



Geelong Archers

Risk Management Plan 2020

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INTRODUCTION

GEELONG ARCHERS INC

Geelong Archers Inc (hereafter often referred to simply as Geelong Archers, GA or 'the club'), is an archery club with around 100 registered members and has been active in and around Geelong since May 1960. It has had many homes over the years. In 1990 the club moved to the Jarvis Oval sports complex, owned and managed by Deakin University, at its Waurm Ponds Campus. Corio Bay Archery Club, which began in 1983, was located at Abe Wood Reserve, next to the CFA at the corner of Edgerton Road and Evans Road, Lovely Banks. In November 2012, both clubs amalgamated under the name of Geelong Archers Inc, and both venues were retained.

Geelong Archers Inc is affiliated with Archery Australia Inc, the national body affiliated with World Archery and is a member club of Archery Victoria, the state's Regional Governing Body. Geelong Archers Inc complies with all of Archery Australia's policies and is covered by Archery Australia's Insurance Program which includes comprehensive Public Liability insurance. Geelong Archers has also taken out private property insurance (partly self-funded and partly sponsored by Geelong Insurance Brokers), covering the club's equipment and helping to protect its assets.

Geelong Archers views its mission as providing access to the sport of archery to all eligible comers, in a fun and safe environment by providing safe venues to practice the sport of archery.

Key activities for the local community include introductory courses for prospective or potential new members and additional special events for community and school groups. The introductory activities include 'Introduction to Archery' courses which typically run for 3 weeks, and shorter, more rudimentary Come-and-Try programs, held at various times throughout the year, usually on a Saturday morning. These programs regularly have around 20 or so participants that comprise families, children from 10 years' old, and adults of all ages. Additional programs for community and school groups are occasionally organised as required or requested.

THE VENUES OF GEELONG ARCHERS

The club shooting times are:

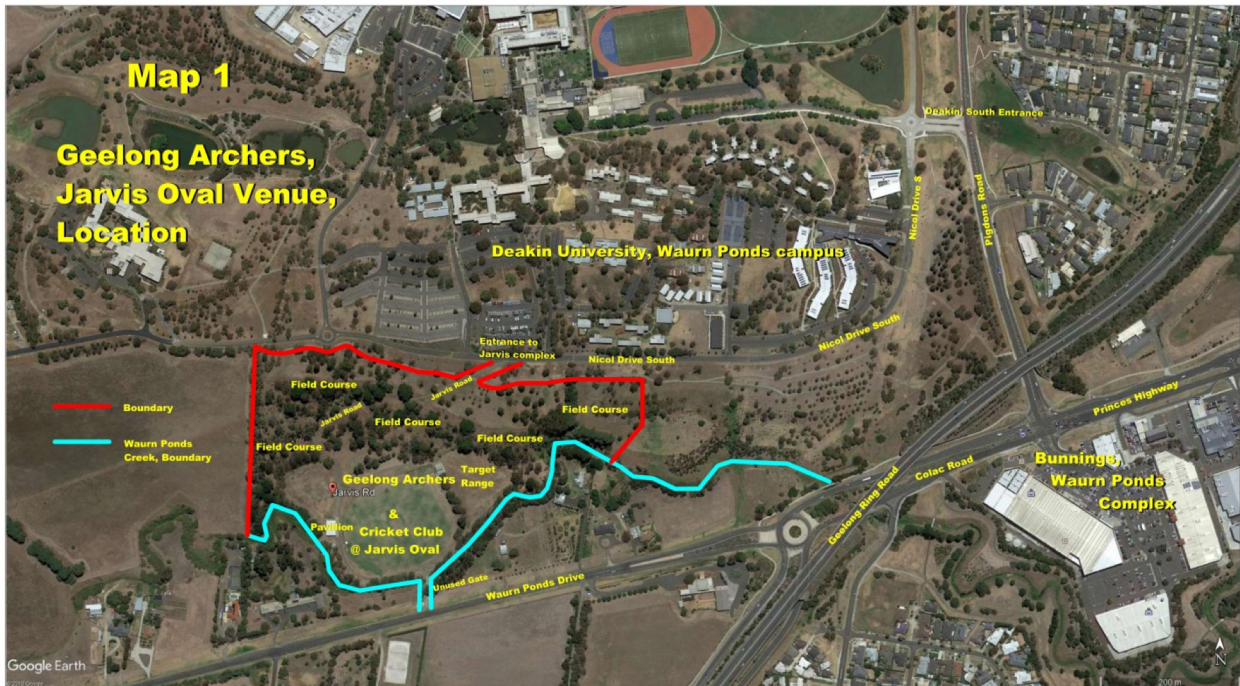
- Jarvis Oval – Saturday from 11:00am onwards
- Jarvis Oval – Wednesday morning from 9:00am approximately
- a Twilight Shoot on Thursday evenings from 6.00-9.00 pm approximately over the summer months.
- Jarvis Oval – last Sunday each month from 8.30am: Field Archery
- Jarvis Oval – 2nd Saturday each month: **Club Championships**: practice 1.30pm, start 2.00pm
- Abe Wood Reserve – Sunday from 9:00 am approximately

Other days and times may be available at Deakin University (strictly Target range only) as determined by GA Committee. Abe Wood Reserve is available outside of hours only on FRI SAT SUN MON, as part of GA's lease conditions. Toilet facilities and drinking water are available at both venues.

Venue Layout - GA Ground 1: Jarvis Oval sports complex, Deakin University, Waurm Ponds

The Jarvis Oval sports complex is rented from Deakin University at its Waurm Ponds Campus. The venue is shared with the Waurm Ponds Cricket Club. Jarvis Oval has a Target Archery range and a 24-target Field Archery course.

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Map 1 The pale blue line is the Waurn Ponds Creek and indicates the entrances to Jarvis Oval from within the Deakin University grounds and the now closed entrance from Waurn Ponds Drive. It shows an overview of the location of Geelong Archers in respect to the University and local area.

The areas marked as parking on Map 2, to either side of the pavilion (along the west and south edges of the cricket oval, and along the edge of the small field to the northwest of the oval), are typically used by the cricket club in their season, and by Geelong Archers during Field tournaments and invitational interclub events, or when more parking is needed.

Limited parking is available along the northern edge of this dirt access road, adjacent to the cricket oval. The southern edge off the side of this road, near the fenced oval, is off-limits for vehicles, as for much of the year there is a risk of bogging of vehicles. This zone is occasionally cordoned off with star pickets, tape and sometimes witches hats because of this possibility.

Field Course: Map 2 shows the approximate location of the 24 Field course target butts and approximate pathways around the course as currently agreed with Deakin University.

The tree-covered ridge used for the Field Course borders the entire north side of the complex, while Waurn Ponds Creek borders much of the south, southwest and east, helping to protect against unwanted entry. A wire and post fence separates most of the remaining western border from private property. The Field Course has several lines of bollards, with warning signs and attachment points for warning flags.

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Flags, mounted on bollards during Field Archery use (marked as red circles) and bunting or tape between the bollards lining the top of the ridge (marked as red lines), are used to cordon off access to the complex and the field course from the University. Flags must be mounted whilst any archery (including target range use) is in progress. Other rows of spaced warning bollards, mostly used without bunting, are marked on this map by pink lines, and individual bollards sometimes by red and pink circles. These bollards follow Jarvis Road down from the top/northern gate to either side of the road and also semi-circle the perimeter of the small field, northwest of the cricket oval. Flags and warning signs are used on these bollards for major Field Archery events. During such events, extra warning tape, target numbers, range markers and direction signs are typically used to demarcate and cordon off shooting lanes and paths between field targets, and to point competitors towards subsequent targets.

Many of these safety measures are only used when official, invitational or interclub Field tournaments are held. For smaller club-only events the temporary barriers, signage and flags along the top of the ridge and at gates and main bollards (those marked with circles on Map 2) are deemed sufficient - and more practical in terms of manpower and time to set up and put away.

The path visible atop the ridge, south of Nicol Drive (the internal road of the University), is a pedestrian gravel footpath. This is safely distant from the Field course and its designated lanes.

Cricket Oval (Jarvis Oval proper): The risk assessment plan takes into consideration the organised cricket activities that take place on Jarvis Oval during cricket season (on the fenced cricket oval, south of the middle of the Field course), especially regarding use of the first twelve targets. (the western half), which are typically not used during the cricket season, whilst matches are on, due to the potential hazards that cricket spectators would be exposed to (some being young and prone to wander).

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Target Range: Map 3, shows a closer view of the layout at the Target Range at Jarvis Oval which is located east of the cricket oval, south of the ridge and north of the Waurn Ponds Creek.

After parking north-west of the sheds that lie between the cricket oval and Target Range, the Range is approached on foot. The dirt road ends at one of the chain barriers described earlier (on the north-east side of the main shed), where a path leads onto a concreted area in front of the shed. The concreted area is normally set with portable tables either side of the entrance to the main shed. During archery activities, these are used for archers' and/or club equipment and sometimes as a sign-in/attendance book area (although the members' attendance book is often placed on a lectern just inside the shed). At other times the tables are stored in the shed. The main shed has two entrances facing the Target Range. One entrance has padlocks accessible by Deakin and the other by the club.

The main shed is the Club House. A water tap and waste bins are located to the north side of the shed. The tap handle is removable for security and stored in the shed when not in use.

The part of the Target Field of Play is divided into a grid of shooting lanes, with tiles, circular ground markers (pegs) and mow lines (typically mowed shorter than the rest of the range or occasionally poisoned or temporarily marked with sprays). It is marked semi-permanently with common shooting and waiting lines, which also mark the individual spaces allocated to individual archers; 3 archers per target butt, with 90 cm minimum frontage per archer. A temporary 3 m line is marked only when required; though generally not for small club shoots and practice. Each target butt is set up in its' own lane and pegged as necessary.

A single (common) shooting line is typically employed by all the archers present, which is the club's policy for added safety; all archers score and collect spent arrows at the same time.

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The Field of Play is bordered to the west by a barrier of flagged bunting between star pickets, terminating near the waiting line. Immediately outside (west) of this barrier is a path providing the only safe access from the shed to the waiting line. Other than this path, the only other access to the Field of Play, besides the chain barrier, is a removable section of the barrier bunting (in front of the main shed), which is only used when butts must be wheeled onto or off the Field of Play. East of the Barrier (inside) is a maintained separation or exclusion zone, a non-shooting lane of appropriate width, providing more than the minimum required separation between the west-most shooting lane and the access path. This non-shooting zone can be increased by disusing one, or more, of the first (western) lanes on the left of the Field of Play. In addition, the west-most shooting lanes are the furthest distance lanes, 70 m, 60 m and 50 m and only used by the most experienced archers. 90 m lanes are only available from a more distant shooting line approximately 20 m behind (south of) the first five lanes (behind the western edge of the usual Field of play); these are rarely used (particularly not when cricket or cricket practice is on) and, when used, the access path and outside of the shed may be designated off-limits for added safety, and the right lanes are used before those on the extreme left. The 70 m shooting lanes are only available on the western side of the Field of Play (there are 7 of these, only 6 marked fully by tiles).

The Field of Play has no barrier (besides a warning bollard) on the east side, as entry from this direction is most unlikely. A clear zone and zone of exclusion exists here and doubles as a safety zone for some of the Field Archery course. The clearing allows good visibility to the right (east) side of the Target Range. A steep stairway leads up the ridge on this side, between Field Targets on the far eastern boundary of the venue, well beyond the Field of Play. A cliff-face (the ridge) serves as the northern barrier (a natural barrier).

The current range is set up north-west facing, which is not ideal for an archery range, but necessary for safety and to comply with Deakin University safety/risk management requirements due to private property on the other side of the Waurn Ponds Creek, some way behind this mound; and the current shooting direction faces away from it; to avoid stray arrows and complaints. This property has been taken into account with the setup of the range and the nearby field target lanes.

For beginners undergoing instruction, a different shooting line from the main common shooting line is usually set up; 10, 15 or 20 m from the butts, which are at such times set up at the north-eastern edge of the Field of Play (on the normal 60 m line). These shooting and waiting lines are marked out with tiles and additional circular ground markers, semi-permanently left in place., there are 7 lanes marked in this way (the yellow lines on the map of the Target Range layout, superimposed over the normal 40, 45 and 50 m range lines), marking the shooting lines typically used - either 10, 15 or 20 m, respectively. However, more lanes can be used, although rarely more than 8 at once. When beginners are under instruction from one of these lines the usual shooting lines, further back, are not used. Beginners are instructed during separate times from regular activities. If beginners need to undergo instruction at other times, the usual line (main shooting line) will be used for all archers present.

There is a target butt on wheels, located between the sheds near the target range, for use by members when the main shed is locked (out of usual hours). A key will unlock it; keys available to rent (long-term) for small fee (refundable with key).

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Venue Layout - GA Ground 2: Abe Wood Reserve, Lovely Banks



Map 4 Geelong Archers Abe Wood Reserve complex.

Historically the venue of Corio Bay Archery Club, this ground is now used by Geelong Archers as a second Target Archery Range, and for Clout. This Council Reserve is leased from the City of Greater Geelong Council, (CoGG). The club shares the facilities with a Pigeon Club, a 4WD (Four Wheel Driving) Club and a Dancing Club. GA has sole use of a small storage shed beside the Pigeon club's shed, and has use of the pavilion, when not in use by the 4WD and Dance clubs. Toilet facilities are available at blocks adjoining the pavilion.

Abe Wood Reserve has one vehicle access point: via a gate off Edgerton Road: limited parking is provided both outside and inside of this gate and fencing.

The rectangular field includes a Target Range to 90 m, with posts marking ranges to either side of each range line. Room extends beyond the Field of Play of the Target Range and is available for most (not all) standard and non-standard Clout Ranges, which may be either straight or on slight angle from the marked Target Range. If angled, it is required to remark waiting, shooting and 3 m lines such that they are square to the clout and its flags. For Clout 100 m, 120 m (120 m is a non-standard fun shoot range at GA), 125 m, 145 m and 165 m ranges are possible. There is approximately 80 m overshoot area available beyond the typical 165 m clout position, from the usual shooting line, which (just) meets the minimum required. As such, 180 m clout is not possible, due to lack of required overshoot space. Beyond this overshoot field, past the Reserve's northern boundary, is the driveway of a private property to the north. Another private property is beyond the fence that serves as the reserve's eastern boundary. Beyond the western boundary is Evans Road.

Use of Venues: who can shoot

Only Geelong Archers Inc financial members, Committee-approved temporary members, and official visitors of the club, who are themselves members of Archery Australia or other recognized state or national archery associations are permitted to shoot at Geelong Archers venues. Visitors who are not members of Archery

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Australia or World Archery but members of another association, such as ABA or 3DAAA of the Archery Alliance, may shoot at Geelong Archers venues up to 4 times per year, whilst being covered under Archery Australia's Temporary Membership (must sign in also on the Archery Australia group sign in sheets). Beginners are entitled to Temporary Membership for 12 consecutive weeks in the year, beginning from their first instruction session. Visiting archers must obtain permission to shoot from a member of the Club's Executive Committee, display their appropriate membership cards and usually pay a token fee.

Temporary Members and non-AA/WA visitors pay a fee which covers insurance and consumables. Beginners hiring club equipment pay an additional fee or an instruction fee. Members of the club pay an annual fee.

Only archers, coaches and officials, and those extended permission by GA's Field Marshall, Committee or current Director of Shooting, will be permitted onto the Field of Play, and only after signing in. All other parents, spectators and general public will be restricted to the areas outside the caution signs and barrier fencing, or behind the Waiting Line on the Target Range, or strictly as directed during Field Archery activities. Animals are to be kept on leads at all times, noting also that the Jarvis Oval venue is operated under Deakin University's no dogs, no golf and no smoking policies. Parents must act responsibly in relation to behaviour of small children, and are usually required to mind their children, at the discretion of the Committee or of members willing to supervise them.

SCOPE OF THE DOCUMENT

This document details the adopted Risk Management Plan of 'Geelong Archers Inc. It contains the club's Risk Management policy, including the club's consideration of the major stages as outlined by Archery Australia Inc "Risk Management Resource Guide for Clubs", policy 1022 (version 2), Nov 2013.

OBJECTIVES

The objectives of this Risk Management Plan are:

To reduce the incidents of injury, harm or damage to, or by, participants, officials, spectators, the general public, or indeed any users of the venues operated by Geelong Archers Inc and their immediate surrounds, including their persons, properties and the local and surrounding neighbourhoods and the environment.

1. To document and provide a safety policy and risk management framework to assist Geelong Archers Inc in its provision of a fun, healthy and safe sporting environment for approved individuals of a minimum 10 years of age and older) and levels of approved physical and intellectual capability to participate in, and enjoy, the sport of archery.
2. To minimize the potential for club liability as a result of poorly managed venues and activities.

With these activities in mind, Geelong Archers has developed this Risk Management Plan to:

1. help ensure that the Club will provide a safer sporting environment for archers of all levels of proficiency, users of the adjacent sporting facilities and neighbouring properties; of both the Jarvis Oval sports complex (Deakin University) and Abe Wood Reserve venues.
2. fulfil its obligations under Archery Australia Inc (AA) Policy 1022 "Risk Management Resource Guide for Clubs" and bring its Risk Management framework into line with other AA clubs.

DUTY OF CARE

Club Officials and members owe a duty of care to each other, to themselves, and to all involved in the activities of the club, whether directly or incidentally, including spectators, other users sharing the venues, and the general public, TO both their person and property. This duty of care extends to the environments at both venues; Deakin University and Abe Wood Reserve, and their surrounding neighbourhoods. This is particularly important in conducting archery events, where there is a reasonably foreseeable risk of harm, injury, or damage from the club's activities, if not properly managed.

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In exercising this duty of care, the law requires all involved parties, particularly official, to take reasonable steps to reduce the likelihood of foreseeable injuries or damage.

The rationale which underpins the Risk Management Plan of Geelong Archers is to identify risks involved in all club activities.

RISK MANAGEMENT METHODOLOGY

This Plan has been developed from the guidelines set out in to Archery Australia Inc's "Risk Management Resource Guide for Clubs", policy 1022 (version 2), Nov 2013, which is in turn based on the Australian, New Zealand and International Standard on Risk Management AS/NZS ISO 3100:2009.

This Management methodology seeks to simplify the steps set out in the Standard, whilst fulfilling all its purpose and intent, and includes the following stages:

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

RISK IDENTIFICATION

Geelong Archers has conducted a Risk Assessment of its venues, activities and associated risks. Geelong Archers Inc, along with representatives of Deakin University, took part in a formal Risk Assessment of Jarvis Oval, Deakin University a by a Risk Assessor employed by the University under the auspices of its own Risk Management policies. This document also incorporates the suggestions and requirements of that assessment.

Which risks need to be managed?

The law does not require Clubs to provide a completely risk free environment. Indeed, by agreeing to participate in archery activities, participants will be deemed to have consented to those risks, which form an inevitable aspect of the activity. Clubs are not required to take steps to counter risks where it would be unreasonable to expect a Club to do so in the circumstances. Clubs are however, expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

The identified risks are grouped into the following risk categories:

On Field (Physical Environment)

Risks associated with the conduct of archery tournaments and during shooting activities. The risks associated with the immediate areas of the club venues where the club's activities will take place (Fields of Play: Target Ranges, Field course, Clout Ranges). This may include on-field damage to the environment (atmospheric, flora, fauna). Risk items 1-11

Environment (Adjacent Environment)

Risks associated with the nearby environments of the venues, and off-field areas of the venues (eg. beyond exclusion zones bordering the various Fields of Play, club sheds, pavilions, parking areas, surrounding properties, roads, pathways), including areas which archers and members of the general public may traverse, share, or otherwise use. May include off-field damage to the environment (atmospheric, flora, fauna). Risk items 12-15

Pre and Post Event/Activities

Risks associated with the setting up and pulling down of the fields (preparation or pack up prior/post the events or activities). Also includes risks associated with maintenance of the venues/facilities. Risk items 16-18

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Personnel

Risks associated with anyone who may be involved in club activities, directly or incidentally, or who may potentially be in any risk from such activities.

This involves risk of injuries or damage to participants and the public, either to their person or to their personal properties/belongings. Risk items 19-21

Legal Risks

Risks of legal action against the club or its membership. Members are somewhat insulated from many, but not all, personal legal risks and liabilities by the club's Incorporation and Insurance policies; and by its affiliation with, and adoption of, the Codes of Conduct and policies of its state, national and international governing bodies, and by the evidence of due consideration of its duty of care, evidenced by its Risk Management documentation. Risk item 22

These risks fall into three broad categories:

Financial Risks

Risks to the club's financial status, be it monetary, related to club assets (equipment and resources), or the threat of financial loss. The club, through its Treasurer, ensures that the club's financial transactions are managed and that its annual reporting requirements as an incorporated body are fulfilled. Members pay a portion of their fees to Archery Victoria / Archery Australia, which provides for public liability insurance. In addition, the club maintains a level of private property insurance deemed appropriate by the Committee, which provides for monetary value protection of property on club venues from theft, vandalism and damage, designed to allow replacement of club facilities, where necessary and where possible. The Jarvis Oval venue is patrolled by University security and covered by multiple alarms and security locks/cards. The Abe Wood Reserve venue has its own set of locks/security considerations.

Moral and Ethical Risks

The club's moral and ethical risk transactions are managed in accordance with Geelong Archers Inc Constitution, its By-laws, Code of Conduct, and Child Safety Policy, and in accordance with the Geelong Archers Risk Management Plan (this document). In addition, the club has undertaken to ensure that all club officials (Committee members, instructors/coaches and all those directly involved with children) and invited or appointed visiting officials have complied with the State Government's "Working with Children Guidelines". The club Constitution provides for a Committee member with the role of 'Member Protection Information Officer' to act as one of the first points of contact for club members to ask for help or information, express concerns or complaints and report risks related to conduct of club members and also the public they may affect or come into contact with. The club has a Code of Conduct and a Safe Child Policy and also a policy regarding media release. Reporting of incidents or lack thereof by the Member Protection Information Officer is currently a standing Agenda item for Committee meetings.

Governance Risks

The club's governance is managed by the Committee and by the directives, rules, policies and guidance of its regional, national and international governing bodies, generally in accordance with Geelong Archers Inc Constitution and its By-laws.

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RISK ANALYSIS

Assessing the Risks

While archery may appear inherently dangerous, the sport's safety record is excellent, largely due to the careful planning, training and the implementation of specific safety measures. Specific and generic safety measures already in place for the two venues are detailed in this Risk Management Plan. These assessments are outlined in Appendix 1: Risk Identification and Assessment (appended to this document).

The methodology used is based on that set out in Archery Australia's "Risk Management Resource Guide for Clubs" policy 1022, Version 2, Nov 2013. Each identified risk must be rated. These ratings describe:

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

Rating Likelihood of Risks

The likelihood relates 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

Rating Possible Consequences of Risks

Consequence of risk relates 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 • 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 Club media coverage

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Rating Priorities of Identified Risks

Having identified the risks, their likelihood and their consequences, their priorities 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
Priority	RED	Immediate action required			
	AMBER	Action required within 6 months			
	GREEN	No action required other than to monitor & communicate			

Documenting Existing Controls

Once priorities have been determined, the Committee will determine actions required and establish, document and monitor treatment and controls, which will be reviewed when necessary for efficacy.

Geelong Archers has identified, assessed, and documented current risks and their controls or treatments, in this Risk Management Action Plan. They are outlined in Table 1 - Risks with Existing Controls.

First Aid

The club has a number of members trained in First Aid, and a trained member is designated as a first aid officer at major events. The Club has and maintains a well-stocked first aid kit at each venue.

A defibrillator is located inside the main club shed at the Jarvis Oval venue (mounted on southern wall), which has instructions for the layperson in emergency usage. A defibrillator is also available at Abe Wood Reserve, in the venue's pavilion.

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Archer Safety & Competency

BY LAWS STATE THAT archers must be competent before being allowed to join. This may be via a Certificate of Completion of an approved introductory course or an equivalent, or by observation by an appropriate GA member.

All archers are to be suitably attired, including closed-toe shoes. A hat and close fitting clothes are recommended, along with sun lotion and sunglasses; shooting glasses are highly recommended as is mosquito repellent particularly at DU. Camouflage clothing is not permitted at any time.

All archers are advised to stay hydrated during warmer months and should bring a suitable water bottle with sufficient drinking water for their own use, or money to purchase such.

Alcohol and prohibited drugs (refer to Archery Australia anti-doping policy) are prohibited and must not be consumed prior. No person may shoot while under the influence of alcohol or prohibited drugs. Smoking is not permitted anywhere; Deakin University is a smoke-free zone.

Weather Safety

Lightning: all archery activities will stop and seek shelter if lightning is seen or closer than several kilometres or otherwise deemed to be an issue by the Field Marshall, Director of Shooting or a majority of Committee.

Heat: Geelong Archers has a heat policy - archery activities will be stopped if temperatures reach 38°C.

Rain, Wind and other conditions: stoppage of activities at the venue will only occur if conditions are deemed to be a safety issue by Field Marshall, Director of Shooting or a majority of Committee.

Crossbows

Geelong Archers do not accommodate Crossbows, as the club does not own target butts suitable for this type of equipment.

DOCUMENTATION

RISK MANAGEMENT DOCUMENTATION & AUDIT TRAIL

Registers: Incident Register, Risk Register, Lost Arrow Register, Attendance Register, Equipment and Key Registers

Geelong Archers maintains the following Registers with a hardcopy of each Register at each venue, accessible by the members,-and is kept up-to-date.

Incident Register(s)

Geelong Archers Inc maintains an incident/injury register based on the format provided in Archery Australia "Risk Management Resource Guide for Clubs" policy, Nov, 2013, Version 2. Blank forms for an Incident/Injury can be found in the Clubhouse. The Committee will determine if any systemic risks are emerging; which should be added to the Risk Management Plan and Risk Register. This incident register is located in the main shed at Jarvis Oval and at Abe Wood Reserve.

Risk Register(s)

Geelong Archers Inc has a Risk Identification an Assessment Form, on which any member can document safety or any risk management concerns, potential risks and newly identified risks, treatment suggestions. The register also contains any associated existing controls, assessment of the risks, treatments to be undertaken, responsibilities, and timelines for treatments and review. New risks may, after assessment or review by Committee, be added to this Risk Management Plan. Appendix 1 Risk Identification and Assessment (appended to this document) will be included in this register.

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Lost Arrow Register(s)

Geelong Archers Inc maintains a Lost Arrow Register. It is the responsibility of each archer to ensure any lost arrows are found before they leave the venue or are otherwise entered into the register. Missing arrows are to be entered into the missing arrow log in the clubhouse, stating name, date, lane number, approximate location and arrow description. They can be difficult to find due to soft ground and long grass, especially after rain.

Unrecovered arrows are a hidden danger. A metal detector or hooks/rakes can be used to locate lost arrows that cannot be located by manual search or visual inspection.

Attendance Register(s)

Geelong Archers Inc maintains an Attendance Register for each venue; these are composed of the Attendance Book (for financial members of Archery Australia) and the Temporary membership sign in sheets.

All club members and visitors, whether archers, coaches, officials, or otherwise will be required to sign the venue attendance book (Attendance Register), and, if shooting, to do so prior to shooting.

All members of the public attending Club-run introductory courses and "Come and Try" events must sign in also on the Archery Australia Temporary Member group sign in sheets. A separate folder exists for this.

Equipment and Key Register(s)

Geelong Archers Inc maintains an Equipment Register and Key Register. The former will include a list of all items at the venue (to be updated periodically, and a lease/loan sheet(s) to sign in/out equipment borrowed from the club (after prior permission is obtained from Committee / Property Officer). The Key Register will include the number of copies and identification/purpose of all keys/cards and who holds them.

Archive of Committee Decisions: Minutes of Meetings

As part of the club's documentation, required by the Standard Risk Management methodology, an audit trail including decisions of the Committee must be available. Therefore, an archive of Minutes of Committee meetings, with Risk Management discussion documented, is to be maintained and retained for 7 years, an electronic copy made available on the club's website, and made available on request, by the club Secretary.

Monitor and Review

Every member is to be informed of the location of the hard copy incident/injury, risk and lost arrow registers, or be aware of who they can send incident reports to. Members should be encouraged to fill out a report if they have or know of an injury, damage or risk. It is essential that all club members and participants in club programs are familiar with this document. A Risk Identification and Assessment Form is available to all members in the main Club sheds at each venue, to report any as yet unidentified risks. A suggestion box is also available at the club.

This Risk Management Plan, along with any newly identified risks, will be reviewed and updated as required to ensure it is up to date and relevant. The Reviews should include review of accuracy and relevance of the various registers and of the period of maintenance and review. Risk Management documentation should be archived for a minimum of 7 years.

In the interest of safety, and to minimise risks, all members are asked to also familiarise themselves with the Geelong Archers Inc Shooting Guidelines which are found in the Club By-laws (Appendix 3 of the By-laws) and with Archery Australia, and World Archery Rules.

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Complaints / Concerns / Suggestions / Contact Details

Please email the club secretary at secretary@geelongarchers.com.au or speak to a member of the club's Committee, or approach GA's Member Protection Information Officer mpio@geelongarchers.com.au. In addition, the club maintains a Suggestions box at the Jarvis Oval venue.

REFERENCES

1. Archery Australia's "Risk Management Resource Guide for Clubs" policy 1022 (version 2), Nov 2013.
2. Geelong City Council lease, terms and conditions, with Geelong Archers Inc.
3. Deakin University lease, terms and conditions, with Geelong Archers.
4. State Government's "Working with Children Guidelines". Working with Children Check
5. Archery Australia Safety Guidelines.
6. Geelong Archers By-Laws, 2019.

APPENDICES

Appendix 1 - Risk Identification & Assessment

In this appendix to the Risk Management Plan, Geelong Archers Inc has tabulated summaries of:

- 1) Risks identified
- 2) their initial assessments (ratings for Likelihood, Consequence and Priority)
- 3) the treatments or controls intended to mitigate the risks
- 4) The reassessment or rating assigned after mitigation of the risk by implementation of the control or treatment, which is the residual risk
- 5) any further treatments or controls still needing to be implemented.

Table 1 - Risks with Existing Controls and Treatments

Legend (glossary of terms):

Venue: **DU** refers to Jarvis Oval (Deakin University); **AW** refers to Abe Wood Reserve.

In body text: AA refers to Archery Australia; WA refers to World Archery; GA refers to Geelong Archers (the club).

DoS = Director of Shooting.

Field of Play is used here to refer to all parts of the ranges/courses forward of the shooting lines or pegs, to the ends of the zones of exclusion, or otherwise in the 'line of fire' of archery activities.

For Field Archery, the Field of Play for the archers involved, and any others accompanying their immediate group is deemed to be a moving Field of Play around their immediate Target and any preceding group's target, advanced as they move in a forward direction through the course.

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Risk No.	Venue (DU/AW)	Risk Description	Risk Assessment	Risk Mitigation Action Risk	Assessment after Mitigation
Risk Category: On Field (Physical Environment)					
1	DU/AW	Missing, Broken or Lost Arrows (Hazard).	AMBER Likely/High	<p>Locate arrow before you leave. Archers are to advise DoS should an arrow be lost in the field of play. All archers are to assist with finding any lost arrows.</p> <p>Archers should take care when approaching the targets and be mindful of arrows lodged in the ground,</p> <p>If not found add to Lost Arrow Register before leaving the venue</p> <p>A metal detector, hooks and rakes are kept in the main club shed to help locate lost arrows.</p> <p>Hooks/Rakes may be kept in the main club shed to help locate lost arrows.</p>	GREEN Likely/Low
2	DU/AW	Target Butts moving/flipping during shoot, damage to arrows.	AMBER Likely / Low	Peg down in use, particularly when windy; occasional verbal warning from DoS.	GREEN Possible/Low
3	DU/AW	Unauthorized access to Field of Play during shooting – this item applies to <u>all</u> archery types/disciplines/activities	AMBER Likely / High	<p>The layout of the Field of Play is designed to meet or exceed AA/WA safety guidelines and maximise the safety exclusion zone around the targets. No one is allowed within the Field of Play while shooting is in progress. Members should be familiar with applicable AA/WA rules/guidelines and with the club's safety documentation and shooting policy (see By-laws) or be accompanied and supervised by those who are, and act accordingly. Visitors are not expected to be familiar with GA club specific rules and documentation, only the usual AA/WA guidelines and any directives communicated by GA officials. At DU all present must abide by the University's rules and smoke free policy. At Abe Wood Reserve, all present must abide by any and all Council rules.</p> <p>Shooting shall stop immediately if a person or animal enters the Field of Play.</p> <p>All archers on the shooting line or at shooting pegs who are to participate in archery activities are to be covered by AA/WA membership or covered by Temporary Membership as this is an insurance requirement.</p> <p>Caution signs and warning flags will be installed on bollards at venue gates.</p>	GREEN Possible/Low

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4	DU	Unauthorized access to Field of Play during shooting – Field Archery at Jarvis Oval.	AMBER Possible/High	<p>During tournaments or competition rounds, or those involving visiting archers, and only when the Field course is in use:</p> <p>Caution signs and warning flags will be installed on bollards at venue gates and throughout field course. Bunting or caution tape is to be strung across the entire bollard row on top of ridgeline; or each half used (if only 12 target half-course shot). Appropriate extra cordon tape will be used where and when deemed necessary. Visible direction signs and ground-pegged numbering will be used when necessary, to point unfamiliar visitors in safe forward direction around course (not in small club-only shoots).</p> <p>During internal, club-only or practice field shooting, it will only be necessary to ensure bunting or caution tape is to be strung across the entire bollard row on top of ridgeline, or each half used (if only 12 target half-course shot) and warning flags are set up at venue gates.</p>	GREEN Possible/Low
5	DU	Unauthorized access to Field of Play during shooting – Target Archery at Jarvis Oval.	AMBER Possible/High	<p>During tournaments or competition rounds, or those involving visiting archers or beginners under instruction, archery activities are to be controlled by a DoS.</p> <p>All archers will shoot from a common shooting line (unless otherwise directed by the DoS) and always separated by more than minimum AA recommended distance from the flight-path of arrows shot at all distances.</p> <p>During archery practice uncontrolled by DoS, everyone is to be behind the waiting line or at least 3m behind shooting line before permission is given to get ready to shoot or to score and collect spent arrows.</p> <p>Chain barriers, caution signs, flags and bunting barriers will be used at all likely access points to the Field of Play.</p> <p>The Target Range will not be used for archery activities by members while the forward shooting line for beginners under instruction is in use. Therefore, the Target Range will not be available to shoot by members whilst Introduction to Archery or Come-and-try sessions are in progress – members to read notifications or club calendar and desist until such sessions are over.</p> <p>Take extra care to watch for stray cricket balls and cricket players/fielders who may stray towards Field of Play when venue being shared with cricket club. Warn cricket club and its management/officials/players to respect barriers during archery times.</p>	GREEN Possible/Low

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6	AW	Unauthorized access to Field of Play during shooting – Target Archery at Abe Wood Reserve.	AMBER Possible/High	<p>During tournament or competition rounds, or those involving visiting archers or beginners under instruction, archery activities must be controlled by a DoS.</p> <p>All archers will shoot from a common shooting line (unless otherwise directed by the DoS) and always separated by more than minimum AA recommended distance from the flight-path of arrows shot at all distances.</p> <p>During archery practice uncontrolled by DoS, everyone is to be behind the waiting line or at least 3m behind shooting line before permission is given to get ready to shoot or to score and collect spent arrows.</p>	GREEN Possible/Low
7	AW	Unauthorized access to Field of Play during shooting – Clout Archery at Abe Wood Reserve.	AMBER Possible/High	<p>Undue high drawing of compound bows or crossbows in manner that will likely cause arrow to exceed exclusion zones are forbidden. Those unfamiliar with the clout shooting equipment to be used must shoot at least one practice end at shorter than the regular range to be shot to ensure they are unlikely to shoot beyond exclusion zones. No clout distances beyond 165 m are to be set at Abe Wood Reserve.</p>	GREEN Possible/Low
8	DU/ AW	Shooting Direction – danger of being shot	AMBER Possible/High	<p>A loaded bow (bow with arrow nocked) is only to be present when a participant is on the shooting line or shooting peg and has been given permission to begin shooting. A bow must never be pointed in any direction except at the targets or at the ground in the direction of the targets. Even when unloaded, a bow should never point towards people. Operators of bows deemed to be drawn or handled in an unsafe manner (such as unwarranted high sky drawing, except in clout activities, or pointing in direction other than described above) will be cautioned and, if the action continues, will be required to cease activities.</p>	GREEN Unlikely/Low
9	DU/ AW	Arrows undershooting/ overshooting target butts and Field of Play or safety exclusion zones	AMBER Likely/Low	<p>Initial sight setting shall be done on shorter targets first.</p> <p>Double check sight settings when changing distances.</p> <p>Officials ask beginners to shoot qualifying scores or demonstrate their safety, starting from 20 m or shorter, prior to moving to further distances. See By-laws.</p>	GREEN Possible/Low
10	DU/ AW	High Winds, Thunder and Lightning, Bushfire.	RED Possible/Extreme	<p>The DoS will continually check shooting conditions and will stop shoot 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.</p> <p>Bushfire - Follow all instructions from Council staff, Police or Fire Brigades. Bush fire risk management plans in clubhouse. Get out early if smoke in air.</p>	GREEN Possible/Low

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				If risk of Lightning, DoS to halt all activities on the Field of Play, all present to seek shelter.	
11	DU/ AW	Approaching targets	GREEN Possible/Low	Take care when approaching the targets and be mindful of arrows lodged in the ground, especially on the clout field at AW	GREEN Possible/Low
Risk Category: Pre and Post Event/Activities					
12	DU/ AW	Target Butts flipping over during moving, possible minor injuries anyone nearby.	AMBER Likely / Low	Verbal warning only, from DoS/helpers. Butts are front heavy, with forward centre of gravity on frames, but OK if handles / tilt is kept low whilst butt moved.	GREEN Possible/Low
13	DU/ AW	Installation/uninstallation of Target butts onto wheeled frames/lifting of fallen butts. OH&S issues re: heavy lifting.	AMBER Likely / High	Targets shall be setup by two people where possible. Where an individual is setting up a target alone they are instructed to lift from a bent knee position to avoid back and other strain injuries. See below	GREEN Possible/Low
14	DU	General public is not aware that archery is in progress.	RED Likely/Serious	Flags must be used when the venue is in use for both Field and Target Archery, at the upper gate, lower gate, east end of the car park, two at the chain near the main shed, and one on the west end of the old mound behind the shooting line(See red circles on Map 2) If members enter from the southern gate, parking outside, out of regular hours, the flags at top gate may be disused as long as all others are employed and the top gate is closed. This is a requirement of our agreement with Deakin University. Required warning flags are kept in tubes attached to these bollards.	GREEN Possible/Low
15	DU	Security not aware of archery in progress during out-of-hours times.	RED Likely/Serious	The phone number for Deakin security is signposted on the outside of the main shed. Security must be notified of entry and exit hours by members using the venue out of usual club operating hours. Members must always carry their AA cards at the venue, as proof of financial membership, and show them if requested by Deakin security or GA Committee or Officials.	GREEN Possible/Low
Risk Category: Environment (Adjacent Environment)					
16	DU	Vehicle access to DU	GREEN Unlikely/Low	The top (northern) gate is the only one currently used for vehicle access to the Jarvis Oval complex. The lower gate off Waurn Ponds Drive is disused, as it needs repair. The boom gate is closed, preventing access.	GREEN Unlikely/Low

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17	DU	Damage to parked cars	AMBER Possible/High	When the cricket club is using the oval or practice nets, archers and visitors are advised to park far enough away from the oval and nets to avoid wayward cricket balls damaging cars.	GREEN Unlikely/Low
18	DU/ AW	Environmental damage to trees and other flora	GREEN Unlikely/Low	Archery activities will usually have negligible impact on the environment. Intentional damage to trees is forbidden.	GREEN Unlikely/Low
Risk Category: Personnel					
19	DU/A W	Archers' health compromised	AMBER Likely/High	Wearing of appropriate attire, hats, closed toe shoes, loose fitting clothes, sun lotion, bug repellent spray and eye protection are recommended when appropriate. Eye protection is deemed particularly important for Target Archery at both venues; at the Jarvis Oval venue, where direction of shoot is north-west and sun in eyes is sometimes a risk, particularly later in the day; also at Abe Wood Reserve where the shooting direction is approximately toward the North. Alcohol is not to be consumed while shooting. Deakin University has a 'no smoking policy for all its campuses.	GREEN Unlikely/Low
20	DU/ AW	Damaged or poor condition of archery equipment / Risk of damage to users and bystanders	AMBER Likely/High	Club equipment to be regularly inspected and maintained to safe standards. Participants in all archery activities to inspect and maintain their equipment to safe shootable condition. Damaged arrows are discarded or repaired. Dry firing is to be avoided. All users accept use of equipment and participation in activities at their own risk, but must take all reasonable steps to minimise risk of harm, injury or damage to others and their own, or club, belongings.	GREEN Possible/Low
21	DU/ AW	Non registered archers participating	GREEN Unlikely/Low	All archers on shooting line must be covered by AA membership or extended Temporary membership, otherwise AA Insurance is nullified. Membership cards must be presented if asked.	GREEN Unlikely/Low
Risk Category: Legal					
22	DU	Injuries/Heart failure	AMBER Possible/ High	A first aid kit and defibrillator are mounted on the left wall of the main club shed. Its use requires someone with a key to attend, see Key Register, and is available when the shed is open at regular club times.	AMBER to GREEN Possible/Low to High
	AW	Injuries/Heart failure	AMBER Possible/ High	A first aid kit and a defibrillator are available, in the Pavilion, although requiring the presence of someone with a Pavilion Key	AMBER to GREEN Possible/Low -High

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Appendix 2 - RISK IDENTIFICATION & ASSESSMENT FORM TEMPLATE

CLUB / ORGANISATION NAME: Geelong Archers Inc

Risk Identified:				
Incident History for Risk:				
Likelihood Rating	LIKELY	POSSIBLE	UNLIKELY	REMOTE
	Justification:			
Consequence Rating	EXTREME	SERIOUS	HIGH	LOW
	Justification:			
Risk Matrix Rating before mitigation by control or treatment (Likelihood / Consequence / Priority)				
	Justification:			
Describe Existing or Proposed Controls or Risk Treatments:				
Additional Treatment Needed?				
	If "No", why?			
Risk Matrix Rating after treatment (Likelihood / Consequence / Priority)				
	Justification			
Has control/treatment been implemented				
Date created:				
Review date:				