



National Field Archery Society

Kings Clipstone Field Archery Club Handbook



Welcome

Welcome to Kings Clipstone Field Archery Club and the Club Handbook. In addition to this handbook, you will also be given the following.

- This handbook
- A key for the Gate
- A club membership form to complete and return
- A membership card to carry with you when you are in the wood
- A copy of the Clubs constitution
- A copy of the current risk assessment for shooting in the wood
- A Comment/ Complaint form
- An incident/ accident/ Near miss form
- Details of the clubs Facebook and WhatsApp group

If you are not a member of NFAS and /or have not been for 2 years, you must apply for provisional membership and undertake an NFAS coaching course. Usually between 3 and 6 sessions. An NFAS New membership application form will be provided along with an Application for training form and Personal Training Log

You must have the following when you are in the wood

- A current copy of the NFAS handbook/Rules of shooting
- A Whistle
- Your membership card
- Your NFAS card
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The annual fee for membership is £45 pro-rata and there is a £5 refundable deposit for the gate key.

This handbook provides basic information about how the club and it's wood is managed and how to conduct yourself as a member when shooting in the wood and at other times, such as setting up a course

- The aims and objectives of the officers at the club are:
- To foster and promote the sport of field archery for all styles, abilities, and ages.
- To promote the club
- To offer coaching to new and experienced archers
- To foster the spirit of goodwill, fellowship, and sportsmanship among archers and to ensure that all present and future members receive fair and equal treatment.
- To manage the Shooting grounds in Lawn Hills Wood and respect the agreement with the landowner, Mr. Tony Davison

KCFAC is a field Archery club affiliated to NFAS. It has officers and members. The officers make up the committee. The members can expect the committee to run the club efficiently and safely and to listen to their needs and preferences.

The members have a right to be able to influence how the club is run. The members are encouraged to make recommendations to the officers, including complaints and compliments. Initially by talking to the officers, or if they are not satisfied, in writing. The members can be assured that their

formal complaints or comments will be fairly addressed within 7 days

The clubs officers and the committee manage the club using an agreed constitution. Kings Clipstone FAC's constitution is available to all members. There are at least four meetings of the committee each year. Members can attend all these meetings (except those meetings that are considering disciplinary issues). The meeting will be announced 4 weeks in advance and members can attend or request that the committee discuss any issues they feel need addressing. The minutes of the meetings will be made available to all members within one week. The Kings Clipstone committee is totally open and transparent.

The club is based in a wood off Gorsethorpe Lane near Kings Clipstone. It's about 5 acres in size. It's southern border is the beautiful River Maun. The landowner is a local resident who has signed an agreement with us. The terms of the agreement involve him allowing us to use his land for archery and we look after his wood.

Its not the biggest wood so for the time being we are restricting bow styles. We don't feel that crossbows or compounds would suit the shorter shots. So the bow styles that fit in our wood are PV, LB, AFB, HT and BB, TD, FS and TB. The club will review this in a year.

When you become a member, you will be given a key to the gate, in return for a £5 refundable deposit. You must close and lock the gate after you arrive and when you leave. Park at the top of the track, on the right hand side.

There is a social area where members can meet and chat. The club has a WhatsApp group called "Kings Clipstone FAC." The club will not WhatsApp you if you choose to opt out of receiving texts by WhatsApp.

The club conducts its business such as advance notifications and minutes of meetings by WhatsApp and email. We do not use written letters and standard mail. In the future we hope to have a club website, but this is still being developed. You have the option of opting out of all these.

The club's priority is safety. Members and officers, the public and any livestock in the adjoining fields are all at risk. Archery presents many hazards, and you must be aware of them and know how to reduce them.

The most important process in identifying hazards and risks is performing a risk assessment for our activities in the woods. A risk assessment identifies the hazards and puts in place control measures to reduce risk of the hazard having serious or irreversible consequences. From the moment you enter through the gate, the club wants you to be as safe as possible. The club assures you that it will perform and review a risk assessment and make it available to all members.

Members and officers of the club have a responsibility to report near misses and accidents. There is a form available from the health and safety officer to record the details. If the risk of injury is high, you must act immediately to reduce the risk and complete the form later

The club will not tolerate discriminatory behaviour of any kind and will take disciplinary action in all cases

Discriminatory behaviour is when an individual is treated less favourably, harassed, or victimised because of their nationality, race, ethnic or national origin, gender, sexual orientation, marital status, religion, disability or age. Victimisation and harassment includes discriminatory “banter” and or “joking”.

All members must conduct themselves in a manner that ensures they do not cause unreasonable offence to others. The following list provides examples of behaviour that will not be tolerated by the club and may result in disciplinary action being taken against the member

- Abusive or threatening behaviour
- Physical or sexual assault
- Being under the influence of alcohol or drugs
- Wilful damage to premises or property
- Refusal to comply with reasonable requests from marshals, course officials or helpers
- Wilful neglect of NFAS rules

To be a member of KCFAC you must be a member of NFAS, with a current up to date membership card. Membership can be Full, Provisional, Associate or Honorary life member.

All archers in the wood, except for people attending an introductory course, must be members of NFAS. They must have their

NFAS card, club membership card and whistle with them always.

The club may put on open shoots but there is no schedule or requirement to do so. It can be a lot of hard work setting up a course and inviting guests to our wood. We need to advertise the event, organise safe parking, provide refreshments and toilets and lay a safe, interesting but challenging course. Members are expected to help with course laying and planning at an open shoot. If you have a disability and would find it difficult to help with manual jobs, there’s always administration, catering, sign writing and marshalling

As a club member affiliated to NFAS, you must have a copy of, and have read and be familiar with, the NFAS shooting handbook. Compliance with the Rules for Safe Shooting is mandatory. These are subject to change and may be revised at an NFAS AGM or by standing order, so keep up to date

Insurance cover is provided as part of the NFAS membership fee. The insurance covers you as an individual, there is no club insurance provided by NFAS. If an individual's membership lapses, so does their insurance.

There is only one situation where one or more individuals can be in the wood without being a member. This is if the club is organising an introductory session. Someone who is considering taking up the sport may well want to see what it’s like. An introductory session is led by the club coach and is a pre-planned, organised archery session using a practice range and selected woodland targets. NFAS provides insurance for an individual to attend a maximum of 6

introductory sessions. An introductory session is not taking a friend around the wood and shooting some targets, it is planned and led by experienced archers

All arrows must be clearly marked with initial, surname and club name KCFAC. Any members that are also members of another club may choose which club name to use.

The club aims to maintain 20 pre-set targets. These are a mixture of 3Ds and paper faces. It is essential that members are extremely vigilant when moving through the woods. Always make other archers aware that you are in the wood immediately on arrival.

Except for a few days when the wood is used for mini biking, Members can shoot at the wood at any time. Notification of these dates is posted on the club shed and WhatsApp

Although it is not recommended, shooting alone is allowed at KCFAC. Please carry some means of asking for assistance if you shoot alone

There is no public access to the wood, and unauthorised individuals must be alerted to the archery hazard and escorted out of the wood

The address and postcode for the wood is Lawn Hills Wood, Gorsethorpe Lane, Kings Clipstone, NG21 9BZ. The grid reference is SK599 648

KCFAC has a duty of care to safeguard all children involved in NFAS activities from harm. All children have a right to protection and the needs of less-able children and others who may be particularly vulnerable

must be considered. KCFAC will ensure the safety and protection of all children involved in NFAS activities through adherence to the Child Protection guidelines adopted by NFAS.

The club will only allow children to shoot if they are supervised by a parent or a legal guardian

The club will not support in any way the use of the bow for the purpose of hunting animals.

There is an adjoining field which is secured, and which is only opened for cars on an open shoot.

The access drive and the field gate must not be obstructed. Cars can turn in the access track and park on the right-hand side off the track.

There is only one point of access to the wood, the main gate on Gorsethorpe Road. Signs are displayed at the bottom of the lane near the gate where the archery area begins. These signs make everyone aware that there is the likelihood of archery activity

The entire shooting area is bounded by a fence to the north, east and west, and the river Maun to the south. Unless you are retrieving arrows, or there is an open shoot, please do not cross the boundary. For an open shoot refer to the specific risk assessment for details of the boundary and signage

Please take home any old targets, broken arrows, litter, tape, ropes etc. keep the wood tidy. Avoid damaging the trees and respect the wildlife

