

ARCHERY STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in archery unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle the bow safely.
2. Camper/staff supervision ratios: Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer. In most cases, the camper to staff ratio will be 4:1. All Kingswood archery clinics will be led by an instructor who has familiarized himself with both the Kingswood Clinic Manual, the Kingswood Archery Staff Certification Course Outline, and who has passed the subsequent written test. Rob Wipfler will personally certify all instructors.
3. Identification of appropriate protective equipment: Each individual piece of archery equipment needs to be cleared for use before placed into service. The director personally needs to "sign off" on the gear selected by the staff. A form is available for this purpose. Archery instructors, however, need to remain vigilant regarding the suitability of their bows, arrows, and backstop throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. The director of maintenance will repair/replace bows as necessary, as well as oversee the maintenance of the shooting backstop. We adhere to the special archery equipment care and storage standards of the American Camping Association: it is stored in the archery shed and secured with a combination lock.
4. Safety Regulations:
 - We have a 3-point range. The archery instructor keeps his attention focused at all times on the boys shooting. Campers awaiting their turn must sit quietly on the bench. No horseplay whatsoever is tolerated.
 - The boundaries of the archery range are clearly delineated with fencing.
 - Equipment is available only when a qualified counselor is present and enforcing safety rules.
 - All archery rules and regulations apply equally to staff and campers.
 - The books *Precision Archery* (pages 32-49 on Form Sequence), *Bow and Arrow* (chapters 5 and 6 on Safety and Form), and *The Beginner's Guide to Traditional Archery* are used as the authoritative sources for our archery program.
 - Prior to shooting, a camper undergoes the Kingswood Archery Certification Process. Safety Rules and the basics of archery form are emphasized. He is also taught the proper care and storage of the bows and arrows. Prior to each day's shooting, the camper is given a verbal quiz on the archery safety rules.
 - Campers who have not attended the Kingswood archery orientation may not fire a bow.
 - Safety rules are posted on the archery shed. There is no leeway in the rules; they are to be made clear to all participants.
 - The verbal test will require all participants to demonstrate knowledge in all of the following areas: 1) parts of the bow/arrow and archery terminology, 2) safety rules, 3) knowledge of the archery commands, and 4) Kingswood-specific archery safety regulations.
 - Campers will always be strictly monitored when using bows before and after competency is demonstrated.
 - In the event of an emergency or unsafe condition the instructors or anyone first noticing the situation will call an immediate "Cease fire" command. The range may or may not be cleared at the senior instructor's discretion.
 - Potential safety concerns are identified each day with written and oral reminders.
 - Arrows must always be pointed down range. There is a "zero tolerance" policy for disobeying this rule.
 - A "Cease Fire" must be called when balls, animals, or people approach, or cross, any downrange boundaries.
 - Arrows should always be held by the fingertips.
 - All equipment must be respectfully handled.
 - Though it may happen accidentally, "moonshots" are strictly forbidden.

- Arm guards or long sleeve shirts must be worn while firing; finger guards are encouraged, but not mandatory.
 - When retrieving arrows campers must walk.
 - Campers may enter the archery shed to bring gear to range only with counselor's permission and under supervision.
 - Campers must wait for instructor's command before approaching bows.
 - Campers must stay on the benches when not shooting.
 - There will be quiet on the range during shooting.
 - There is no firing at others' targets.
- The archery commands are as follows:
1. "Approach the line."
 2. "Put on your armguards."
 3. "Commence fire."
 4. "Cease fire." (If there is perceived danger, this command may be made by anyone. Archers are to immediately lower bows and place arrow in quiver.)
 5. "Remove your armguards and collect your arrows."
5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicated by the note on the infirmary door.
6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
7. Identification of safety concerns related to the use area. We look upon this archery certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified archery instructor, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
8. Safety Orientation: The camp requires that all participants be provided a safety orientation before firing. This certification course packet should be in your possession on the first day of each new clinic week.
9. Required study materials: Prior to taking the archery instructor certification test, you must study and become competent with the following documents: (1) This archery instructor certification outline, (2) The archery clinics from the Clinic Manual, photocopied. (3) Select sections from our three authoritative archery texts. The test itself will vary from person to person, depending on factors such as age and experience.
10. Competency Demonstration: Once you pass the final test, you will be certified to teach archery at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as an archery instructor.

Name: _____ has been certified to instruct archery at Kingswood Camp.

Signature _____ Date _____

