

Return to Play Plan

Phase I – Skills Development in Home Community



May 12, 2020

Approved by the Board of Directors (May 13, 2020)

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Acknowledgement

This document was developed with the assistance of the BC Target Sports Association and the BC Archery Association

Overview

Archery is an individual sport and is well suited to early reintroduction into our communities. By its nature, it is often social, but has much of the Physical Distancing required built into the sport already.

Specific precautions will be needed pre- and post-practice to ensure safety is maintained, and minor changes are required to ensure physical distancing on the Shooting Line is planned for and enforced.

Focus of Phase I

The first phase of reopening the sport will be:

1. Community based – participation will only be in your home community
2. Practice and Skill based. Competition will be introduced in future Phases.

Complimentary Documents

This document should be reviewed in conjunction with viaSport's Return to Sport Guidelines, which provides information pertaining to sport in general. BC Archery's document provides guidance on how to alter archery-specific activity. Both documents are necessary to ensure adequate consideration of changes to protocols.

Venue Access

Indoor, Outdoor and 3D/Field venues are able to accommodate early return to play with proper planning and use. Some additional considerations are necessary for cleaning of Indoor facilities.

Both Indoor and Outdoor Ranges must adhere to the basic Safety Requirements of the sport.

Outdoor Ranges

Normal access and safety considerations continue to be in force. No special changes are required in front of the Shooting Line, except for how archers access the target for arrow retrieval, which will be done in a similar manner as access to the Shooting Line. *

Access to the Shooting Line needs to be altered to allow for adequate distancing. *

There is the ability to run a double line while maintaining adequate distancing if there is sufficient room behind the Shooting Line.*.

*see details in the Appendices

Those participants from the same family or who share the same “bubble” may shoot at the same target without restriction of physical distancing on their target, while ensuring to follow the physical distancing protocols for those participating on other targets.

Indoor Ranges

Normal access and safety considerations continue to be in force. No special changes are required in front of the Shooting Line, except for target access, which will be done in a similar manner as access to the Shooting Line. *

Access to the Shooting Line needs to be altered to allow for adequate distancing. *

There is the ability to run a double line while maintaining adequate distancing if there is sufficient room behind the Shooting Line. *

*see details in the Appendices

Those participants from the same family or share the same “bubble” may shoot at the same target without restriction of physical distancing on their target, while ensuring to follow the physical distancing protocols for those participating on other targets.

3D & Field Ranges

When practicing on a 3D/Field range, it is important to ensure distance is kept between each of the targets. The field will be marked with adequate distance spaced from the shooting stake, allowing a waiting area. A person/bubble will wait in the waiting area until the shooting stake and target have been cleared. As well, shooting times will be reserved and staggered to ensure adequate time distancing.

Those participants from the same family or share the same “bubble” may shoot at the same target without restriction of physical distancing on their target, while ensuring to follow the physical distancing protocols with those participating on other targets.

Waiting lines will be enforced with a minimum distance back from the next target of 6m. Waiting lines will be defined by marking paint or a stake in the ground. Groups shall not proceed to the shooting stake until the previous group has cleared the target.

Any child under the age of 16 will need to be accompanied by a guardian 18 years or older at all times on the 3D or Field course. This guardian will count as a member of the shooting group even if they are not participating (counts toward capacity limits).

General Considerations

Access Control

By its nature, archery limits access very strictly to ensure safety.

Access to the field in front of the Shooting Line is strictly controlled, under normal procedures, with athletes, coaches and officials being the only ones allowed in front of the Line. All activity on the range must comply with the physical distancing measures and other recommendations and requirements issued by federal, provincial/territorial, and municipal authorities.

Access to the areas behind the Shooting Line is also under a great deal of control; participants and spectators have separate areas.

In order to ensure no physical crowding of Athletes, Sign-In and Staging must ensure occupancy rules are adhered to. Similarly, spectators, including parents and siblings, must be strictly controlled to ensure the safe capacity of the range is not exceeded.

Range access will be limited to a minimum number of individuals needed to complete essential tasks such as sanitization, sign-in, safety officers, coaches, officials, participants and guardians.

COVID-19 screening must be done by all individuals entering the range, including any volunteers, coaches, guardians, participants, and officials. Screening will include visible and verbal checks of each individual.

Range access must be controlled at an access point and limited to only those who have pre-registered and are deemed low-risk by not outwardly showing any signs or symptoms of COVID-19 and have not been out of the province or country in the last 14 days.

Congregating in parking lots and common areas before and after range use must be monitored and discouraged.

Venue Arrivals and Departures

Whether an athlete is brought to the venue or travels on their own, an area and plan for arrival and departure is needed. The plan must consider ingress and egress of vehicles, Physical Distancing of occupants once leaving the vehicle, or while waiting for the vehicle to arrive.

Sign-In

Practices must be by pre-registration. In the future, drop in may be allowed, but not at present. In either case, provision for sign in and assignment of shooting lane must be organized in a manner that will protect both the Athlete and Staff and ensures occupancy limits are enforced.

Staging areas

Athletes waiting to participate, or those who have just finished, will need staging areas to deal with equipment, personal effects and warm-up or cool-down routines. Physical Distancing and droplet protection must be addressed.

Change Over of Athlete Groups

The Change Over of one group of Athletes to the next could cause an over-capacity problem to occur. Scheduling of space must allow adequate changeover time to avoid violating distancing rules. A minimum of 30 minutes is suggested, in order to allow time for arrivals, departures, warm-up, cool-down and equipment set-up and take-down.

Occupancy Limits

The number of people present in any single venue: indoor range, outdoor range, etc., including staff, participants and spectators will not exceed 50 (or the limit listed on the Provincial Health Order). However, this number must be reduced as needed to ensure adequate physical distancing depending on the limitations of the venue.

For this purpose, the venue will include shooting areas, staging, equipment storage, spectator, staff and officials' areas, and any other area associated with the practice or event.

Facility Operations

Staffing (Including Instructors, Range Coordinators, Volunteers)

If Staff have any symptoms suggestive of COVID or any other illness, they must not come to practices, or have any contact with Athletes, Spectators, parents or other staff.

Staff, including Coaching Staff, must be provided with adequate training to run and enforce these rules, as well as adequate Personal Protective Equipment (PPE) to allow them to remain safe and safely interact with Athletes.

There should not be any need for staff, including coaches, to violate Physical Distancing guidelines.

Any staff who are working directly with the public and Athletes, and are not separated by a protective barrier, will wear a facemask.

Staff will be responsible to ensure adequate cleaning is done and appropriate PPE is available to staff, Athletes and Spectators.

Signage

There will be signage at the entrance to any venue indicating the following:

- Requirement for physical distancing
- Prohibition from entering if symptomatic
- Copy of the Distancing rules and protocols for the specific venue

Each venue will be marked in such a way that:

- Lanes and shooting positions are clearly marked
- Areas for staging, sign-up, storage, etc, are clearly identified
- Distancing points within these areas are clearly marked

Cleaning Procedures

Common surfaces and areas will need to be cleaned between groups of Athletes, with surfaces wiped down with antiseptic or covered with a clean cover.

Cleaning products must be designated as effective for both bacteria and virus.

The cleaning schedule will include:

Floors	Swept	Daily or As needed
Flat Surfaces	Wiped	Between each practice
Equipment	Wiped	Between each practice
Door Knobs	Wiped	Regularly (every 10 min), while people entering or leaving
Commonly touched areas	Wiped	Between each practice, and as needed If high traffic, every 10 minutes or more
Bathrooms	Counters and sinks cleaned	Between each practice
Bathrooms	Floors	Daily or As needed
Bathrooms	Toilets	Daily, or as needed

Equipment Sharing

Archers generally have their own equipment (bows, arrows and tools) and will be advised to not share that equipment with others. Any common equipment such as bow racks, targets pins, 3D targets will be wiped down with antiseptic, or sprayed with a bleach solution, between sessions.

Renting of equipment should be discouraged, but if necessary, only after ensuring that appropriate sanitizing measures have been taken. No porous equipment (eg. Finger tabs, slings, leather armguards, bow strings) will be shared.

PPE Provision and use

Where there is a need to touch common areas, such as target faces / 3D targets, Antiseptic Hand Sanitizer, wipes and/or gloves will be provided.

While face mask use by Athletes will not generally be required, they may optionally be used.

Athletes

Athletes will maintain physical distancing of no less than 2m at all times. They will be required to use appropriate PPE and Hand Sanitizer as needed. **They will be responsible for wiping down their equipment, any club-owned equipment, and any targets or range equipment both before and after use.**

Bathroom and Facilities

Distancing measures

Occupancy limits of Bathrooms and other facilities will be posted and limited to ensure that adequate distancing is possible.

Availability

In order to ensure adequate Bathroom facilities are available, Athlete numbers may need to be limited, or resources increased.

The use of outhouses must include a distancing and cleaning plan.

Suppliers and Contractors

Food Services

Food Service is normally only provided during competition. Therefore, any food or coffee service should be suspended until competition (in Phase II) commences. Athletes are recommended to refrain from bringing food to practice.

Cleaners

Janitorial services, if used, should be scheduled to include more frequent visits.

Participants

Health

Prior to any Athlete participating, the group will be canvassed, as part of the safety briefing to ensure no one is symptomatic or at high risk. Should an Athlete reveal that they are symptomatic or high risk, they will immediately be removed from the group, distanced from the group, and advised to wear a facemask until they can return home.

The screening questions will be:

Does anyone in the group:

1. Feel unwell?
2. Have a cough or cold?
3. Have a Fever?
4. Been in contact with someone who is known to have COVID-19 in the last 14 days?

Group Size

The maximum group size will be the lesser of:

1. The number of people that can be adequately distanced, according to this plan
2. The number of people determined by Public Health for groups gathering for any reason.
3. The number of participants that the Coaches and Staff feel is safe for the current conditions.

Age and Ability to Comply to New Rules

The age and ability to comply with the rules and the behavior of participants will be taken into account when planning a practice.

Spectators

A plan specific to spectators must be in place, or no spectators will be allowed. The spectator plan must include adequate entrance and egress, distancing between spectators and distancing to the Athletes.

Education, Communication of New Rules

All participants will be made aware of these rules prior to arriving at the venue, and the rules relevant to the venue will be reviewed at the safety briefing at the beginning of any session.

Coaching

Observation

Coaching will be done while maintaining Physical Distancing. It is suggested that a non-medical face mask be worn.

Intervention

Any intervention or explanation required while coaching will maintain physical distancing.

Vulnerable Populations

Seniors

Seniors are a vulnerable population for COVID infection. Special care should be taken to ensure they, and those around them, follow the guidelines.

Chronic Illness

Those with chronic illness, especially respiratory or immune compromise, are at risk. Special care should be taken to ensure they, and those around them, follow the guidelines. Wearing face masks should be considered.

Rule Enforcement

Any outbreak or rule infringement can reflect on the entire sport and cause all ranges to be closed. Re-opening a second time will be much more difficult.

Session Level

It is the responsibility of all coaches and staff, participants, and spectators to ensure these rules are followed. It must also be stressed to everyone present that violation of these rules is a safety infraction, and they may be asked to leave.

Club Level

The club has the responsibility to set local procedures and protocols that ensure these rules are implemented, followed, and enforced locally. The practical application of these rules requires local knowledge and customization. Any gross change to these rules by local clubs must be authorized by the PSO (BC Archery).

Provincial Sport Level (PSO)

The PSO is responsible for informing local clubs of the requirements, following up on any complaints received, and helping the local clubs develop and implement local protocols. The PSO will share relevant information from viaSport or the Provincial government as it is received.

Program Details

Activity Types

Acceptable activities during Phase I will include:

- Individual and Small Group practice
- Individual and small group instruction
- Individual and small group Skills Development

Equipment Use

Use of personal equipment, or long-term loan, will be encouraged. Sharing equipment between Athletes within a practice is prohibited. All club-owned equipment during a practice is allowed only if the equipment is non-porous and able to be disinfected, and is disinfected, both before and after the session.

Participant Cost

A lower ability to accommodate higher participant numbers may put financial strains on clubs and require an increase in participant fees. We urge all clubs to carefully weigh the financial needs of the club with the participants' ability to pay. Many of those most in need of our activities are those with fewer options and resources.

Program Insurance

Each club will need to review their insurance policies and evaluate their risk. Regardless of the date of policy renewal, there is likely no liability coverage for COVID-19 related claims. COVID-19 is viewed as a Risk Management issue rather than an insurance issue. Any reopening of the sport venue should be carefully tailored to the circumstances of each club, considering all aspects covered in this plan, and that the plan is rigorously followed.

Participant Waivers

Participant waivers may need to be updated, as necessary. Consider an acknowledgement that COVID transmission is a risk, agreement to follow all rules, and a statement indicating that the participant and anyone accompanying them are symptom- and risk-free. The waiver should be signed before participating. See a Sample Waiver in Appendix G.

Disclaimer: there is conflicting advice around the inclusion of COVID-19 as a potential risk in archery. It is best if each club confer with their insurer to determine what works best for their situation. Those clubs relying on BC Archery/Archery Canada insurance are advised to NOT include COVID risks in their waivers.

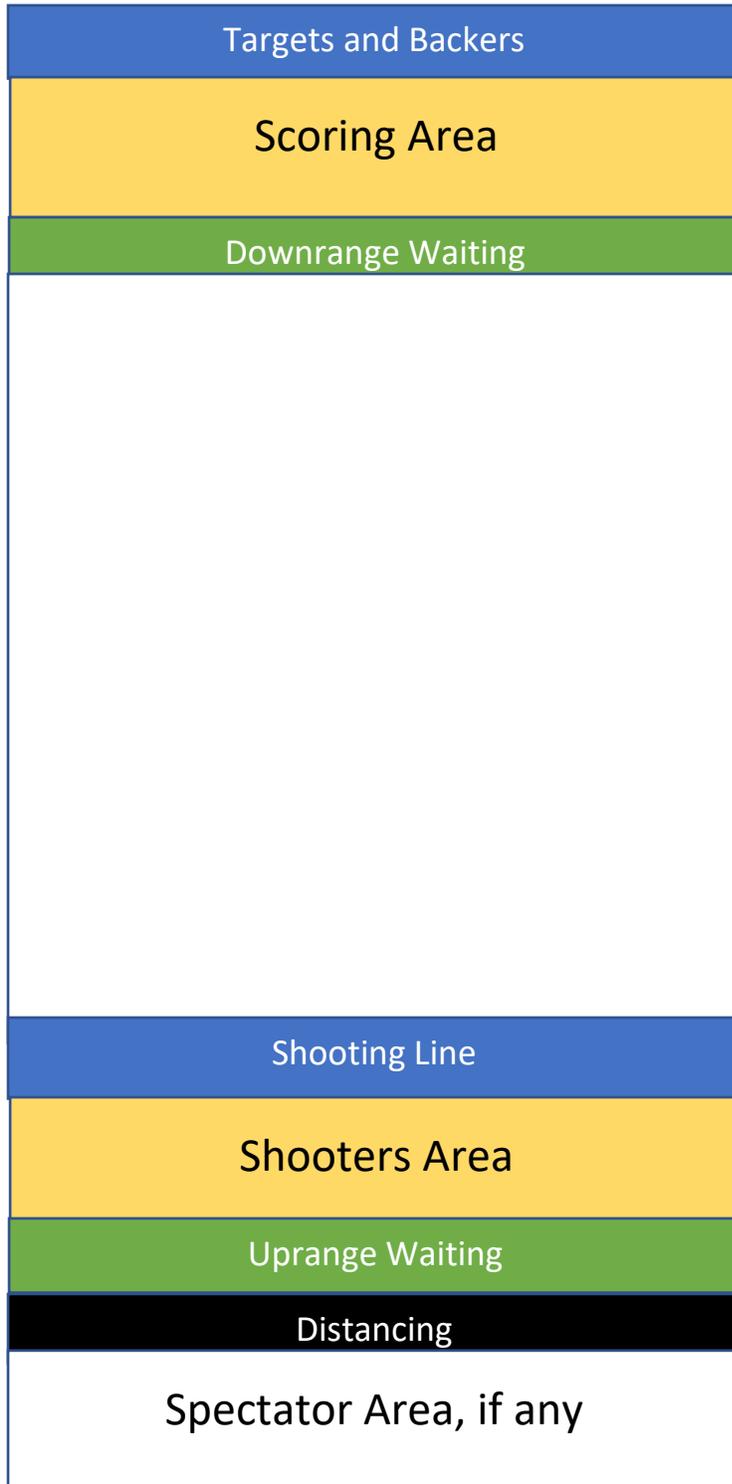
Outbreak Response

Contact Tracing

All athletes will sign in for all training and practice sessions. The sign in sheets will provide enough information to identify the Athlete and provide at least one means to contact them. The sign in sheet will also specify the event, the venue, and any volunteers/staff present. This should provide sufficient information for contact tracing in the event of an outbreak. An example is given in Appendix E.

Records of each event will be kept in a secure location by each club/venue for a minimum of 4 weeks and destroyed upon expiry of this term.

Appendix A: Range Setup



The Range is split into a downrange area consisting of:

1. Targets and Backers
2. A Scoring Area
3. A downrange Waiting Area

This corresponds to a similar area up-range that operates similarly:

1. Shooting Line
2. Shooters Area
3. Up-range Waiting

The Downrange waiting and up-range waiting areas only come into play if running 2 lines. This is the area where the non-shooting Athlete waits.

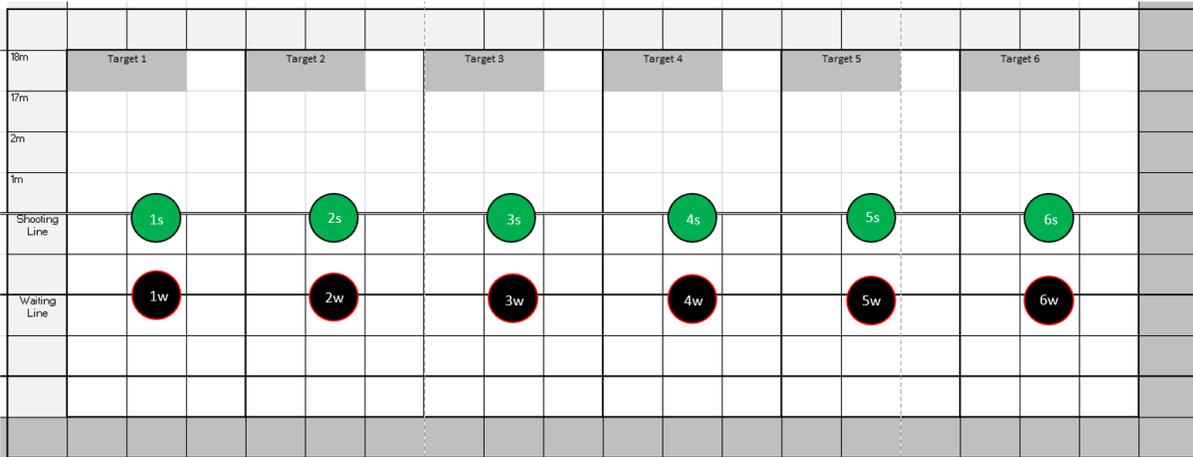
The Spectator area, if any, is distanced from the Athletes as appropriate to the Venue.

Appendix B: Single Shooting Line

If operating with a single line of shooters, the Up-range and Down-range waiting areas are not needed. Shooters are to be assigned to their lanes and remain within the space provided.

Shooting lanes should be 1m wide and space 2m apart. This places the shooting lanes at 3m center to center.

For a single shooting line of Archers, the Shooting Line looks like:



SCALE: 1 Square in the following diagrams measures 1m x 1m

When run as a single shooting line, the shooter moves between their assigned shooting position on the line, and the associated waiting position behind the line, using standard line control protocol. No additional signaling is required.

Similarly, when scoring, no changes need to be made for Physical Distancing, beyond what is done at the Shooting Line.

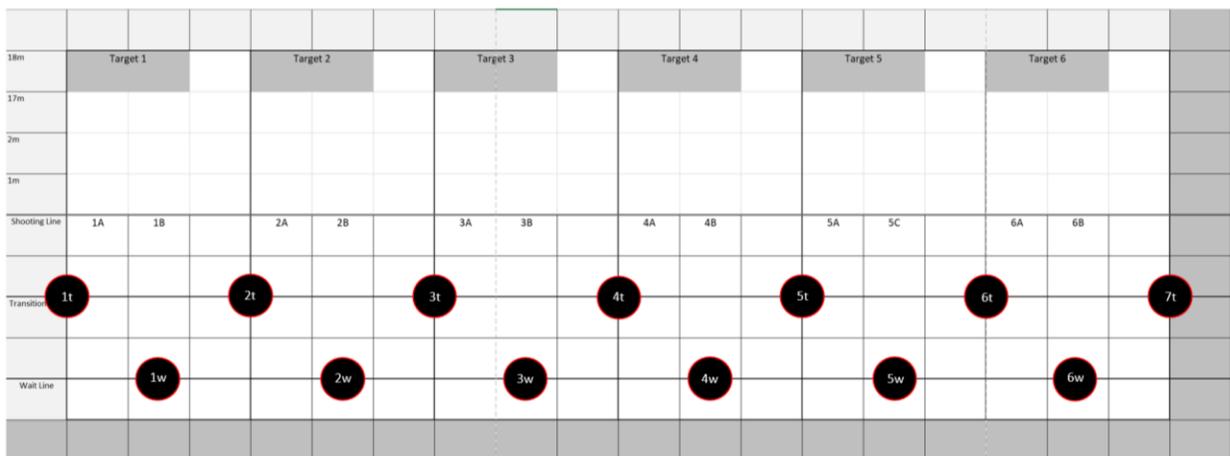
Appendix C: Double Shooting Line

Running a double line adds complexity to managing the line but allows approximately 2/3 of the number of shooters that could be accommodated on a single line pre-COVID. For a double shooting line, the lane setup will be the same as a single line but when operating in a double line, athletes will need to move to specific locations within the range and their Shooting Line in order to maintain a 2m personal distance at all times.

The following diagram shows the range layout. Each Target Lane will consist of:

- Three (3) individual shooting lanes measuring a minimum of 1m wide: “A” Shooting Lane, “B” Shooting Lane, and a Buffer/Safety Lane.
- Two (2) Transition Positions; 2m behind the Shooting Line on the left and right border of the Target Lane.
- One (1) Waiting Position; 4m behind the Shooting Line in the center of the Target Lane

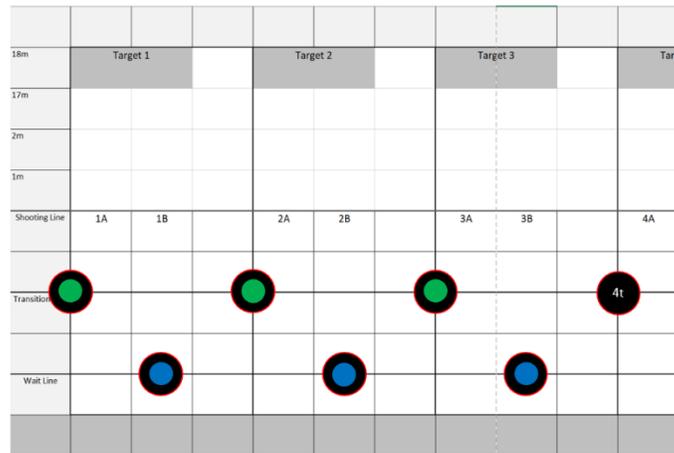
Some Transition Positions will be shared between adjacent Target Lanes. Athletes will need to take care to move only when their next position is clear. If the next position is not clear, they need to hold in place for a moment until the position is vacated and then move when it is safe. The amount of time they will be holding will be very short because the Transition Positions will not be occupied for any extended periods of time until it is time to collect arrows.



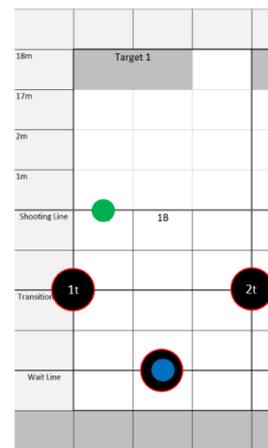
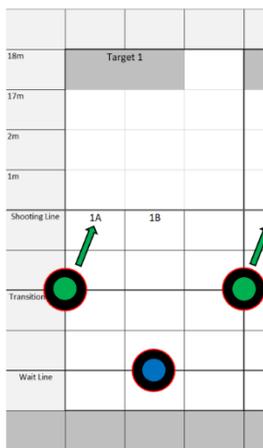
SCALE: 1 Square in the following diagrams measures 1m x 1m

Shooting Procedure:

1. Following Pre-Registration and before entering the field of play, athletes will be assigned a Target Lane (Number) and Shooting Lane (Letter).
2. The following diagram shows the athletes in the “Ready to Shoot” position. This will indicate that the Range Officer can call the athletes to the line.



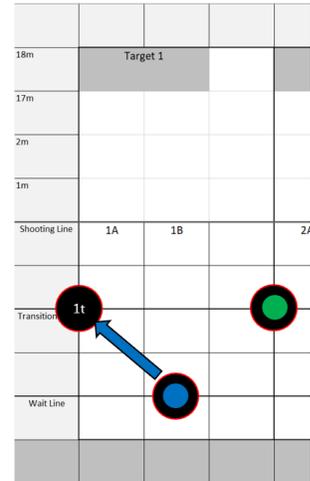
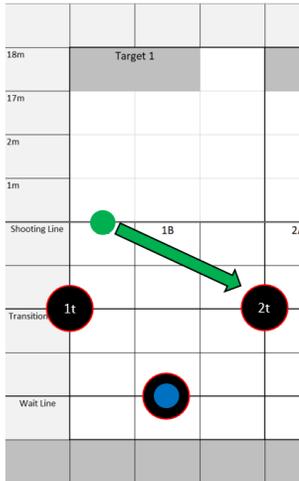
3. Using standard protocol, the Range officer will call the Athletes to the line (2 whistles).
4. Using standard protocol, the Range officer will signal that it is safe to shoot (1 whistle). Athlete A group will proceed to shoot their arrows.



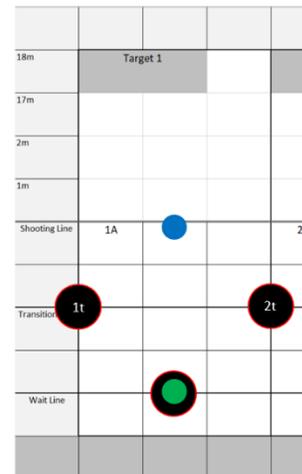
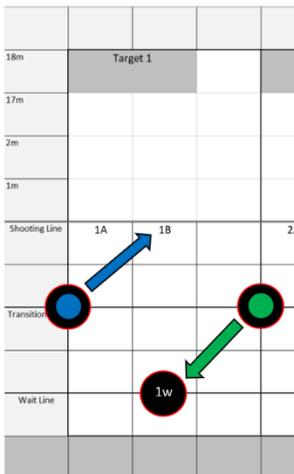
Note: To show movement as clearly as possible, the following diagrams will show only one shooting lane.



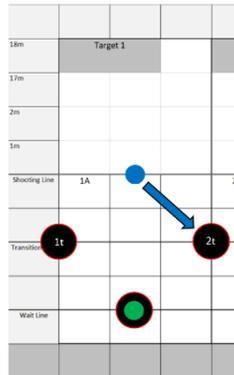
- Athletes will finish shooting at different times. As each Athlete is done shooting, they will check to see if their designated Transition Position is clear. If it is clear then proceed to their Transition Position, the Athlete may move and if it is not clear they will hold until it is clear to move. In this case, Athlete 1A is able to move to their Transition Position because it is unoccupied.
- Once Athlete 1A is in the Transition Position, Athlete 1B can proceed to their Transition Position.



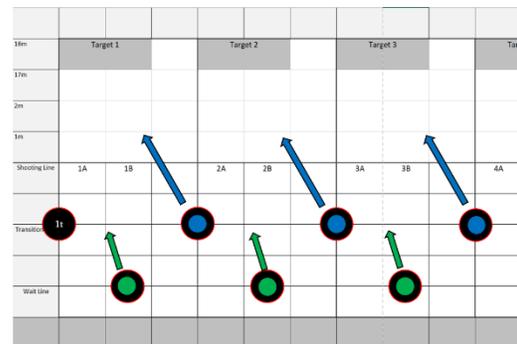
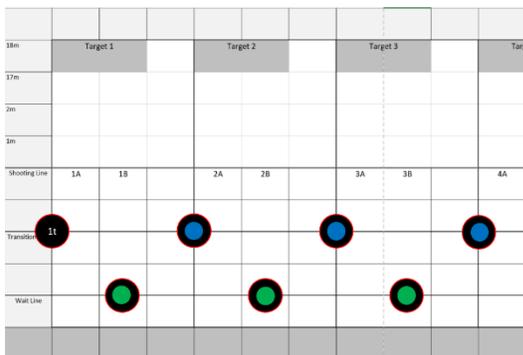
- Once Athlete 1B has reached their Transition Position, Athlete 1A can move to the Waiting Position. Following proper shooting etiquette, Athlete 1B can proceed to the Shooting Line immediately.
- Upon arriving at their Shooting Position, Athlete B can proceed to shoot their arrows.



9. Once Athlete B is done shooting, they will check to see if their designated Transition Position is clear. Athlete B can move to their Transition Position as long as the following conditions are met:
 - a. If the Transition Position is open
 - b. If Athlete B from the adjacent Shooting Lane is not waiting and has begun to shoot.



10. Once all athletes are in the All Clear Position, the Range Officer will signal that it is safe to collect arrows using standard protocol (3 whistles).
11. Athletes will proceed to collect arrows. B Athletes will collect arrows first and A Athletes will collect after B Athletes are done. All Athletes must proceed through this phase maintaining 2m personal distance at all times.



An animation of this process is available at: <https://youtu.be/RTcvmvOkFM4>

Appendix D: 3D & Field Archery

3D & Field Archery involves all the same considerations as Target Archery before and after the course.

3D & Field Archers will shoot singly, or in close family groups only. Only local archers will be allowed on the course.

For Phase I, 3D & Field Archers will time their start at pre-booked intervals. There will be no drop-in shooters. They will wait off the course, as determined by local club rules. Sign in records will indicate Archers shooting together, as well as the individual archers.

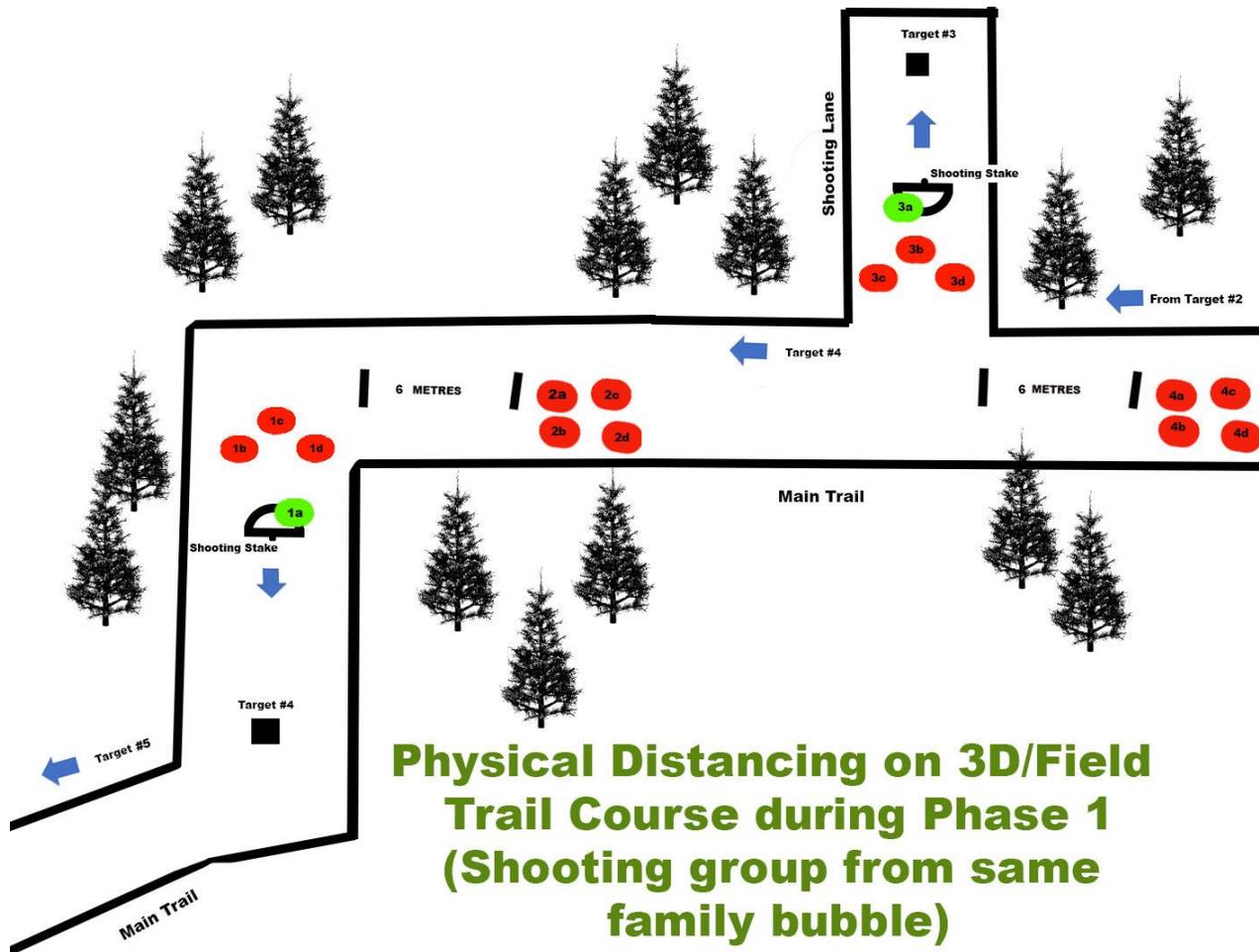
While shooting the course, archers are expected to maintain physical distance between groups, much as golfers do while playing the golf course.

All 3D & Field targets will be sprayed or wiped down with disinfectant after all arrows are removed.

Only non-porous targets, that can easily be disinfected, will be used.

No other areas of the course will be touched unless they can be easily disinfected between uses.

A diagram of physical distancing and positioning for signage is shown on the following page.



To ensure adequate distancing on a 3D/Field range, groups should be scheduled in 15-minute increments. Referring to the diagram above, Group 1 (on the left) is shooting at Target 4, once they have finished shooting their target, Group 2 will advance. Group 2 is shown in the waiting area positioned 6m back. At the right of the diagram, you see that Group 4 is in the waiting area, 6m back from Target 3, waiting for Group 3 to finish and move forward. Allowing at least 15 minutes of spacing, groups should be able to practice on the course without the need of waiting areas, however, waiting areas are marked and provided in case the need arises.



Appendix E-1: Sample Sign in Sheet

Club		Location	
Event		Date	
Start Time		End Time	

Staff Present

Name	Membership Number	eMail	Phone	

Athletes Present:

Name	Membership Number	eMail	Phone	

Spectators Present:

Name	eMail	Phone	

Notes:

Appendix F: Sample Letter to Participants and Parents

We're all anxious to get back to shooting. We now have permission to do so, but we will need to take precautions to make sure everyone is safe. As a shooting sport, we always keep safety as our first priority. Starting up again, with COVID in the community, is no different.

We will be taking a Phased approach to reopening our sport that limits group size, maintains Physical Distancing, and minimizes physical contact. Initially, we will focus on Practice and skill development, not competition.

Changes you will see are:

1. Do not come to the range if you are sick, or have any of the following symptoms:
 - a. Feeling unwell
 - b. Fever
 - c. Cough
 - d. Cold
 - e. Travel or contact with someone thought to have COVID in the past 14 days
2. No drop-ins. Everyone must pre-register.
3. Everyone must Sign In before starting practice. You will be assigned your lane at this time.
4. You must keep at least 2m distance between you and anyone else.
5. There will be no sharing of equipment between shooters during a practice session.
6. Use of club equipment will be limited to that which we can easily clean. You must wipe down, both before and after the session:
 - a. Your bow, arrows and quiver
 - b. Any bow stands used
 - c. Any chairs utilized
7. You must bring your own:
 - a. Arm guard
 - b. Finger tab
 - c. Bow sling / finger sling
 - d. Hand Sanitizer
8. Only 1 spectator will be allowed per Shooter, and only in the designated areas
9. Movement and distancing while shooting will be discussed during the safety briefing. These instructions must be strictly followed.
10. You will be required to arrive and depart the range promptly. We will not be able to accommodate latecomers, and because of occupancy restrictions, you cannot remain at the range once you are finished shooting.
11. Any violation of these rules will result in you being asked to leave the range. This is a safety issue for you and everyone around you.

None of these new rules will affect our enjoyment of our sport. They are intended to keep us safe and get us back shooting as soon as we safely can.

Signed...



Appendix G: Sample Waiver

Acknowledgement of Risk & Waiver

This form is to be signed by all club members & also by a parent / guardian if a member is a youth

As with many sports there exists with archery an inherent risk of accident which may cause material loss or bodily injury. It is a condition of membership of _____ Club that all members acknowledge & accept these risks & sign this waiver / release of liability.

In agreeing to allow myself / child / ward to partake in the activities of _____ Club I fully acknowledge & accept that risks exist & that I on behalf of myself or as a parent / guardian accept these risks. I am fully aware of the possible risks involved in the sport of archery, and I agree to myself / my child / my ward partaking in the sport of archery. I am aware that I am encouraged to request any further information as I may feel is necessary to allow me to make an informed judgment as to the inherent risks.

Activity	Risks (may include but are not limited to)
Archery	Possible death or other injury, including bruising, muscle damage, fatigue or strain, damage to eyesight. The action or inaction of other persons. Sunburn or other weather-related risks. Accident caused by inattention, or equipment failure. (if appropriate, add: Risk of contracting COVID-19 while participating in archery activities.)
I further understand & agree that:	
The physical demands of the sport of archery require that I / my child / my ward be physically fit & able to participate in the club's activities. I accept the assertion that instructors reserve the right to refuse me / my child / my ward to participate in the club activities for any reason.	
To assist in instruction, it may be necessary on occasion for instructors to have limited physical contact with me, my child / ward.	

Please advise any medical condition / allergy you / your child may have – in the unlikely event of an accident medical personnel may require this information.

Medical Conditions / Allergies: _____

- I confirm that I have read the above and fully understand & freely accept the type of activity that I / my child / my ward will be participating in, and the inherent risks associated with those activities.
- I freely accept responsibility for myself / my child / my ward & agree to hold harmless & free of blame _____ Club, its Officers, Directors, Coaches & assistants.
- I waive my right to institute legal action associated with bodily injury occasioned whilst engaged in club activities against _____ Club. Its Officers, Directors, Coaches & assistants.
- I accept that this waiver & release is binding upon me & upon my heirs, next of kin, executors, administrators, personal representatives & assigns.
- I sign & accept this waiver & release voluntarily & without pressure.
- I hereby agree to myself / my child / my ward taking part in Archery activities associated with _____ Club.
- I have read the athletes code of conduct and understand that my membership may be terminated at the discretion of the _____ club board members should I fail to follow this code of conduct.

Signature of Participant: _____ Print Name: _____

(If participant is under 18)
Signature of Parent / Guardian: _____ Print Name: _____

Dated: (day) _____ (month) _____ 20____