reconnecting” documents, along with the HPSC “Cleaning guidance for use in non-healthcare settings” and “Guidance on non-healthcare building ventilation during COVID-19”.

**Note:** This version of the protocol comes into effect if and when the next phase of relaxation of restrictions takes place as expected on the 20<sup>th</sup> of September 2021. A further extensive revision will take place for the expected relaxation of restrictions on the 22<sup>nd</sup> of October 2021.

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### Version Table:

Referance	Date	Author	Guidance Date	Reason for change
Final Draft	06 Jan. 2021	LFG	24 Dec. 2020	
Version 6	06 Apr. 2021	LFG	29 Mar 2021	New Gov and SI info, see Apx 1.
Version 7	06 May 2021	LFG	29 Apr. 2021	New Gov and SI info, see Apx 1.
Version 8	21 May 2021	LFG	18 May 2021	New SI informaiton, see Apx 1.
Version 9	12 Sept 2021	LFG	31 Aug 2021	New Gov and Si info, full review

## Preamble:

Archery is an almost unique sport, in its ability to continue to operate while complying with the various restrictions required to keep the population safe during the covid-19 pandemic. Not only is it an individual sport, where one competes against others without any physical contact, but it is also one of the lowest intensity sports in existence, with zero verbal communications during shooting, and where slow controlled nasal breathing is essential to success.

These recommendations have been based on the advice circulated by Government, National Public Health Emergency Team (NPHE), Health Services Executive (HSE), National Standards Authority of Ireland (NSAI), Health and Safety Authority (HSA), Health Protection Surveillance Centre (HPSC), Sport Ireland, and World Health Organisation (WHO).

It should be noted that this is a living document and will be revised periodically following updated advice from the above organisations.

Adult archers, parents/guardians of young archers, coaches, judges, spectators, and other club members must make an informed individual decision regarding returning to, and continuing archery training, competition, or attendance of club activities, based on their own “at risk” status, their own medical history, and the medical history of those living in their household. Anyone in any doubt should consult with their own GP.

In compiling this framework document, it has been foremost in our thoughts, that there are many variations in club size and types of shooting facilities across the country. There are many solutions which may work for one club, but not for another. The advice given is always subject to localisation, and local risk assessment. The first stage of returning to sport, was to train individual club covid officers, and empower them with a toolkit of information, so they can implement local solutions tailored to their facilities. This document is not designed to replace that system, but rather to supplement it, and arm that network of trained club covid officers with further support and tools.

## Document Format:

For convenience of reference, the general state-wide covid information is included. This is all subject to revision by the various state organisations tasked with dissemination of such general information. Be sure to keep up to date with the latest guidance at the websites of the various organisations.

**Appendix 1 is very important, as it may contain information overriding sections of the main document, it will be updated whenever there are changes to state advice, which alter restrictions.**

From a Covid controls point of view, the sport is in essence, situated in three distinct environments (indoor, formal outdoor, and field outdoor), each with various covid challenges and advantages, each operating to a greater or lesser extent during the stages of the pandemic. The three environments will be explored separately in three chapters.

When dealing with the controls required to keep the Archery community safe, the response can be divided easily between the Archery-specific methods required (e.g. while shooting and collecting) and the non-specific methods required during the waiting periods, (e.g. while others are shooting or during any breaks). The latter will generally and simply be the precautions, as outlined in the various government documents, for the general population.

This document has largely ignored spectators, as generally large quantities are not expected. Any event where large numbers of spectators are expected, should carry out mass gathering planning and risk assessing, and refer to [Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media](#) guidelines for mass gatherings during covid.

Summary Framework for Clubs:

Principal Dates	Indoor Training	Outdoor Training	Indoor Competition	Outdoor Competition
Before 20 <sup>th</sup> of September 2021	Individual Training Only. (See details of the “Pod of One” concept.)	Archery training may proceed in pods of 15. Multiple pods are permitted if sufficient space exists for the pods to distance.	Closed**	Permitted with distancing and hygiene measures in place. No restrictions on participant numbers, if distancing can be maintained.
From the 20 <sup>th</sup> of September to the 21 <sup>st</sup> of October* 2021	<p>With appropriate protective measures in place, Archery training may proceed with participants of unknown vaccination / recovery status, in pods of 6. Multiple pods are permitted if sufficient space exists for the pods to distance.</p> <p>OR</p> <p>With appropriate protective measures in place, Archery training may proceed with participants who are fully vaccinated or have immunity due to recovery; proved via an EU covid cert. With a maximum attendance of 100 people.</p>	With ongoing hygiene advice and personal responsibility Archery training may proceed.	<p>With appropriate protective measures in place, Archery competitions may proceed with participants of unknown vaccination / recovery status, in pods of 6. Multiple pods are permitted if sufficient space exists for the pods to distance.</p> <p>OR</p> <p>With appropriate protective measures in place, Archery competitions may proceed with participants who are fully vaccinated or have immunity due to recovery; proved via an EU covid cert. With a maximum attendance of 100 people.</p>	With ongoing hygiene advice and personal responsibility Archery competitions may proceed.

From the 22 <sup>nd</sup> of October* until further notice.	With ongoing hygiene advice and personal responsibility Archery training may proceed.	With ongoing hygiene advice and personal responsibility Archery training may proceed.	With ongoing hygiene advice and personal responsibility Archery competitions may proceed.	With ongoing hygiene advice and personal responsibility Archery competitions may proceed.
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\*Note that the date of October 22<sup>nd</sup> is provisional and subject to the achievement of particular population wide vaccination levels and various criteria for the assessment of pressure on the hospital healthcare system.

\*\* There are guidelines permitting organised indoor events at 60% from the 6<sup>th</sup> of September, however these refer to spectators, and participant numbers are still curtailed until the 20<sup>th</sup> of September.

Note: At the time of writing, it is not clear if the Health declaration form, and contact tracing record keeping, will still need to be maintained after October 22<sup>nd</sup> 2021. Guidance will be updated once clarified.

### Covid Certificates:

Should a club wish to implement attendance based on vaccination / recovery status, the EU digital covid cert (DCC) checker app is located at <https://app.digitalcovidcertchecker.gov.ie/>. Following that link on any phone with a camera, and internet access, will allow the operator to scan an EU DCC. Photo ID should be checked for any visitor or member who is not known to the operator, to ensure the cert is belong to the person.

Paper versions of the EU cert, fully filled out HSE vaccination cards, NHS certs, NHS fully filled out vaccination cards, along with various non-EU cards and digital certs are also acceptable. Certificates that have been issued by non-EU states should contain:

- confirmation that the person has been vaccinated
- the date or dates on which the person was vaccinated
- the state body which either delivered the vaccination programme or is authorised to issue the certificate

Where a certificate is not in Irish or English, a translated version may be accepted.

### Risk Assessments:

At various times, a covid risk assessment will be required to be completed by either the club covid officer or the club committee or both. A template for covid risk assessment is available on the AI website.

## Coronavirus General Information:

### What is COVID-19?

- COVID-19 is an illness that can affect your lungs and airways. It's caused by a new type of coronavirus called SARS-CoV-2, more commonly simply referred to as the Coronavirus.
- It can take up to 14 days for symptoms to appear.
- Viruses can be easily spread to other people and you are normally infectious until all your symptoms have gone.
- Coronavirus may survive on surfaces if someone who is infected coughs or sneezes onto them. The amount of time varies depending on the type of surface (e.g. paper / card circa 24 hours, glass or steel circa 72 hours), and the temperature of the surface, but it is best to assume all contamination lasts up to 72 hours.

### Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and in some cases can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. Common symptoms of coronavirus include:

- a new cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- runny or blocked nose
- a fever (high temperature - 38 degrees Celsius or above) - including feeling feverish or having chills
- nausea, vomiting or diarrhoea
- aches and pains or tiredness
- sore throat
- headache

You may display none, one, some, or all of these symptoms. Some people infected with the virus, so called asymptomatic cases, experience no symptoms at all. For the complete list of symptoms, please refer to the HSE Website, [www.hse.ie](http://www.hse.ie).

### How does it spread?

- **Close contact.** COVID-19 is mainly spread through close contact and droplets that come from your nose and mouth. For example, from someone who is talking loud, singing, shouting, coughing or sneezing. This happens when people are within 1 to 2 metres of each other.
- **Airborne spread.** Airborne transmission is the spread of a virus in very tiny water particles, known as aerosols. This can happen over a longer distance than droplets, such as across a room. COVID-19 can spread easily in crowded or poorly ventilated areas. To protect against airborne transmission, keep indoor spaces aired out (ventilated) by opening windows and doors when possible. This reduces the risk of infected air building up in a room, corridor or stairwell.
- **Infected surfaces.** You can also get the virus from infected surfaces. For example, when someone who has the virus sneezes or coughs, droplets with the virus can fall onto surfaces around them. If you touch that surface and then touch your eyes, nose or mouth, you could

become infected too. Getting COVID-19 from surfaces is not as common as getting it through close contact with someone who has the virus. But it's still important to wash your hands properly and often. Using common household disinfectants will kill the virus on surfaces.

Note: It does not pass through unbroken skin, it can pass into the body through cuts or burns. Hence hand hygiene is far more important and effective than wearing gloves.

#### **How to protect yourself & others from the spread of Coronavirus.**

- get a COVID-19 vaccine
- wash your hands properly and often with soap and water or alcohol hand sanitiser
- Take a step back from people you do not live with (social distancing)
- Avoid very crowded places
- follow government advice and guidance
- cover coughs or sneezes with a tissue or your sleeve
- put used tissues into a bin and wash your hands
- wear a face covering in public indoor spaces
- let fresh air in by opening windows, doors and air vents as much as possible
- clean and disinfect objects and surfaces that other people touch

#### **Why are vaccines important?**

If most of the people who meet an infected person, get the disease as a result, then the number of infections keeps increasing. If some of those people who meet the infected person can't get the disease through immunity, then it reduces the speed that the numbers of infections keep increasing. If nearly all of the people who meet the infected person are immune, then the number of infections stays the same or falls.

Ireland is approaching 90% of over 16s being vaccinated, along with those who have recovered recently. So an infected person will on average meet 9 out of 10 people who are immune. So the transmission rates are slowed down. As a result with basic on-going hygiene and cough & sneeze etiquette, and keeping our close contacts in check, sports can begin to return to pre-covid numbers.

## Archery Club Covid-19 Response Plan:

The Club COVID-19 Response Plan will:

- Advise of the provisions that **must** be implemented to ensure the protection of all personnel in compliance with all **current** government and associated governing bodies guidelines.
- Ensure the Club Committee have overall responsibility for implementation and adherence.
- Acknowledge that all normal health and safety requirements must be maintained as usual.

COVID-19 Response Plan – Main components

The plan includes a variety of additional control measures including:

- A review of all existing Health and Safety documentation and procedures
- Risk assess the indoor and outdoor areas used by the club for all forms of activity.
- Take into account “at risk” groups.
- Allow for redundancy if individuals are unavailable (e.g. have a deputy field captain and judge if running a competition, in case the principals are not available).
- Appointment of a Covid-19 Officer (and team)
- Interaction with hall operator / landlord.
- Covid 19 inductions, training, and self-declaration questionnaires.
- Increased hygiene regimes
- Implementation of additional signage
- A protocol for dealing with a suspected case.
- Develop the plan in consultation with all members of the club, to get buy-in from everyone.

COVID-19 Response Plan – Will address all groups concerned:

- Archers
- Coaches
- Parents / Guardians
- Non Shooting Members
- Visitors (Shooting and non-shooting)
- Staff of the hall or range (landlord)
- Spectators
- Employees of a company not under your direct control (Drivers / Delivery Staff / Press / Photographers / Service and maintenance staff).
- At Risk groups

Planning for Archery during the Covid Pandemic

- Risk assess, all normal operating protocols and procedures, in relation to changes which may be needed.
- All attending members should sit the online Sport Ireland e-learning covid induction (Part A).
- The Club must set up and use an electronic system to record all attendees.
- The Club must set up and use an electronic “Return to Sport Questionnaire”
- Keeping a careful watch on GDPR matters of who has control of information and how long is it kept for.

## Planning the range / training hall

Review the journey of the attendees from arrival to leaving:

- Arrivals, dealing with increased vehicle numbers, cycles, pedestrians. Spacing out vehicle parking.
- Opening / Entering the venue, don't share keys, minimise touching contact points (door handles, alarm panels, light switches), and attend to the cleaning of them.
- Minimising contact points for attendees – door handles, push plates, lift buttons, discuss keeping doors open with the landlord or operator, in conjunction with their fire policy.
- Is there a requirement for cleaning before allowing club attendees into the venue?
- Sanitiser points and hand washing facilities, provided by venue or club or both?
- PPE location and availability, is it stored with the equipment? Has it to be removed from storage first?
- Toilets (cleaning to be discussed with venue operators / landlords), use all toilets and sinks available to increase flow through, and minimise time spent in the room.
- Plan the setting up of targets, stop netting, club bows, and any other equipment, preventing cross contamination.
- Plan line and capacity control.
- Plan putting it all away.
- Cleaning at the end of the session.
- Is the above journey different for some cohorts of attendees (e.g. parents / guardians, at risk groups)?

Role of the Club Covid Officer and Deputy:

- Be identifiable, approachable, and available.
- Must be a recognised decision maker.
- Monitor the day to day compliance.
- Ensure there is up to date signage to educate all users about the COVID 19 controls in place and available facilities
- Ensure personnel, contractors and users complete all COVID 19 questionnaires and declarations.
- Ensure social distancing is maximised.
- Ensure regular cleaning of handrails, door handles, etc.
- Ensure hand wash soap and hand sanitisers are replenished as required.
- Ensure water for hand washing and drying facilities are available, or suitable alternatives.
- Promote and coach good hygiene practises to all.
- Consider provision of additional controls for exceptional circumstances.
- Keep yourself informed and up to date on HSE guidelines.
- All site users must take responsibility for their own health and social distancing
- Where anyone is observed carrying out an activity and struggling to maintain social distancing, STOP the activity and coach them through the task self assessment guidelines to find a better answer
- Where an answer cannot be found, inform club committee/ management for task reassessment

Role of the other club officers:

- All site users must take responsibility for their own health and social distancing.
- The committee of the club are ultimately responsible for the H&S of the club operations, they must back up and support the Club Covid Officer.
- Coaches must take responsibility for their own actions and those who are following their instruction.
- Parents and Guardians must take responsibility for ensuring reasonable compliance of children attending, with the protocols and procedures established by the club.
- The membership secretary (or which ever club officer is responsible for the membership information), must make sure that everyone's I.C.E. contact details are up to date and complete.

Clubs Must:

- Display the latest information.
- Ensure all attendees (shooting & non-shooting) have completed the SI online induction and relevant declarations.
- Pass on all Public Health / HSE / HSA / Government advise.
- Provide instruction for anyone who develops signs or symptoms, while attending the club (i.e. to self isolate and phone their GP).
- Ensure all I.C.E. information is up to date for all people attending.
- Cooperate with their landlord in the setting up and use of an Isolation Room.

Isolation Room

- Isolation rooms will most likely need to be set up in conjunction with the hall operator or landlord.
- The designated room or area should be easily accessible, and as far away from the shooting area as is reasonable and practical.
- In the indoor environment, ideally it will be room which can be closed, and have a window for ventilation, and an easily cleanable chair.
- In the outdoor environment, it will be a dedicated area, providing shelter from weather (strong sun, wind, rain etc.), and with an easily cleanable chair, and a container for the required stock. It should have good phone signal.
- The room or area should have a stock of tissues, hand sanitiser, disinfectant and or wipes.
- The room or area should also have a stock of PPE – Masks, face shield etc.
- The room or area should have a bin with liner, ideally lidded, and a stock of bin liner bags for double bagging waste, along with a marker or pen which can write on the bags for quarantining the waste (72 hours).

Club First Aid:

- Keep up to date with the latest advice from PHECC regarding administering first aid e.g. [PHECC Newsletters](#) and [FAR Advice](#).
- When possible, keep distance from the causality – try and talk them through self-administering first aid (e.g. cleaning and dressing small wounds).
- Only one fist aid responder to provide support and treatment when practical.
- Detailed hand washing and sanitising before putting on PPE.
- Use extra PPE if there is a requirement for being close to the causality.

- Provide a mask to the casualty where practical.
- Compression only CPR.
- Waste generated should be quarantined if there is any suspicion of covid infection.
- Any form of reusable first aid equipment (e.g. scissors) should be disinfected before being returned to the first aid kit.

**Procedures to be followed if someone develops symptoms at the club:**

**Tell the club covid officer or deputy immediately.**

Then:

- isolate immediately from other people (in the isolation room if transport is not immediate)
- wear a face covering if not already wearing one.
- keep a distance of least 2 metres from others
- go home as soon as it is safe to do so. Self-isolate at home and phone your GP.

**Do not** use public transport of any kind to go home.

If you cannot go home immediately:

- remain self-isolating in the Isolation Room or Area and phone your GP for medical advice.
- avoid touching people, surfaces and objects
- cover your mouth and nose with tissues when you cough or sneeze. Bin these tissues in a waste bag.
- All disposal of waste materials which have been in contact with a suspected case (e.g. tissues, wipes etc.), must be double bagged, and marked with a date and time of bagging, then quarantined for 72 hours, followed by disposal in the general (black) bin.

Dealing with non-compliance:

- The club committee will already have procedures in place for dealing with internal discipline and non-compliance with club rules.
- The committee will need to add into those systems, various levels of dealing with informal and formal complaints regarding covid issues.
- The club covid officer will need to be backed up by the committee when dealing with matters in a balanced way; as would be the case with coaches, field captains, and other club officers responsible for the safety and wellbeing of members.

## Pod Systems in an Archery Club Context:

The following considerations are to be kept in mind when clubs are establishing pods of their members.

- Pods are to be consistent from week to week.
- Where possible (keeping in mind all the points below), pods should be made up of archers who are a natural group within the club, helping to reduce the likelihood of the desire to mix outside one's pod.
- Pods have a maximum size, but not a minimum. If some people don't show up to a given session, new members should not be added in, to make up the numbers. Let the pod operate at a reduced size.
- Pods must include any coaches within the numeric limit for the pod, and coaches, once assigned to a pod, cannot move to another pod without separating from the first pod for 14 days.
- For the purposes of establishing targets at the beginning, and storing them at the end of training, a balance of abilities should be spread across the various pods in any club.
- Where possible family groups, should all be assigned to a single pod, further reducing contacts.
- Where a pod has member who requires assistance (e.g. for collecting arrows), the other members of the pod should have the abilities and experience to provide the assistance required.
- A balance of skills and experience should be within each pod as much as possible, to ensure young and less experienced archers are supervised and assisted appropriately in their training.
- Should any member of the pod show symptoms, or become unwell, all members must not attend the club, until appropriate medical advice is sourced from their GPs and any necessary testing is carried out, and results are returned.

## “Pod of One” Concept:

The following is taken from the Sport Ireland Return to Sport Expert Group advice:

On 15 September 2020, the Government published a Framework of measures to guide Ireland through the short to medium-term management of Covid-19.

It is the aim of the Return to Sport Expert Group to provide the Sector with a practical interpretation of the Framework that recognises the need to address public health concerns while maintaining the provision of sporting and physical activity opportunities to the Irish public.

Since its publication, Sporting Bodies have sought further guidance from the Expert Group on certain areas of the Framework, in particular the measures set out in Level 3 and 4 in relation to indoor training.

### **Indoor Sport & Physical Activity**

Indoor environments are essential to the delivery of sport and physical activity particularly in Autumn and Winter where there are reduced opportunities for outdoor activity. Many sports while individual in nature are conducted in a group environment for example gymnastics and non-contact traditional martial arts.

The Expert Group recognises that this presents a unique challenge particularly in Levels 3 and 4 of the Framework. Providing a safe environment for participants on a sustainable basis in both sport and physical activity is paramount.

### **Defining Individual Training**

Sporting Organisations acknowledge the need to tailor their approach to delivery to reflect the various levels of Covid 19 in the Community. There should be clear differences in the level and nature of sporting activity between the higher and lower elements of the Framework.

To date Sporting Bodies have developed and implemented robust Return to Sport Protocols addressing the necessary public health requirements. These Organisations remain best placed to develop sport specific protocols that minimise the potential risk associated with individual training whilst avoiding the complete cessation of their sport during levels 3 and 4. To assist the sector the Expert Group recommends the adoption of the ‘pod of one’ concept.

This concept can be defined as *‘Individual, physically distanced, non-contact activity, completed in a pre-defined area, within a controlled environment and without the sharing of equipment’*.

The following additional risk mitigation measures are also recommended for protocol adoption.

These measures aim at clearly differentiating sporting activity between levels 2 and 3 while also distinguishing the activity from ‘traditional exercise and dance classes’ which are not permissible from level 3 onwards.

- Staggered start and finish times combined with appropriate entry, exit and traffic management protocols to limit the interaction of participants at any one time.
- Pre-booking of activity is essential.
- Reduction in the overall duration of the activity.
- Participants arrive ready to train and leave immediately (no changing room or shower use).

- Additional signage, hand sanitization stations and deep cleaning implemented. No equipment sharing in any circumstances.
- Activity should take place in a predefined area which is visually marked out and directionally signed.
- The space required in this area should reflect the nature and intensity of the activity
- There should be in excess of 2m social distancing between each of the predefined areas. The Cleaning & Ventilation of facilities should be conducted in accordance with the Governments most recent [Work Safely Protocol](#).

### One to One Training

In the event of one to one training between a participant and instructor/coach, the following additional items to those outlined above should also be implemented.

- Any demonstration of equipment or technique should ensure that a minimum of 2m social distancing is maintained.
- Individual equipment should not be shared.
- In the case of fixed equipment, cleaning of such equipment must be completed immediately after demonstration and before the individual participant uses.
- There should be no hands-on adjustments or physical contact during training sessions.
- Coaches and trainers are asked to refer to the HSE guidance on wearing of face coverings, which is available [here](#).

Additional Points:

- Indoor activity during Level 4 will be dictated by whether certain sporting facilities can open.
- This guidance applies to the indoor sporting activity of National Governing Bodies of Sport (NGBs) and the Network of Local Sports Partnerships (LSPs).
- The training must be supervised by a coach or a trainer accredited by NGB / LSP.
- NGBs / LSPs will have responsibility for approving the training activities to be undertaken. Sport Ireland is available to provide guidance to Sport Ireland recognised NGBs/LSPs where required.
- NGBs/LSPs must give an assurance that protective measures will be strictly adhered to and that they have the resources locally to monitor compliance by clubs and groups.
- Any club or group that is not in a position to apply these measures or enforce them should not hold training sessions.
- This continues to be on an opt-in basis for participants.

“Pod of One” in an Archery Club Context:

- Pre-booked slots are essential, with all contact tracing and covid declarations completed.
- One archer or household group per target bay, with any bow boxes or bags kept directly behind the area on the shooting line for that bay. No intermixing between bays.
- Staggered arrival and leaving times of 5 minutes between archers, hence the overall session will decrease.
- Establishing target butts, should be by household group members, or by individuals using appropriate manual handling techniques.
- Faces can only be affixed by the archer using the face.
- Beginners courses and Have-A-Go sessions are not possible while operating Pods of One.

## Protocols Particular to Indoor Archery:

**Introduction:** The time spent attending training or competition can be easily broken up into two categories, actions particular to archery, and actions not particular to archery. Below are a set of protocols for dealing with the actions particular to archery. For the rest of the time, a general set of precautions are listed at the end.

**Important Note:** Almost all indoor archery takes place in halls operated, controlled, and owned by other organisations (i.e. not the archery club, and not Archery Ireland). As such, all of the protocols here, must be used in conjunction with the operator's protocols.

**Number limits:** Close monitoring of numbers at gatherings is required. The numbers are detailed in the government guidelines, and pod system advice in previous chapters. Pod systems may be used, multiple pods may be present, as long as there is sufficient space to allow separation. Where number expected might be more than what is allowed, a booking system should be used, where a training slot is reserved in advance. No archer should arrive to a training session, without knowing that they have a space reserved for them.

**Making the hall ready for training:** The club committee in cooperation with the hall operator will ensure that the hall is made ready, cleaned as required, and all touch points (door handles, push plates, light switches etc.) are sanitised, before use. The hall should have relevant signage and or floor markings to make it clear where archers can set up, and circulate safely. Members opening and closing a hall, should not share keys, and one person should be responsible on any given session for switching on and off the lighting, dealing with any alarm panels.

The use of alternative doors and entrances to halls is encouraged, so that archers do not have to pass through lobbies or corridors shared by other users of a sports complex or building. Consult with the hall operator to see if any doors can be held open for the duration of the session (within their fire policies), to cut down on contact points on door handles and push plates.

**Ventilation:** The club committee in cooperation with the hall operator will ensure that the best possible ventilation is operated throughout the session, to promote air exchange. Where powered managed air handling is not present, utilise doors and windows, to cause a draft through the training space.

**Hand washing facilities:** There should be indoor hand washing facilities available to all archers. Hand sanitising points should be set up in various useful locations, in cooperation with the hall operator. Hand sanitising alcohol rub is only useful on relatively clean hands, mud, grease, or other dirt must be removed before using alcohol rub.

**Toilets:** Cleaning of toilets and capacity of each, is to be discussed with the hall operator. Capacities should be maximised to speed up the movement through the toilets, hence reducing time spent in proximity to other users.

**Equipment cleaning:** Consult with the manufacturer of the equipment if there is any doubt regarding possible cleaning options for equipment. Special care must be taken when cleaning archery equipment. Strings, limbs, carbon arrows along with other delicate materials and fabrics are vulnerable to alcohol solvents. Household soap detergent, and warm water can be used to clean certain items. Some items of equipment cannot be cleaned successfully and safely, so must be quarantined between use by different archers for 72 hours. Most archery clubs train once a week, and as such all equipment can be quarantined for at least 72 hours, prior to use. In circumstances

where 72 hours has not elapsed since the last use of the equipment then cleaning protocols must be implemented. Cleaning is not possible for all types of equipment, so stock should be split and rotated, where this is the case, to allow for the quarantine to take place.

**Transport and parking:** Allowance will be made for a significant increase in vehicle numbers, as car-pooling and public transport options may be restricted. All archers should allow extra time to arrive and park as parking management will be under more pressure.

**Setting up the hall for training, and stowing away after:** The club will ensure that all archers, with appropriate PPE establish the targets, where possible operating on their own, distanced from others. With certain types of stand and target butt, it is possible to establish the butt with a single person, using a proper manual handling technique. However it is noted that not every club had such stands, butts, or MH trained archers. Where possible use family groups from existing household bubbles to establish the target butts. Where non-family group team manual handling is required to set up a target butt, both archers, must be wearing PPE standard facemasks of a FFP2, or N95 standard or higher. They must be able to complete all of the team lifting tasks in less than 10 minutes (in total for the day), else separate teams must be used for any tasks in 10 minute blocks. Anyone involved in team lifting must wash and sanitise their hands before and after the team lifting tasks.

The target butts will have been quarantined leading up to the training session. Any handling of the targets butts while setting up the hall, will only be done by PPE masked individuals with freshly washed and sanitised hands, so the target butt remains clean for use by the archer(s) shooting at it. Any pinning up of target faces will be done by the archer who is to shoot at that face.

**Line Capacity and sharing targets:** A target butt may have more than one face / archer. Regardless of how many target faces / archers are on a target butt, only one archer may shoot per target, at any one time. Hence the line capacity is effectively halved. Alternative line arrangements are required, for example, A/B/C/D or A/B/C rather than AB/CD. This will elongate the length of a competition, and reduce the number of arrows shot at training. Multiple lines can only be operated if sufficient space is available in the hall, to operate full distancing.

Alternatives can be considered by shoot organisers where there are space constraints, of bringing archers to the hall in shifts, one line at a time, so all "A line" archers shoot all their arrows, then leave, followed by all "B line" archers, etc., with time between groups for air exchange.

**Collecting:** When withdrawing arrows from the target, all archers should brace the butt with their elbow and forearm, rather than using their hand on the target face. Where there is a particularly difficult arrow to withdraw, or where assistance is required, the assistant, should sanitise their hands, then assist with the arrow(s), and sanitise their hands again when completed. If two archers are required to be in close proximity, to withdraw the arrow, they must use PPE standard masks and be close for no more than 10 minutes over the length of the day.

Where assisted archers require their arrows to be collected for them, ideally they would be assisted by a member already in their household bubble. Where this is not possible, a risk assessment should be completed, ensuring a system of hand sanitisation, cleaning arrow pullers, and mask wearing, is adequate to protect the archer and the assistant.

Extra time should be allowed for collection in any competition environment, as scorers must pull their own arrows. The traditional two score, two pull, system is not advised at this time.

**Wearing Face-Coverings:** There are many types of face covering – some can be worn while shooting, some not. It is noted that face coverings can also prevent the use of “kisser buttons” and may obscure anchor points.

Where it is not practicable for an archer to wear a face covering while anchoring, subject to individual risk assessment, the archer may remove the covering while on the line, and ready to shoot, and for the duration of the shots, and immediately replace the face covering once the shots are complete, before leaving the line. This is only possible due to the spacing on the shooting line, and due to the very low intensity slow nasal breathing used during shooting. Archers removing their masks to shoot, on the line should carry personal hand sanitiser, to clean their hands with after handling the mask, and the mask must be stowed in such a position that it is not contaminating anything else (e.g. on a hook on the quiver, not in a pocket or pouch). Face coverings must be worn at all other times during the session.

**Coaching:** Coaches have a special responsibility, as they are instructing archers to carry out tasks, as such they must make sure that they are not directing their reports, to carry out a task putting them at risk of infection. Club coaches, should have a detailed discussion with the club covid officers to assess their normal techniques and drills, and adopt as required to ensure hygiene, distancing and group sizes are appropriate.

All demonstration must be using the coaches own bow and equipment and not the archers, and distancing must be maintained, especially where the archer needs to remove their mask to shoot on the line. The use of cameras, and slow motion cameras to observe and review the technique is encouraged, to allow for distancing.

**Competition:** When competitions are permitted close attention will need to be paid to line capacity, ventilation, and particular attention will be required to manage meal breaks. Prize giving ceremonies are to be planned to ensure distancing is possible for all attending. If medals or other physical prizes are to be given out, they should be placed on a tray by someone with sanitised hands, and offered to the archer allowing them to take the prize themselves. Medals with neck ribbons, should be put on by the archer, and not by the club official presenting them.

**Score cards, score recording and verifying:** The organisers of a shoot should assemble the score cards onto any clip boards, rain covers etc. at least 72 hours in advance and they should be boxed and quarantined. On the day of the competition, the cards should be distributed by an individual with freshly washed and sanitised hands, and wearing a face covering. Only the scorer may touch the card for the remainder of the day. If there are any queries, the scorer must be the one to handle the card and show it to anyone necessary for the duration of the day. Whenever the card is being updated or observed all archers involved must be wearing a face covering.

Every archer must carry their own pen, for marking their face, any scoring requirements and personal record keeping. There should be no sharing of pens.

Should it be necessary for a judge to verify and sign off on a change of recorded score, then the judge should use a system of sanitise-task-sanitise, when writing on the card, and must use their own pen. Thus they should not “bring” any contamination to the card, nor “take” any away with them. All judges must be wearing face coverings for the duration of the shoot.

At the end of a completion when score cards are to be countersigned, each archer and scorer must use a system of sanitise-task-sanitise, when writing on the card, and must use their own pen. Thus they should not “bring” any contamination to the card, nor “take” any away with them.

There are two systems for club officials to verify cards at the end of the shoot.

- A box of quarantined clear “poly pocket” A4 sleeves are presented to the scorers at the end of the shoot. Each target scorer places their cards into a poly-pockets and leaves them for the club official to check.
- Alternatively, the cards are left for the club official. The club official sanitises their hands, then dons examination gloves, and checks the cards. Once complete they doff the gloves (without touching the exterior of the gloves), disposes of the gloves, and sanitises their hands after.
- In both cases, the score cards are not returned to the archers immediately. The cards can be laid out on tables so archers can take pictures of them. The cards will be quarantined and duplicate cards can be sent on to clubs after quarantine, or scans can be emailed to club secretaries afterwards.

**Judging:** In general there is very little requirement for contact between any judges and any archers, their equipment, nor the target faces or butts. As above mentioned, a system can be put in place for signing score cards. For testing draw weight, the bow scales must be cleaned between each use with a sanitising wipe. A packet of suitable wipes and a refuse bag should be carried by any judge during equipment inspection for this purpose.

**Beginner’s courses:** When considering beginner’s courses, special consideration and risk assessment must be carried out by the club covid officer and committee. Any equipment used must be quarantined or cleaned before and after use, and only be touched by the beginner for the duration of the session. Any demonstration by the coach must be carried out by the coach using their own equipment, not the beginner’s equipment. Beginner’s courses are only to be considered for indoors where pods of 6 or more are permitted. Where equipment is limited, limit the number of beginners attending at a session. Train them in shifts, whereby they shoot all of their arrows, then leave, followed by the next shift, rather than in rotation of three or six arrows, as is traditional.

**Have-A-Go sessions:** Have-A-Go sessions for small numbers of the public, can be treated in the same way as beginner’s courses above. Large community event style have-a-go sessions, should not happen before the October 22<sup>nd</sup> relaxations.

**General precautions for all other times:**

- No one will attend the club training, nor competition, if they are experiencing any symptoms, or feeling unwell in anyway.
- Everyone attending will have completed the relevant inductions and declarations.
- No one will touch anyone else’s equipment, unless absolutely necessary, and then only if there is an adequate cleaning system in place, before and after.
- Everyone will avoid queueing, and congregating.
- Everyone will ensure distancing is maintained.
- Everyone will wash and or sanitise their hands regularly.
- Everyone will wear face coverings, in crowded indoor areas.

## Protocols Particular to Outdoor Olympic Style Archery:

**Introduction:** The time spent attending training or competition can be easily broken up into two categories, actions particular to archery, and actions not particular to archery. Below are a set of protocols for dealing with the actions particular to outdoor Olympic style archery. For the rest of the time, a general set of precautions are listed at the end.

**Important Note:** Almost all outdoor archery takes place on land operated, controlled, and owned by other organisations (i.e. not the archery club, and not Archery Ireland). As such, all of the protocols here, must be used in conjunction with the operator's protocols.

**Number limits:** From the 20<sup>th</sup> of September 2021, outdoor number limits do not apply.

**Making the range ready for training:** The club committee in cooperation with the land operator will ensure that the range is made ready, before use. The range should have relevant signage at the entrances, and stores, to make it clear where archers can set up, and circulate safely. Members opening and closing the range, should not share keys, and one person should be responsible on any given session for switching on and off any outdoor lighting, dealing with store rooms, gate locks etc.

**Hand washing facilities:** There should be outdoor hand washing facilities available to all archers. Where it is not possible to have a permanent tap and drain installed at the shooting grounds, the hand washing facilities may take the form of camping style solutions, raised water butts, temporary hose fed taps, or other non-domestic solutions. Hand sanitising alcohol rub is only useful on relatively clean hands, mud, grease, or other dirt must be removed before using alcohol rub. In circumstances where temporary hand washing facilities are absolutely impossible to install, "baby wipes" should be used on hands first to remove dirt, followed by alcohol rub, to sanitise. Suitable waste disposal is required for the wipes.

**Toilets:** Cleaning of toilets is to be discussed with the land operator.

**Equipment cleaning:** Consult with the manufacturer of the equipment if there is any doubt regarding possible cleaning options for equipment. Special care must be taken when cleaning archery equipment. Strings, limbs, carbon arrows along with other delicate materials and fabrics are vulnerable to alcohol solvents. Household soap detergent, and warm water can be used to clean certain items. Some items of equipment cannot be cleaned successfully and safely, so must be quarantined between use by different archers for 72 hours. Most archery clubs train once a week, and as such all equipment can be quarantined for at least 72 hours, prior to use. In circumstances where 72 hours has not elapsed since the last use of the equipment then cleaning protocols must be implemented. Cleaning is not possible for all types of equipment, so stock should be split and rotated, where this is the case, to allow for the quarantine to take place.

**Transport and parking:** Allowance will be made for a significant increase in vehicle numbers, as car-pooling and public transport options may be restricted. All archers should allow extra time to arrive and park as parking management will be under more pressure.

**Setting up the range for training, and stowing away after:** The club will ensure that all archers, with appropriate PPE establish the targets, where possible operating on their own, distanced from others. With certain types of stand and target butt, it is possible to establish the butt with a single person, using a proper manual handling technique. However it is noted that not every club had such stands, butts, or MH trained archers. Where possible use family groups from existing household bubbles to establish the target butts. Where non-family group team manual handling is required to set up a

target butt, both archers, must be wearing PPE standard facemasks of a FFP2, or N95 standard or higher. They must be able to complete all of the team lifting tasks in less than 10 minutes (in total for the day), else separate teams must be used for any tasks in 10 minute blocks. Anyone involved in team lifting must wash and sanitise their hands before and after the team lifting tasks.

The target butts will have been quarantined leading up to the training session. Any handling of the target butts while setting up the hall, will only be done by PPE masked individuals with freshly washed and sanitised hands, so the target butt remains clean for use by the archer(s) shooting at it. Any pinning up of target faces will be done by the archer who is to shoot at that face.

Communal tents or club tents should have at least one full side opened to ensure ventilation. Individual or family group tents must be spaced out, as much as possible.

**Line Capacity and sharing targets:** After the 20<sup>th</sup> of September, standard two archer per butt line capacity may be implemented.

**Collecting:** Each archer must only pull their own arrows. This may mean that archers might not retrieve all of their arrows at once, they may need to take turns to safely retrieve their arrows in stages. When withdrawing arrows from the target, all archers should brace the butt with their elbow and forearm, rather than using their hand on the target face. Where there is a particularly difficult arrow to withdraw, or where assistance is required, the assistant, should sanitise their hands, then assist with the arrow(s), and sanitise their hands again when completed. If two archers are required to be in close proximity, to withdraw the arrow, they must use PPE standard masks and be close for no more than 10 minutes over the length of the day.

Where assisted archers require their arrows to be collected for them, ideally they would be assisted by a member already in their household bubble. Where this is not possible, a risk assessment should be completed ensuring a system of hand sanitisation, cleaning arrow pullers, and mask wearing, is adequate to protect the archer and the assistant.

Extra time should be allowed for collection in any competition environment, as scorers must pull their own arrows. The traditional two score, two pull, system is not advised at this time.

**Wearing Face-Coverings:** From the 20<sup>th</sup> of September, face coverings are at the personal judgement of each archer outdoors.

There are many types of face covering – some can be worn while shooting, some not. It is noted that face coverings can also prevent the use of “kisser buttons” and may obscure anchor points.

Archers removing their masks to shoot, on the line should carry personal hand sanitiser, to clean their hands with after handling the mask, and the mask must be stowed in such a position that it is not contaminating anything else (e.g. on a hook on the quiver, not in a pocket or pouch).

**Coaching:** Coaches have a special responsibility, as they are instructing archers to carry out tasks, as such they must make sure that they are not directing their reports, to carry out a task putting them at risk of infection. Club coaches, should have a detailed discussion with the club covid officers to assess their normal techniques and drills, and adopt as required to ensure hygiene, distancing and group sizes are appropriate.

All demonstration must be using the coaches own bow and equipment and not the archers, and distancing must be maintained. The use of cameras, and slow motion cameras to observe and review the technique is encouraged, to allow for distancing.

**Competitions:** Close attention will need to be paid to manage meal breaks. Prize giving ceremonies are to be planned to ensure distancing is possible for anyone who wishes to distance. If medals or other physical prizes are to be given out, they should be placed on a tray by someone with sanitised hands, and offered to the archer allowing them to take the prize themselves. Medals with neck ribbons should be put on by the archer, and not by the club official presenting them.

**Score cards, score recording and verifying:** The organisers of a shoot should assemble the score cards onto any clip boards, rain covers etc. at least 72 hours in advance and they should be boxed and quarantined. On the day of the competition, the cards should be distributed by an individual with freshly washed and sanitised hands, and wearing a face covering. Only the scorer may touch the card for the remainder of the day. If there are any queries, the scorer must be the one to handle the card and show it to anyone necessary for the duration of the day. When ever the card is being updated or observed all archers involved must be wearing a face covering.

Every archer must carry their own pen, for marking their face, any scoring requirements and personal record keeping. There should be no sharing of pens.

Should it be necessary for a judge to verify and sign off on a change of recorded score, then the judge should use a system of sanitise-task-sanitise, when writing on the card, and must use their own pen. Thus they should not “bring” any contamination to the card, nor “take” any away with them. All judges must be wearing face coverings for the duration of the shoot.

At the end of a completion when score cards are to be countersigned, each archer and scorer must use a system of sanitise-task-sanitise, when writing on the card, and must use their own pen. Thus they should not “bring” any contamination to the card, nor “take” any away with them.

There are two systems for club officials to verify cards at the end of the shoot.

- A box of quarantined clear “poly pocket” A4 sleeves are presented to the scorers at the end of the shoot. Each target scorer places their cards into a poly-pockets and leaves them for the club official to check.
- Alternatively, the cards are left for the club official. The club official sanitises their hands, then dons examination gloves, and checks the cards. Once complete they doff the gloves (without touching the exterior of the gloves), disposes of the gloves, and sanitises their hands after.
- In both cases, the score cards are not returned to the archers immediately. The cards can be laid out on tables so archers can take pictures of them. The cards will be quarantined and duplicate cards can be sent on to clubs after quarantine, or scans can be emailed to club secretaries afterwards.

**Judging:** In general there is very little requirement for contact between any judges and any archers, their equipment, nor the target faces or butts. As above mentioned, a system can be put in place for signing score cards. For testing draw weight, the bow scales must be cleaned between each use with a sanitising wipe. A packet of suitable wipes and a refuse bag should be carried by any judge during equipment inspection for this purpose.

**Beginner’s courses:** When considering beginner’s courses, special consideration and risk assessment must be carried out by the club covid officer and committee. Any equipment used must be quarantined or cleaned before and after use, and only be touched by the beginner for the duration of the session. Any demonstration by the coach must be carried out by the coach using their own equipment, not the beginner’s equipment. Where equipment is limited, limit the number of

beginners attending at a session. Train them in shifts, whereby they shoot all of their arrows, then leave, followed by the next shift, rather than in rotation of three or six arrows, as is traditional.

**Have-A-Go sessions:** Have-A-Go sessions for small numbers of the public, can be treated in the same way as beginner's courses above. Large community event style have-a-go sessions, should not happen before the October 22<sup>nd</sup> relaxations.

**General precautions for all other times:**

- No one will attend the club training, nor competition, if they are experiencing any symptoms, or feeling unwell in anyway.
- Everyone attending will have completed the relevant inductions and declarations.
- No one will touch anyone else's equipment, unless absolutely necessary, and then only if there is an adequate cleaning system in place, before and after.
- Everyone will avoid queueing, and congregating.
- Everyone will ensure distancing is maintained.
- Everyone will wash and or sanitise their hands regularly.

## Protocols Particular to Outdoor Field Archery:

**Introduction:** The time spent attending training or competition can be easily broken up into two categories, actions particular to archery, and actions not particular to archery. Below are a set of protocols for dealing with the actions particular to outdoor field archery. For the rest of the time, a general set of precautions are listed at the end.

**Important Note:** Almost all outdoor archery takes place on land operated, controlled, and owned by other organisations (i.e. not the archery club, and not Archery Ireland). As such, all of the protocols here, must be used in conjunction with the operator's protocols.

**Number limits:** From the 20<sup>th</sup> of September, number limits do not apply outdoors.

**Making the range ready for training:** The club committee in cooperation with the land operator will ensure that the range is made ready, before use. The range should have relevant signage at the entrances, and stores, to make it clear where archers can set up, and circulate safely. Members opening and closing the range, should not share keys, and one person should be responsible on any given session for switching on and off any outdoor lighting, dealing with store rooms, gate locks etc.

**Hand washing facilities:** There should be outdoor hand washing facilities available to all archers. Where it is not possible to have a permanent tap and drain installed at the shooting grounds, the hand washing facilities may take the form of camping style solutions, raised water butts, temporary hose fed taps, or other non-domestic solutions. Hand sanitising alcohol rub is only useful on relatively clean hands, mud, grease, or other dirt must be removed before using alcohol rub. In circumstances where temporary hand washing facilities are absolutely impossible to install, "baby wipes" should be used on hands first to remove dirt, followed by alcohol rub, to sanitise. Suitable waste disposal is required for the wipes.

As field archery takes place across a trail, hand washing facilities may not be accessible all the time during the session. Each archer should carry their own wipes and hand rub while on a field range.

**Toilets:** Cleaning of toilets is to be discussed with the land operator.

**Equipment cleaning:** Special care must be taken when cleaning archery equipment. Strings, limbs, carbon arrows along with other delicate materials and fabrics are vulnerable to alcohol solvents. Household soap detergent, and warm water can be used to clean certain items. Some items of equipment cannot be cleaned successfully and safely, so must be quarantined between use by different archers for 72 hours. Most archery clubs train once a week, and as such all equipment can be quarantined for at least 72 hours, prior to use. In circumstances where 72 hours has not elapsed since the last use of the equipment then cleaning protocols must be implemented. Cleaning is not possible for all types of equipment, so stock should be split and rotated, where this is the case, to allow for the quarantine to take place.

**Transport and parking:** Allowance will be made for a significant increase in vehicle numbers, as car-pooling and public transport are discouraged. All archers should allow extra time to arrive and park as parking management will be under more pressure.

**Setting up the range for training, and stowing away after:** The club will ensure that a small team, with appropriate PPE establish the targets, where possible operating on their own distanced from others. With certain types of stand and target butt, it is possible to establish the butt with a single person, using a proper manual handling technique. However it is noted that not every club had such stands, butts, or MH trained archers. Where possible use family groups from existing household

bubbles to establish the target butts. Where non-family group team manual handling is required to set up a target butt, both archers, must be wearing PPE standard facemasks of a FFP2, or N95 standard or higher. They must be able to complete all of the team lifting tasks in less than 10 minutes (in total for the day), else separate teams must be used for any tasks in 10 minute blocks. Anyone involved in team lifting must wash and sanitise their hands before and after the team lifting tasks.

The target butts will have been quarantined leading up to the training session. Any handling of the target butts while setting up the range, will only be done by PPE masked individuals with freshly washed and sanitised hands, so the target butt remains clean for use by the archer(s) shooting at it. Any pinning up of target faces will be done by the archer who is to shoot at that face.

Communal tents or club tents should have at least one full side opened to ensure ventilation. Individual or family group tents must be spaced out, as much as possible.

**Special consideration for cleaning field targets:** Field targets differ from indoor and Olympic style targets in so far as every archer at a session shoots at all of the targets, so hence target sharing is intrinsic in field archery. It is not possible to carry out training or competition of field archery without target sharing. Thus special consideration must be given to cleaning protocols for field targets. These considerations are applicable to both 3D and butt with paper face style targets.

- Each target location, shall be accompanied by a sanitising point, where wipes and refuse disposal is available, so each archer can wipe the 3D target, or face where it was necessary to touch during arrow collection.
- Signage shall be posted at regular intervals through the range, reminding archers of their responsibilities of distancing, wearing face coverings, cleaning targets and disposal of refuse appropriately.

**Peg Capacity:** From the 20<sup>th</sup> of September, normal peg capacity can be used.

**Collecting:** Each archer must only pull their own arrows. This may mean that archers might not retrieve all of their arrows at once, they may need to take turns to safely retrieve their arrows in stages. When withdrawing arrows from the target, all archers should brace the butt with their elbow and forearm, rather than using their hand on the target face. This will not be possible on smaller and medium 3D targets, cleaning will be implemented for such targets. Where there is a particularly difficult arrow to withdraw, or where assistance is required, the assistant, should sanitise their hands, then assist with the arrow(s), and sanitise their hands again when completed. If two archers are required to be in close proximity, to withdraw the arrow, they must use PPE standard masks and be close for no more than 10 minutes over the length of the day.

Where assisted archers require their arrows to be collected for them, ideally they would be assisted by a member already in their household bubble. Where this is not possible, a risk assessment should be completed ensuring a system of hand sanitisation, cleaning arrow pullers, and mask wearing, is adequate to protect the archer and the assistant.

Extra time should be allowed for collection in any competition environment, as scorers must pull their own arrows. The traditional two score, two pull, system is not advised.

**Wearing Face-Coverings:** From the 20<sup>th</sup> of September, face coverings are at the personal judgement of each archer outdoors.

There are many types of face covering – some can be worn while shooting, some not. It is noted that face coverings can also prevent the use of “kisser buttons” and may obscure anchor points.

Archers removing their masks to shoot, on the line should carry personal hand sanitiser, to clean their hands with after handling the mask, and the mask must be stowed in such a position that it is not contaminating anything else (e.g. on a hook on the quiver, not in a pocket or pouch).

**Coaching:** Coaches have a special responsibility, as they are instructing archers to carry out tasks, as such they must make sure that they are not directing their reports, to carry out a task putting them at risk of infection. Club coaches, should have a detailed discussion with the club covid officers to assess their normal techniques and drills, and adopt as required to ensure hygiene, distancing and group sizes are appropriate.

All demonstration must be using the coaches own bow and equipment and not the archers, and distancing must be maintained, especially where the archer needs to remove their mask to shoot on the line. The use of cameras, and slow motion cameras to observe and review the technique is encouraged, to allow for distancing.

**Competition:** Close attention will need to be paid to manage meal breaks. Prize giving ceremonies are to be planned to ensure distancing is possible for anyone who wishes to distance. If medals or other physical prizes are to be given out, they should be placed on a tray by someone with sanitised hands, and offered to the archer allowing them to take the prize themselves. Medals with neck ribbons should be put on by the archer, and not by the club official presenting them.

**Score cards, score recording and verifying:** The organisers of a shoot should assemble the score cards onto any clip boards, rain covers etc. at least 72 hours in advance and they should be boxed and quarantined. On the day of the competition, the cards should be distributed by an individual with freshly washed and sanitised hands, and wearing a face covering. Only the scorer may touch the card for the remainder of the day. If there are any queries, the scorer must be the one to handle the card and show it to anyone necessary for the duration of the day. Whenever the card is being updated or observed all archers involved must be wearing a face covering.

Every archer must carry their own pen, for marking their face, any scoring requirements and personal record keeping. There should be no sharing of pens.

Should it be necessary for a judge to verify and sign off on a change of recorded score, then the judge should use a system of sanitise-task-sanitise, when writing on the card, and must use their own pen. Thus they should not “bring” any contamination to the card, nor “take” any away with them. All judges must be wearing face coverings for the duration of the shoot.

At the end of a completion when score cards are to be countersigned, each archer and scorer must use a system of sanitise-task-sanitise, when writing on the card, and must use their own pen. Thus they should not “bring” any contamination to the card, nor “take” any away with them.

There are two systems for club officials to verify cards at the end of the shoot.

- A box of quarantined clear “poly pocket” A4 sleeves are presented to the scorers at the end of the shoot. Each target scorer places their cards into a poly-pockets and leaves them for the club official to check.
- Alternatively, the cards are left for the club official. The club official sanitises their hands, then dons examination gloves, and checks the cards. Once complete they doff the gloves

(without touching the exterior of the gloves), disposes of the gloves, and sanitises their hands after.

- In both cases, the score cards are not returned to the archers immediately. The cards can be laid out on tables so archers can take pictures of them. The cards will be quarantined and duplicate cards can be sent on to clubs after quarantine, or scans can be emailed to club secretaries afterwards.

**Judging:** In general there is very little requirement for contact between any judges and any archers, their equipment, nor the target faces or butts. As above mentioned, a system can be put in place for signing score cards. For testing draw weight, the bow scales must be cleaned between each use with a sanitising wipe. A packet of suitable wipes and a refuse bag should be carried by any judge during equipment inspection for this purpose.

**Beginner's courses:** When considering beginner's courses, special consideration and risk assessment must be carried out by the club covid officer and committee. Any equipment used must be quarantined or cleaned before and after use, and only be touched by the beginner for the duration of the session. Any demonstration by the coach must be carried out by the coach using their own equipment, not the beginner's equipment. Where equipment is limited, limit the number of beginners attending at a session. Train them in shifts, whereby they shoot all of their arrows, then leave, followed by the next shift, rather than in rotation of three or six arrows, as is traditional.

**Have-A-Go sessions:** Have-A-Go sessions for small numbers of the public, can be treated in the same way as beginner's courses above. Large community event style have-a-go sessions, should not happen before the October 22<sup>nd</sup> relaxations.

**General precautions for all other times:**

- No one will attend the club training, nor competition, if they are experiencing any symptoms, or feeling unwell in anyway.
- Everyone attending will have completed the relevant inductions and declarations.
- No one will touch anyone else's equipment, unless absolutely necessary, and then only if there is an adequate cleaning system in place, before and after.
- Everyone will avoid queueing, and congregating.
- Everyone will ensure distancing is maintained.
- Everyone will wash and or sanitise their hands regularly.

#### Appendix 1: Short Duration Level Changes

From time to time, advice will be issued for particular periods of time which alters the precautions required for a level. These changes will be shown here, and will supersede the relevant sections of the document above.

This section is empty at this time.

Appendix 2: Websites

Websites of the various state, sport, and world organisations mentioned throughout:

Irish Government – [www.gov.ie](http://www.gov.ie)

HSE The Health Service Executive – [www.hse.ie](http://www.hse.ie)

HSA The Health & Safety Authority – [www.hsa.ie](http://www.hsa.ie)

HPSC The Health Protection Surveillance Centre – [www.hpsc.ie](http://www.hpsc.ie)

WHO The World Health Organisation – [www.who.org](http://www.who.org)

NSAI The National Standards Authority of Ireland - [www.nsai.ie](http://www.nsai.ie)

Sport Ireland – [www.sportireland.ie](http://www.sportireland.ie)

Archery Ireland – [www.archery.ie](http://www.archery.ie)