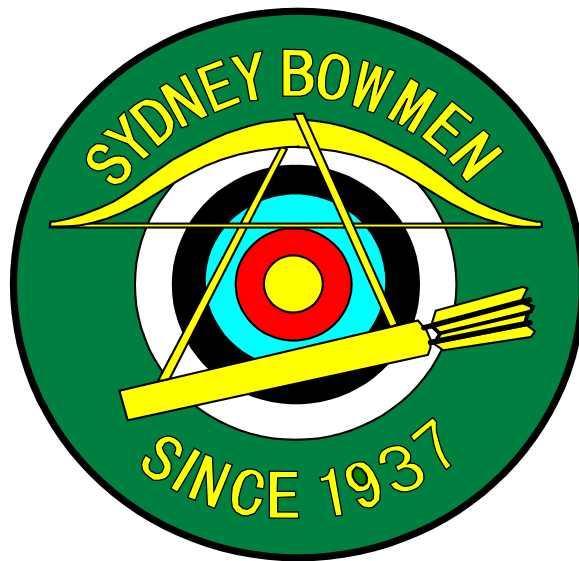


SYDNEY BOWMEN ARCHERY CLUB INC.

RISK MANAGEMENT PLAN

2018



Latham Park, Moverly Road, South Coogee

INTRODUCTION

Sydney Bowmen Archery Club Inc. has over 130 registered members and has been active in the Eastern Suburbs since 1937.

The Club has been at Latham Park for 18 years, which is under the control and management of Randwick City Council.

The Club has a small storage facility provided by RCC and an additional space under the stairs of the main building at Latham Park.

The shooting range is located between the lower and upper fields where shooting occurs into the bank between the two fields.

The range is bounded by Moverly Road.

All archery activities are conducted on Sundays between 8:00 am and 4:00pm, and Thursdays between 3:00pm and 5:00pm for experienced club members only. Hence in some circumstances Archers may find themselves as the sole archer on the field. Therefore it is imperative that Archers are extremely vigilant to trespass by the public onto the shooting line. Risk Assessment item 18 in the appendix has been added to cover this contingency.

All parking is restricted to Moverly Rd.

Sydney Bowmen Archery Club Inc. operates within the contractual terms of Randwick Council's conditions of use as per its lease with Council.

Sydney Bowmen Archery Club Inc. is affiliated with Archery Australia (A.A), and complies with all of A.A's policies and is covered by A.A's Insurance Program.

PHILOSOPHY

Sydney Bowmen Archery Club Inc. views its mission as providing access to the sport of archery to all comers, in a fun and safe environment.

A key activity provided every Sunday to the local community, is a Come-and-Try program. This program regularly has over 40 or so participants that comprise family groups, children from 8 years' old, adolescents and older folks, as well as disabled and special needs groups. Archery is one of the few sporting activities that provide members of the local community, especially families, with an opportunity to be a participant in the sport, rather than simply be a spectator.

With these activities in mind, Sydney Bowmen Archery Club Inc. has developed a Risk Management Plan to ensure that the Club will provide a safer sporting environment to experienced archers, the casual archer, the general public, especially the local and surrounding neighborhood and the environment of the Latham Park.

DUTY OF CARE

Sydney Bowmen Archery Club Inc., Club officials and members owe a duty of care to; participants, spectators, the general public, especially the local and surrounding neighborhood and the

environment within Latham Park, in conducting archery events where there is a reasonably foreseeable risk of harm or injury to these listed categories.

In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to all of the categories listed, which are foreseeable.

This is the rationale underpinning the Risk Management Plan of Sydney Bowmen Archery Club Inc.- in this case the process of identifying risks involved in activities such as casual/social shooting, practice , the conducting of archery competitions and activities, as well as, minimizing any harm to the Latham Park environment.

Sydney Bowmen Archery Club Inc. shall adopt strategies and actions, through its Risk Management Plan designed to reduce or eliminate these risks wherever possible.

OBJECTIVES

1. To reduce the incidents of injury or harm to range users, participants, officials, spectators, the general public, especially the local and surrounding neighborhood and the environment of the Latham Park associated the use of the range in archery activities mentioned above.
2. To provide a healthy and safe sporting environment for individuals of all ages (min 8 yrs old) and levels of physical and intellectual capability to participate and enjoy the sport of archery.
3. To minimize the potential club liability as a result of poorly managed range use during the activities mentioned above.

AUSTRALIAN STANDARD

The Risk Management methodology adapted by Sydney Bowmen Archery Club Inc., was developed by Archery Australia (A.A),the governing body of archery in Australia, to which Sydney Bowmen Archery Club Inc. is affiliated. The Archery Australia "Risk Management Resource Guide for Clubs" policy Nov 2013 version 2 is used here and has been adopted based on Australian and International Standard on Risk Management AS/NZS ISO 3100:2009. (Appended)

The Management methodology seeks to simplify the steps set out in the Australian Standard, and includes the following stages:

- Risk Identification
- Risk Analysis
- Risk Treatment
- Monitoring and Review
- Communication

SCOPE OF THE DOCUMENT

This document contains the output of Risk Identification and Risk Assessment stages, and details the proposed Risk Management Plan.

RISK IDENTIFICATION

Sydney Bowmen Archery Club Inc. conducted a Risk Assessment of the site and other risks as per the Archery Australia's "Risk Management Resource Guide for Clubs" policy Nov 2013 version 2. Of the major risk categories identified, the main areas not specifically addressed by the Club's constitution and so warranting special attention where those associated with:

Physical Risks

All the Club's physical risk transactions are managed in accordance with the Sydney Bowmen Archery Club Inc. Risk Management Plan. (Appended)

Environmental Risks

All the Club's environmental risk transactions are managed in accordance with the Sydney Bowmen Archery Club Inc. Risk Management Plan. (Appended) **Risk items; 12-15**

These are grouped into four risk categories:

1. **Pre and Post Event/Activities.** Risks associated with the setting up and pulling down of the fields and preparation activities of the event. Risk Items; 1-2
2. **Physical Environment.** Risks associated with the immediate field where the activity will take place. Risk Items; 3-6
3. **Adjacent Environment.** Risks associated with the nearby environment including areas where archers and members of the general public will traverse use. Risk Items; 7-11
4. **Personnel.** Risks associated with archers, officials, club members, parents and spectators who may be involved in club activities.
Risk Items; 12-17

Risks addressed by the Club's Constitution

Legal Risks

All the Club's legal transactions are managed in accordance with the Sydney Bowmen Archery Club Inc. Constitution.

Financial Risks

All the Club's financial transactions are managed in accordance with the Sydney Bowmen Archery Club Inc. Constitution. The Club through its Treasurer ensures that the Club's financial

transactions and annual reporting requirements are provided by an arm’s length accounting and auditing agent. (Appended)

Moral and Ethical Risks

All the Club’s Moral and Ethical transactions are managed in accordance with the Sydney Bowmen Archery Club Inc. Constitution. In addition the Club has undertaken to ensure that all Club officials have complied with the State Government’s “Working with Children Guidelines”.

Governance Risks

All the Club’s governance transactions are managed in accordance with the Sydney Bowmen Archery Club Inc. Constitution. (Appended)

RISK ANALYSIS

The methodology used is based on that set out in Archery Australia’s “Risk Management Resource Guide for Clubs” policy Nov 2013 version 2 and are reproduced below.

Each identified risk must be rated. These ratings describe:

1. The likelihood of the risk occurring (likelihood); and
2. The loss or damage if the risk eventuated (consequence);
3. The priority, or degree of urgency required address the risk.

The likelihood is related to the potential for the risk to occur. How often could the risk eventuate? Is there a history at the club for this risk?

Likelihood	
Likely	Will occur at each archery event
Possible	Could occur once annually
Unlikely	Could occur once in 10 years
Remote	Could occur once in 100 years

Consequence of risk refers to the amount of loss or damage which may result from the risk occurrences. It is the consequence of injury to someone, financial loss, a loss of reputation etc.

Consequence	
Extreme	<ul style="list-style-type: none"> • Death or serious injury requiring significant rehabilitation or permanent disability • Financial loss in excess of \$100,000 • Loss of reputation

	<ul style="list-style-type: none"> Committee member indicted with respect to the activities of the club or its membership
Serious	<ul style="list-style-type: none"> Serious injury requiring rehabilitation Financial loss in excess of \$50,000 Legal prosecution
High	<ul style="list-style-type: none"> Injury requiring time off work Financial loss in excess of \$5,000 Loss of reputation to Club
Low	<ul style="list-style-type: none"> Injury requiring on-site First Aid Financial Loss less than \$5,000 Negative story of Club in media

Having identified risks they are then rated according to the following risk matrix

Consequences					
		Extreme	Serious	High	Low
Likelihood	Likely	RED	RED	AMBER	AMBER
	Possible	RED	RED	AMBER	GREEN
	Unlikely	AMBER	AMBER	GREEN	GREEN
	Remote	AMBER	AMBER	GREEN	GREEN
RED	Immediate action required				
AMBER	Action required within 6 months				
GREEN	No action required other than to monitor & communicate				

RISK MANAGEMENT ACTION PLAN

While the sport of archery may at first glance appear to be an inherently dangerous sport, the safety record of the sport is excellent. This is largely due to careful planning, training and the implementation of specific safety measures. The specific safety measures to be implemented, in addition to the generic safety measures already in place to address the identified risk associated

with target archery activities at the Sydney Bowmen Archery Club Inc Archery Range are detailed here.

Attendance Book

All club members and visitors, who are archers, coaches and officials, will be required to sign the attendance book prior to shooting. All temporary members of the public attending Club run beginners courses and "Come and Try" events must sign in also on the Archery Australia group sign in sheets.

Only Sydney Bowmen Archery Club Inc. members, associate members and official visitors of Sydney Bowmen Archery Club Inc. who are members of Archery Australia or other recognized State or National Archery Associations are permitted to shoot in the members' range.

Only archers, coaches and officials will be permitted onto the Field of Play and only after the explicit direction of the DOS or Committee member of the Club. All other parents, spectators and general public will be restricted to the areas outside the caution signs and barrier fencing. Animals are to be kept on leads at all times. Parents must act responsibly in relation to behavior of small children.

Field Layout

Sydney Bowmen Archers' Target range for club members are set on northern side of the pavilion and beginners on the Southern side. All targets are set approximately 15m forward of the bank facing East, which separates the upper and lower playing fields.

See diagrams (See Appendix 2 for Field layout diagrams)

Only club members shoot of staggered shooting lines. The staggered shooting line requires the use of additional safety zones of about 10m between archers shooting different distances. Distances start form 70m and usually are marked at 10m intervals.

For inter- club events, a common shooting line is used. This avoids the need for additional safety zones between archers shooting different distances.

Beginning archers shoot of a common shooting line which runs along the eastern sideline of the playing field. The 6 beginner's butts located on the southern boundary closer to the Moverly Rd. are primarily for Beginners classes, Come and Try events and short distance practice. All shooting ranges are sign posted with warning signs and safety bunting.

However all archers using the area must conform to shooting instructions of that supervising coach

Control of Shooting

Under controlled shooting conditions, i.e. Club leagues, Inter-Club events, Beginners classes , control of shooting is organized by the Director of Shooting (DOS), Instructor, coach or their delegate who may be located near the shooting line to have a clear view of the Field of Play and the access points to the field.

Under social or practice conditions (uncontrolled), control of shooting is left to individual members who must abide by the Clubs Main Range Shooting Policy, especially as it relates to distances being shot, numbers of archers on the range and safety zones for different distances.

The DOS will use the following whistle blasts to control the shooting:

- **One (1) Blast:** Come to shooting line, prepare to shoot and commence shooting.
- **Two (2) Blasts:** Stop shooting, score & retrieve arrows.
- **Multiple Blasts:** Danger, stop shooting immediately.

Shooting will not commence until the Field of Play is clear. Shooting must cease if the Field of Play is not clear or if so directed by the DOS. Officials will be courteous at all time to members of the public when directing them from the Field of Play.

First Aid Officer

The club will endeavor to have at least one member trained in basic first aid and will be designated as the first aid officer and will be present at major events. The Club shall have a well-stocked first aid kit.

Archer Safety

New archers cannot shoot on the Range unless they have completed the Sydney Bowmen Archery Club Inc Beginner's course or the Come-N-Try introductory lesson or are supervised by a Club official. New Club members with archery experience must demonstrate to club officials that they are competent and understand Sydney Bowmen Archery Club Inc policies and procedures.

All archers are to be suitably attired. This includes a hat, closed shoes and close fitting clothes. Sandals or open toed shoes are not permitted while shooting on the Field of Play. Sun lotion should be applied before shooting and re-applied at regular intervals if shooting for long periods in the sun.

Archers are advised to stay hydrated on during warmer months and may need to provide sufficient drinking water for their own use if the Club house is not open. Toilet facilities, tea, coffee, and cold drinks are available in the Club house for a small fee.

Alcohol and prohibited drugs (refer to AA anti-doping policy) must not be consumed by anyone prior to or while shooting. No person may shoot while under the influence of alcohol or prohibited drugs. Smoking is not permitted within the Field of Play or the Club house. Archers should take care when approaching the targets and be mindful of arrows lodged in the ground.

Incident /Potential Incident Reporting

Sydney Bowmen Archery Club Inc. shall maintain and incident/injury register based on the format provided in Archery Australia "Risk Management Resource Guide for Clubs" policy Nov

2013 version 2. This register will be reviewed periodically to determine if any systemic risks are emerging.

Crossbows

Use of crossbows is strictly prohibited.

Monitor and Review

Sydney Bowmen Archery Club Inc shall regularly monitor and review this document to ensure it is kept up to date and relevant to the risks identified in Appendix 1- Risk Identification and Management Action Plan.

Communication

It is essential that all club members and participants in club programs at Sydney Bowmen Archery Club Inc. are familiar with this document. A copy shall be kept in the club house and on the Club's website when fully operational.

Membership of archery clubs is constantly changing and as such all members should ensure that new members are introduced to the risk management policy, the Main range shooting policy and obligations as part of their introduction into club life.

Complaints / Concerns / Suggestions

Please email the Club secretary at "sydneybowmensecretary@gmail.com" or speak to a member of the clubs committee.

Thank you

Sydney Bowmen Archery Club Committee

Risk Identification & Assessment

Appendix 1

Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action Risk	Assessment after Mitigation
1	Field Setup and Dismantle – Beginners area	RED Likely/Serious	Temporary barriers to be used during beginners’ classes to demarcate the shooting area and safety exclusion zones. Star posts or similar (plastic hazard bollards and hazard tape) for barrier fencing will be installed. Caution Signage placed facing Moverly Rd.	AMBER Possible/High
2	Installation of Targets. OH&S issues associated with heavy lifting	AMBER Likely/High	Targets shall be setup by two people where possible. Where an individual is setting up a target they are instructed to lift from a bent knee position to avoid back injury.	GREEN Possible/Low
3	Field Damage	GREEN Unlikely/Low	Archery activities will have negligible impact on the physical field.	GREEN Possible/Low
4	Damage to Trees	AMBER Likely/High	Targets shall be placed at a minimum 10m from trees and located between the trees.	GREEN Possible/Low
5	Litter removal after competition and Sunday Shooting	AMBER Likely/High	Archers both club members and casual will be instructed to remove any potential litter items and place them in the bins provided	GREEN Possible/Low
6	Missing or Unfound Arrows	RED Likely/Serious	Archers to locate and collect arrows before leaving. Archers are to advise the Secretary or DOS should an arrow be lost in the field of play. All archers are to assist with finding any lost arrows. A metal detector is kept in the club house to help locate lost arrows.	GREEN Likely/Low

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Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action Risk	Assessment after Mitigation
7	Unauthorized access to Field of Play during shooting	AMBER Possible/High	<p>The field layout shall be designed to maximize the safety exclusion zone around the targets as prescribed in Archery Australia Safety Guidelines, p 9V8</p> <p>During controlled events, all archers will shoot from set shooting lines separated by a minimum 10m from the flight-path of arrows shot at the longer distances.</p> <p>No archers, spectators or members of the public will be allowed within the Field of Play while shooting is in progress.</p> <p>During practice or social archery members are to be familiar with Club Safety documentation and main range shooting policy are expected to act within the framework of those documents.</p> <p>Caution signs and bunting will be installed on the top field and facing the bowling greens.</p> <p>Shooting is controlled by the DOS at all times during controlled events. Shooting shall stop immediately if a person or animal enters the Field of Play.</p>	GREEN Unlikely/Low
8	Trespass into Beginners and club members ranges by archers whilst beginners and club members are shooting- persons being hit with arrow.	RED Likely/Extreme	Bunting and warning signs will be installed adjacent to the flight of arrows at both the club members and beginners shooting ranges.	AMBER Unlikely/Extreme

Sydney Bowmen Incorporated - Risk Management Plan

Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action Risk	Assessment after Mitigation
9	Member of Public near Archery Site. Physical injuries to members of public, and/or archers and/or staff at the two archery sites	AMBER Likely/High	Clear warning signs will be installed facing Moverly Rd. Warning signs and safety bunting installed on top field. Warning sign placed behind the shooting line facing the bowling greens on the very lower field. Safety Rules are presented with all Come-N-Try archery lessons.	GREEN Possible/Low
10	Motor vehicles entering/exiting site. Physical injuries to public and/or archers as a result of colliding with vehicles	AMBER Likely/High	Access is strictly limited to Club Committee members for purposes of transporting heavy goods to the club site. The entry gates shall be closed off to all other participants	GREEN Possible/Low
11	Arrows undershooting/overshooting target butts and Field of Play	AMBER Likely/Low	Beginners and especially children are warned of overshooting. All archers are advised of the dangers of arrows landing on the top field. Heavy monitoring by supervisors is undertaken to ensure that arrows are fired at targets.	GREEN Possible/Low
12	High Winds, Thunder and Lightning.	RED Low Possible/Extreme	The DOS will continually check shooting conditions and will stop shooting if conditions deteriorate to the extent that arrows might land outside the safety exclusion zone, or Archers' safety is deemed to be at risk in accordance with AA policies.	GREEN Possible/Low
13	Archer Inexperience	GREEN Possible/Low	Only experienced archers will be allowed to shoot longer distances. Beginners will shoot shorter distances only following the successful completion of a beginner's course. Beginners will always be under the supervision of an officially designated experienced archer.	GREEN Unlikely/Low

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Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action Risk	Assessment after Mitigation
14	Archer Health	AMBER Likely/High	Archers shall wear appropriate attire, hats, tight fitting clothes and closed shoes. Sun lotion and eye protection shall be used when appropriate Be conscious of manual handling issues when dealing with temporary target stands and butts. Alcohol is not to be consumed while shooting.	GREEN Possible/Low
15	Unauthorized use of Club members shooting range by casual participant thus voiding insurance cover	AMBER Likely/High	Installation of signage adjacent to the field warning that only club members are eligible to shoot in this area for safety and insurance purposes	GREEN Possible/Low
Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action Risk	Assessment after Mitigation
16	RCC lease terms and conditions re health and safety.	AMBER Likely/High	All requirements as stipulated by the Club's RCC lease terms and conditions are strictly monitored to ensure compliance.	GREEN Possible/Low
17	Damaged or poor condition of archery equipment	AMBER Likely/High	All equipment is regularly inspected. Damaged arrows are discarded or repaired.	GREEN Possible/Low
18	Sole Archers using the Field on Sunday and Thursday Afternoon, where trespass onto the range by the public may occur.	RED Possible/high	Bunting and warning signage is to be placed on either side of the archer's shooting line. Where distances are greater than 50m bunting to be placed along the whole length of the shooting line on either side. Additional signage is to be located midway along the shooting line towards the targets. Particular attention should be paid around the goal posts. Archers must ensure that the public are immediately alerted to their activity and advise them to relocate to safer areas of the park. Under no circumstances are archers to assume the public will take the lead in relation to archery safety.	GREEN Possible/low

APPENDIX 1A

Thursday Afternoon Shooting- Latham Park

N.B: Weekday shooting is a first for the club, in some years. We are on trial, so to speak! Therefore, it is important that members follow these guidelines and ensure that the Club does not attract any undue complaints.

Usage and Layout Guidelines:

These guidelines are based on our conditions of use, as specified by Randwick City Council and operating protocols as determined by the club's executive.

- Only fully paid up members are permitted to shoot on Thursdays. Juniors must be accompanied by adults.
- Thursday shooting will rely on an honor system. A separate entry showing the Thursday date and member details must be logged into the sign in book to cover insurance requirements.
- Your club shooting fee (\$5) will be collected on your next Sunday attendance.
- Shootings Times: 3:00 – 5:00pm Thursdays. This will be available from October 2017 to March 2018
- Some allowance is made to setup and takedown the shooting range before and after these times. Please note, the ground is booked for rugby training from 6:00pm
- We are only permitted to shoot into the cut-out section of the field, bounded by the sandstone walls and the rubber backstop.
- **Bunting must be placed as follows**
 - along the perimeter of the cut-out section and including the area on the upper field spanning the cut-out area.
 - Along either side of the shooting lane e.g. to the south and north.
 - As an interim measure, the use of the green garbage bins and the two-wheeled trolley may assist in securing the bunting off the ground to create a visual 'no go space' for the public.
- **Warning signage must be placed on the upper field and one on either side of the perimeter of the shooting lane on the synthetic surface. Please use the double-sided signs designed to fix into the synthetic surface.**
- **Where the archer is shooting distances greater than 50m (approximately beyond the goal post) bunting must be placed along the entire length of the shooting lane facing the road (e.g. south) and to the north creating a shooting corridor. Additional signage must be placed along the bunting on either side.**

- Where only one archer is shooting, all care must be taken to ensure that the public are alerted to your activity and verbally warned off to a safer area of the park. In no circumstances are ball activities to be conducted within 40m of the shooting range.
- Other users of the park, i.e. dog walkers, etc. are entitled to use the remainder of the open park spaces.
- To permit access to the equipment, a security key-safe has been installed. The code will be changed periodically and can be obtained from the committee members or ringing/texting Frank on his mobile 0409680546.
- While using the Thursday range, users will be responsible for the security of the sporting equipment and closing the range and storage facility.
- The key will also open toilets. Please ensure they are locked after use.
- Please ensure that the key is returned to the key-safe, loss of the key will compromise the storage facility and cost you and the club hundreds of dollars.

Issued by Sydney Bowmen, Executive Committee

References

1. Archery Australia's "Risk Management Resource Guide for Clubs" policy Nov 2013 version
2. RCC lease, terms and conditions, with Sydney Bowmen
3. State Government's "Working with Children Guidelines". Working with Children Check
4. Sydney Bowmen Archery Club Inc. Constitution
5. Archery Australia Safety Guidelines

Images of various layouts and signage used by Sydney Bowmen at Latham Park



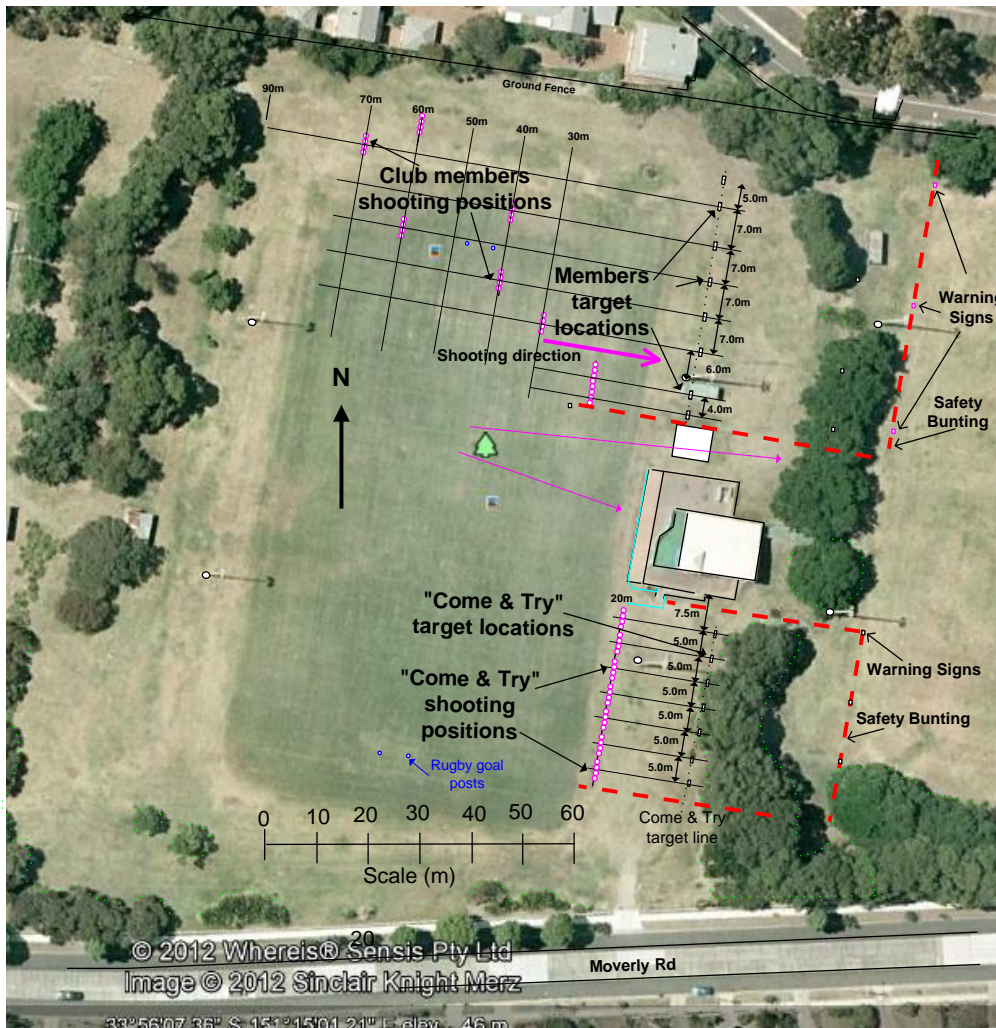
Sydney Bowmen Incorporated - Risk Management Plan



How Sydney Bowmen currently use Latham Park for Archery.

The normal shooting each Sunday involves two sets of targets being set up as shown in the Fig 1. Both sets of targets are erected at the base of the embankment at the eastern side of the field, one set on the northern side of the amenities buildings and the others south of the buildings. All shooting is done in an easterly direction to ensure that any arrows that miss the targets lodge in the ground outside the football ground area and mostly in the embankment area (which makes "lost arrows" much easier to find).

Fig 1



Sydney Bowmen Incorporated - Risk Management Plan

The targets at the northern end are for Club members to shoot at from distances between 20 and 90m whilst the southern targets are for participants in our “come and try” program who shoot at a distance of around 20m. For safety reasons lengths of flag bunting and warning signs are erected each Sunday near the westerly edge of the upper fields and also as indicated in red on Fig 1.

Additionally at least once each year Sydney Bomen hosts archers from throughout NSW, and sometimes from overseas, an Archery Tournaments. Such shoots usually require both the northern and southern ends of Latham Park to be set up for ranges of up to 70m.

