
LIVINGSTON CONSERVATION & SPORTS ASSOCIATION

ARCHERY
STANDARD OPERATING PROCEDURES
AND
RANGE RULES

**“What Every Club Member Must Know to be Safe and
Knowledgeable on the Archery Ranges”**

AUGUST 2016

LC & SA ARCHERY COMMITTEE

TABLE OF CONTENTS

Preamble..... - 1 -

Contact Numbers - 2 -

Archery Committee.....- 2 -

LC & SA Officers- 2 -

LC & SA Board of Directors.....- 2 -

Archery Range Operations and Hours - 3 -

Hours of Operation- 3 -

Standard Operating Procedures..... - 4 -

All Archery Ranges- 4 -

Indoor Archery Range- 5 -

3D Range- 5 -

Outdoor Archery Range- 5 -

Field and Hunter Course.....- 5 -

Broadhead Practice Range- 6 -

Procedures for Leagues and Shooting Events..... - 6 -

Emergency Procedures - 7 -

Livingston Conservation & Sports Association

PREAMBLE

Year established: 1941

Address: 8532 McClements Road
Brighton, MI 48116.

The Livingston Conservation and Sports Association is dedicated to conservation and advancement of the Shooting Sports for youths and adults. Our primary goal is to develop the knowledge, skills and attitude in shooters of all sports to become safe and proficient in their area of interest, including archery and firearms.

Livingston Conservation & Sports Association

CONTACT NUMBERS

ARCHERY COMMITTEE

Name	Position	Contact No.
Troy Parent	Chairman/Director	517-518-4686
Wes Brooks	Member/ Director	517-402-5975
Larry Boone	Member/Adult Archery	810-599-7953
Anthony Fella	Member/3D Archery	517-404-1980
Matt Nassoiy	Member/Youth Archery	248-310-5202
Karl Burr	Member/Winter Archery Leagues	810-772-6364
Andy Laituri	Member	517-518-0751
Jason Street	Member	517-404-8514

LC & SA OFFICERS

Name	Position	Contact No.
Tony Hundal	President	(810) 877-1922
Garry Flanary	Vice President	(517) 404-3107
Sue Parry	Secretary	(248) 573-5131
Bill Neuendorf	Treasurer	(517) 861-1125

LC & SA BOARD OF DIRECTORS

Name	Position	Contact No.
Wes Brooks	Director	(517) 402-5975
Jon Brough	Director	(734) 645-0996
Shawn Campbell	Director	(810) 360-3955
Jim Carter	Director	(248) 515-6917
Robert Fauls	Director	(810) 265-1122
Brian Fink	Director	(810) 355-8546
Rich Hunt	Director	(517) 375-4070
Troy Parent	Director	(517) 518-4686
Roger Parry	Director	(313) 510-4074
Doug White	Director	(517) 304-1768

ARCHERY RANGE OPERATIONS AND HOURS

- Members must sign in at club house before using any range and sign out when leaving club grounds.
- Members may use the outdoor archery ranges from dawn to dusk.
- Members may use the indoor range 24 hours/day.
- Members are responsible for the conduct of their guests.
- All guests will be accompanied by a member. NO GUEST IS ALLOWED ON A RANGE WITHOUT A MEMBER PRESENT.
- Members may bring up to two guests at one time. No guest may accompany a member more than four times a year.
- All Range Rules must be followed. Range rules are posted on all ranges.
- Archers are responsible for their own equipment.

HOURS OF OPERATION

Range	Hours
All Outdoor Archery Ranges	Dawn to Dusk
Indoor Range	Open 24 Hours/Day

During all scheduled events, a Release Liability Form must be signed by all participants and kept on file by the chairperson of the event.

STANDARD OPERATING PROCEDURES

ALL ARCHERY RANGES

- All Federal, State and Local laws must be obeyed.
- Safety is the first consideration in using the archery ranges.
- The LC & SA archery ranges contain several pieces of equipment including targets and other miscellaneous items. All range equipment is the property of LC & SA and may not be altered or removed from the range without prior permission of the LC & SA Archery Committee staff.
- Each archery range should be inspected prior to use to make sure they are fully operational, including the targets and practice butts.
- No alcoholic beverages shall be consumed prior to or during your time on the archery range. No drugs, prescription or consumer medications, may be taken prior to or during time on the range that could render the shooter unsafe.
- **NEVER** point a bow and arrow at another person.
- **NEVER** shoot an arrow straight up into the air.
- **NEVER** shoot an arrow at any target unless shooting from the authorized position provided.
- If you are looking for a lost arrow behind a target, always leave your bow leaning against the target face so that it will be seen by other archers coming up. If possible, have one archer from your group stand in front of the target to prevent anyone from shooting.
- If you are shooting wood, Carbon or fiberglass arrows, check them regularly for cracks. If one is found cracked, break it immediately to insure that it will not be accidentally used.
- Check your bow regularly for cracks or twisting.
- Check the condition of your bowstring regularly.
- **DO NOT** draw a bowstring back further than the length of the arrow for which it is intended.
- **DO NOT** draw the string back except with an arrow on it and, especially, do not release the bowstring with no arrow on it. Doing so is called dry firing and can damage the bow or cause injury to yourself or bystanders.
- At practice ranges, the only safe place is behind the shooting line. Never shoot an arrow until you are positive that no one is in front of you or behind the targets. Conversely, do not stand in front of a bow while it is being shot, even if you are to one side of the shooter.
- Arrows should only be nocked when you are on the shooting line and pointed in the direction of the targets.
- **WALK**, do not run toward the targets.
- When pulling arrows out of a target, stand to one side and insure that no one is directly behind you.
- If you are using broadheads, be sure that they are adequately covered when not in use. Treat a broadhead with the same caution that you would a razor blade.
- Any unsafe conditions should be reported to the Archery Committee for resolution.
- Shoot only authorized paper/cardboard/3D targets. No glass, wood, or disintegrating targets are allowed
- Members and guests must sign-in at the club house prior to using ranges. Members are fully responsible for the actions and conduct of their guests. Parents and guardians are fully responsible for the actions and conduct of their children.
- The Archery Committee shall be responsible for maintaining all archery ranges at LC & SA.
- Shooters under the age of eighteen must have adult supervision while on the Archery ranges.
- In the event of any serious accident refer to the emergency procedures call 911 immediately.
- Violations of Standard Operating Procedures, range rules, specific procedures, or any unsportsmanlike conduct may result in the temporary or permanent loss of membership as determined by the Board of Directors.

Livingston Conservation & Sports Association

INDOOR ARCHERY RANGE

The indoor range at LC & SA features an eighteen lane indoor shooting wall with shooting distances of up to 30 meters.

- Obey all general safety rules above.
- Absolutely NO broadheads will be used on this range.
- No crossbows will be used on the target wall. Crossbows can be used only on the portable target butt designated/marked for crossbow use.
- Points must be same diameter as arrow shaft.
- Remove all paper targets and cardboard from the target wall when you have finished shooting.
- Do not shoot at the black strap dividing the targets.
- Please rotate your targets regularly to assist in even wear of the targets.

3D RANGE

The LC & SA Archery program includes a thirty target 3D archery course and other course configurations for special occasions. The ranges consist of an outdoor “woods walk” venue that features several types of targets. **This is a pay to use course only.** You must fill out a receipt form with applicable fees and place both in the 3D payment box (Membership Dues box) located in the clubhouse lobby.

- Obey all general safety rules above.
- You must pay for the use of the 3D range.
- Absolutely NO broadheads or crossbows on the 3D course.
- Shoot all targets in numerical order only from beginning to end.
- DO NOT MISTAKE THE 3D COURSE FOR A BROADHEAD PRACTICE RANGE. A designated area and targets are provided for broadhead practice (see Broadhead 3D Practice Range below).

OUTDOOR ARCHERY RANGE

The outdoor practice field features thirty marked yardage target butts beginning at 15 meters and extending out to 90 meters.

- Obey all general safety rules above.
- Shoot from concrete pad ONLY.

FIELD AND HUNTER COURSE

The Field and Hunter Course features twenty-eight target butts with shooting distances varying from seven to eighty yards.

- Obey all general safety rules above.

Livingston Conservation & Sports Association

BROADHEAD PRACTICE RANGE

The LC & SA Archery program includes a special broadhead practice area located in the field south and east of the clubhouse. It features old 3D targets, sand pit and bail style targets for broadhead use. Please use **broadheads only** at these 3D targets.

- Obey all general safety rules above.

PROCEDURES FOR LEAGUES AND SHOOTING EVENTS

- Our primary objective is to conduct safe and enjoyable events for our members and guests.
- During any LC & SA league or shooting event it is the responsibility of the chairperson or event leader to ensure that club SOP's, range rules, and league rules are followed. Other duties include:
 - Inspect the range and clean debris from the range, impact area, shooting line, safety zones, and spectator area after each event. "Leave it better than you found it."
 - Make sure all targets, backers, and lane markers are properly installed.
 - Ensure the release from liability form is completed by each person prior to the shooter participating.
 - Maintain a list with the names of the participants.
 - Identify participants as members or non-members.
 - Collect the fees and turn in the money to the club treasurer.
 - Maintain a list of work hours for club members that assist with running of club events.
- Give a briefing before the event takes place. This will include a summary of the event, the safety rules, what is expected of the shooters, and any unique considerations.
- Safety rules are posted on all ranges.
- Archers who display disruptive, unsafe, or unsportsmanlike conduct may be removed from the event at the discretion of the chairperson or the event leader.
- If an offender becomes combative, 911 is to be called.

EMERGENCY PROCEDURES

- Call 911 and send someone to the gate to guide the responders to the injured party.
- If anyone is a first responder, have them render aid.
- A first aid kit and AED are located in the trap house, club house and pistol barn.
- Take notes and get statements from everyone on site using the Injury Report. This includes their name, address, phone, and what they witnessed. If they say they didn't see anything have them put that in a statement. The police will need this information.
- The President, Vice-President or Board Member needs to be contacted immediately. Phone numbers are listed on [page 2](#).
- Above all keep the injured person calm and warm until help arrives.

Livingston Conservation and Sports Association
Archery Range Inspection Checklist

Range (Circle one): Indoor | Outdoor/PAA | 3-D | Broadhead Practice | Field/Hunter

Inspected by:

Date:

Flags or Signs Displayed	Yes	No
Targets/Target Frames in Good Repair	Yes	No
Bow Stands in Good Repair	Yes	No
Range Rules Posted	Yes	No
Empty Trash Receptacles Available	Yes	No
Grass/Brush/Weeds Trimmed	Yes	No

Comments:

Livingston Conservation and Sports Association
Injury Report

Last Name: _____ First Name: _____ Date of Injury: _____
Address: _____ Time of Injury: _____
Telephone No.: _____ Mobile No.: _____

1. Describe nature & extent of injury:

2. Describe how the injury occurred:

3. Describe First Aid given:

4. First aid was provided by - Name:

Telephone No.: _____ Mobile No.: _____

5. Disposition (specify name of hospital, tel. #'s,time of transport etc.):

6. Notification of next of kin (specify time, person contacted and method):

7. Location of incident & conditions at area:

8. Was protective equipment worn (if applicable):

9. Describe steps taken to preserve the scene (equipment, photographs etc) :

10. Witness Statements - Interview each witness separately (use attachments, if needed):

A. Witness (Name):

Statement attached: Yes No

Address:

Telephone No.: _____ Mobile No.: _____

B. Witness (Name):

Statement attached: Yes No

Address:

Telephone No.: _____ Mobile No.: _____

Livingston Conservation and Sports Association
Injury Report

11. Comments:

12. Injury report completed by:

Last Name:

First Name:

Title:

Signature:

Date:

13. Disposition and follow-up:

Last Name:

First Name:

Title:

Signature:

Date: