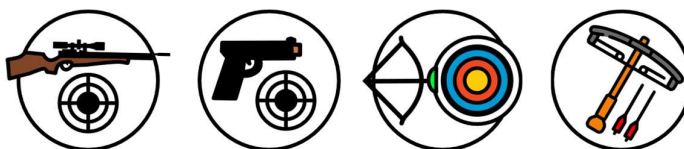




Target Sports Activity Operating Procedures V2025-1

Air Rifles
Air Pistols
Archery
Crossbows



This Document

1.1 Who is this document for:

- This document should be read by all instructors leading or assisting with the activities included in this document.
- All staff members providing access to the activities included in this document.
- Any person involved in the management, maintenance or documentation of the activities included in this document.

1.2 Using this document

- The activity operating procedures included in this document cannot be deviated from without written permission from the Centre Manager.

1.3 Companion Documents

- This document should be read in conjunction with the following documents:
 - Activity Risk Assessments
 - Accident, Incident and Near Miss Procedures

1.4 Terminology and Roles

- **Bentley Copse Staff** - A paid or volunteer person working at Bentley Copse in a role as authorised by the Centre Manager or a member of the Surrey Scouts Bentley Copse Management Sub Committee
- **Bentley Copse Centre Manager** - The member of Bentley Copse staff with overall management of activity and site management.
- **Bentley Copse Duty Activities Manager** - A member of Bentley Copse staff assigned aspects of daily activities management by the Centre Manager.

2. Activity Overview

2.1 Air Rifle and Air Pistol Shooting : Definition

- Air Rifle and Pistol shooting take place in a purpose built range with 4 shooting positions.
- The instructor demonstrates how to shoot, covers the safety rules and instructs participants whilst they shoot.
- The instructor will help participants as much as possible to hit the target and improve, introducing games etc as the session progresses.

2.2 Archery : Definition

- Archery takes place on a purpose built range that has up to 4 participants shooting at 2 targets.
- The instructor teaches the participants how to shoot including any safety rules, then the participants in small groups practice shooting the target before a game is played.

2.3 Crossbows : Definition

- Archery takes place on a purpose built range that has up to 4 participants shooting at 2 targets.
- The instructor teaches the participants how to shoot including any safety rules, then the participants in small groups practice shooting the target before a game is played.

3. Qualifications

3.1 Instructor Qualifications : Air Rifle and Air Pistol

- The following qualifications can be used for this activity (or equivalent):
 - NSRA YPS Tutor Diploma or above

3.2 Instructor Qualifications: Archery

- The following qualifications can be used for this activity (or equivalent):
 - Archery GB Instructor.
 - Scout Association Archery Permit (Leadership or above)

3.3 Instructor Qualifications : Crossbows

- The following qualifications can be used for this activity (or equivalent):
 - NSRA YPS Tutor Diploma or above

3.4 Alternative qualifications

- If you hold an alternative qualification, please contact the Centre Manager to confirm its suitability before booking a session.

3.5 Providing Evidence

- A copy of the instructor's qualification must be provided to Bentley Copse one week before the session date.
- All Scout Association permits will need to be verified via Compass.

4. Activity Location

4.1 The Air Rifle and Air Pistol Range

- Range is kept locked when not in use and equipment stored in locked cupboards when left unattended.
- Firearms and pellets are removed from the range and stored in an external and fully enclosed store room if not being used for extended periods.
 - Four pellet catchers allowing four people to shoot at a time.
 - The range is floodlit for sessions to continue in the evening.
 - Access is restricted when sessions are taking place.
 - Waiting area for participants to sit whilst waiting for their turn.
 - Participants not allowed beyond the shooting line until deemed safe by the instructor.

4.2 The Archery / Crossbow Range

- Range kept locked when not in use and equipment stored in locked cupboards when left unattended.
- Two targets allowing four people to shoot at a time.
- Access is restricted when sessions are taking place.
- Waiting area for participants to sit whilst waiting for their turn.
- Shooting and waiting lines are clearly marked out.

5. Ratios and Group Sizes

5.1 Ratios and Group Sizes

- At least two adults must be present to run these activities, one of whom will be the qualified instructor who will be leading the activity session and in charge of overall safety.
- Where there is more than one qualified instructor on a session, one must be designated to be the person in charge of the session.
- The ratio is 1 Instructor to 12 Participants, unless lowered due to the qualifications / permit held.
- For groups greater than 12 and no more than 16, the instructor may use adults from the group to supervise a portion of the group to reduce the participant count down to 12.

6. Own Instructor Sessions

6.1 Overview

- The term *Own instructor* is used to differentiate an activity being run by a suitably qualified instructor, but not a Bentley Copse Instructor - from a “Self led” activity that can be run by any competent adult who is familiar with the activity operating procedures.
- All *Own Instructor* sessions are booked at the discretion of the Centre Manager.

6.2 Own Instructor Familiarisation / Induction

- If using Bentley Copse equipment, the operating procedures in this document **MUST NOT BE DEVIATED FROM.**
- It is not permitted to mix and match Bentley Copse equipment with equipment from other sources - *Unless training and assessing for scout permits - see above.*

6.3 Safety

- Instructors leading *Own Instructor* sessions assume responsibility for the safe set up and running of the activity.
- Where hirers are using their own equipment, the responsibility for equipment and procedures rests with the instructor in charge.
- *Own Instructor* sessions may only take place at times when a member of Bentley Copse staff is on site.

6.4 Activity : Instruction to Stop

- If a member of Bentley Copse Staff believes there is a valid reason to stop the activity, or prevent it from starting, they may issue an **Instruction to Stop** to those leading the activity.
- If an **Instruction to Stop** has been given, the activity must be immediately stopped in a safe manner.
- Valid reasons, include, but are not limited to:
 - Unauthorised deviations from the activity operating procedures.
 - Running the activity in a way that may be damaging to the activity area or equipment.
 - Activity being undertaken in a way deemed unsafe.
 - Activity is being disruptive to others.
- Once an **Instruction to Stop** has been given, the activity may only be resumed with permission and directions from the Duty Activities Manager.

6.5 Archery

- When using the Bentley Copse archery range you will be supplied with a key to provide you access to the range.
- When using the range and our equipment you will be provided with equipment for your session.
 - Bows (At least four, more depending on the ages in the group and their handedness)
 - Arrows (one tube, at least 20)

6.6 Crossbows

- When using the Bentley Copse crossbow range you will be supplied with a key to provide you access to the range.
- When using the range and our equipment you will be provided with equipment for your session.
 - Crossbows in bag (At least three, more depending on the ages in the group)
 - Crossbow stand (one per crossbow)
 - Crossbow quiver & belt (one per crossbow)
 - Crossbow cocking aid (one per crossbow)
 - Bolts (one tube, at least 12)
 - Table x2 (If requested)

6.7 Air Rifle / Air Pistol

- When using the Bentley Copse shooting range you will be supplied with a key to provide you access to the range.
- When using the range and our equipment you will be provided with equipment for your session.
 - Firearms (At least four)
 - Pellets
 - Targets
 - Safety spectacles

7. Safety

7.1 Risk Assessments

- This document must be read in conjunction with the activity risk assessment.
- A digital copy of the risk assessment can be found on the Bentley Copse Activity Centre website.
- A printed copy of the risk assessment can be provided by Bentley Copse on request.

7.2 First Aid Kit requirements

- Those leading the activity are required to have a valid first aid qualification and close access to a First Aid kit.

7.3 Accidents / Near misses

- If any accidents/near misses or first aid takes place as part of the activity:
 - The Duty Activities Manager of Bentley Copse Activity Centre must be contacted and the procedures from the Accident and Near Miss Procedures followed.
 - An appropriate reporting form must be completed as soon as possible, no later than the end of the working day and handed to the Duty Activities Manager
 - The activity must be stopped while the first aid is taking place.

7.4 Weather conditions

- The instructor must check the weather conditions prior to starting the activity.
- The Duty Activities Manager will inform the instructors of any conditions that might stop the activity.
- Instructors must inform the Duty Activities Manager of Bentley Copse Activity Centre if the activity has been stopped due to weather conditions.
- The activity must not take place under high wind conditions (over 30mph according to Met office data)
- Should audible thunder or visible lightning be experienced:
 - The Instructor should pause the activity and bring everyone to the ground until the Duty Activities Manager says the activity can continue.

- The Duty Activities Manager should check the weather forecast and lightning strike locations and determine whether the activities should be paused for up to thirty minutes after the last audible thunder or visible lightning. The instruction to pause, or permission to continue should be communicated to all instructors.
- Example sources:
 - <https://www.lightningmaps.org/#m=oss;t=3;s=0;o=0;b=;ts=0;z=12;y=51.1833;x=-0.4247;d=2;dl=2;dc=0;>
 - <https://www.metoffice.gov.uk/weather/forecast/gcpe7p302>
- Even with permission to continue from the Duty Activities Manager, the instructor may pause the activity until thirty minutes passes since the last audible thunder or visible lightning.
- A shortened activity may be extended at the discretion of the instructor, but not if the extension impacts other sessions.
- A cancelled activity may be rescheduled at the discretion of the Duty Activities Manager, but not if the rescheduling impacts other sessions.

7.5 Stopping the activity

- The instructor has the final say in whether an activity takes place or must be terminated.

8. Equipment

8.1 Equipment Contamination

- All equipment must be protected from contamination from liquids, drinks, food and chemicals.
- Is it essential to keep the following away from equipment such as ropes, harnesses, helmets and slings:
 - Sunscreen
 - Drinks (Including tea, coffee, squash)
 - Food
 - Hand sanitiser
 - Cleaning products including soaps, sprays and wet wipes.

8.2 Participant Equipment

- The following equipment is required for each participant:
 - Windproof/coat (weather dependant)
 - Sunscreen/water bottle (weather dependant)
 - Closed Shoes

8.3 Instructor Equipment

- The following equipment is required for the instructor leading the session.
 - Radio (For Bentley Copse Staff)
 - Mobile Phone
 - First Aid Kit

8.4 Equipment : Air Rifle and Air Pistol

- All equipment must be inspected by a competent member of Bentley Copse Activity Centre Staff at intervals not exceeding 2 months.
- All equipment must be purchased from reputable retailers and conform to the appropriate safety standards.
 - Firearms
 - Pellets
 - Pellet Catcher
 - Eye Protection DIN EN 166

- The age of all equipment must be logged on Gear Log this must include the date of purchase and the date the item was first used where available.
- Any damaged equipment must be removed from the range passed to the Duty Activities Manager which will then be recorded, tagged, and repaired or disposed of appropriately.
- Equipment will be replaced in accordance with manufacturer guidelines.
- The following equipment is required to run the session:
 - Firearms : Sufficient in number and size for the group.
 - Pellets : Stored in the range within the locked cupboard.
 - Safety Glasses : One per person
 - Ear Protection : Available for participants on request.

8.5 Equipment : Archery

- All equipment must be inspected by a competent member of Bentley Copse Activity Centre Staff at intervals not exceeding 2 months.
- All equipment must be purchased from reputable retailers and conform to the appropriate safety standards.
- The following equipment is required to run the session.
 - Arm Bracer : One per participant and the instructor
 - Bow stringer : One
 - Bow : Sufficient in number, handedness and size for the group.
 - Arrows : A tube containing a minimum of 30 arrows.

9. Equipment : Routine Checks and Quarantine Procedure

9.1 Routine Checks

- Equipment must be checked at the beginning and end of every session .
- Before any person uses the activity all safety equipment and systems must be visually checked.
- Before closing the activity all equipment must be away and then the activity compound secured to prevent access.

9.2 Quarantine Procedure

- Any equipment suspected of having a defect must be **IMMEDIATELY** removed from use and tagged marking it as requiring quarantine. Climbing / High ropes equipment should be placed into the red 'Quarantine Box' in the Climbing Store.
- Red tamper proof tags are available for identifying equipment for quarantine.
 - These tags are available in the climbing store and rifle range cupboard. If you do not have access to either of these, call 07563 044 832 for access to quarantine tags.
- Tags must be attached to the equipment in such a way so they cannot become detached without tampering. EG on the trigger guard of a rifle, the hand grip of a bow or the belay loop of a harness.

9.3 Physical Removal of Quarantined Equipment

- Once tagged, Quarantined equipment must be **IMMEDIATELY** separated from all other equipment.
- Quarantined roped activity equipment should be put into the red postbox in the climbing store to prevent accidental use. Other activity equipment must be handed to the Duty Activities Manager (call 07563 044 832).

9.4 Record Keeping for Quarantined Equipment

- There is a quarantine exercise book in a folder within the climbing store. Record details of all equipment quarantined in this book. Include:
 - The date and time
 - Your name
 - The item being quarantined (Make, mode, size etc)



- The numeric code from the orange Bentley Copse tough tag
- The reason you are quarantining the item

9.5 Decommissioning / Reinstatement of Quarantined Equipment

- Quarantined equipment will be inspected by Centre Manager or Senior Instructor.
- If the item can be repaired this will be actioned and the item reinspected.
- If the item is beyond repair it will be retired from service, this will be recorded in 'GearLog' by the Centre Manager or Senior Instructor.
- When decommissioning equipment, it must be ensured the item cannot re-enter service or be re used. This may be achieved by either destruction of the item or permanently marking the item 'RETIRED'.

10. Equipment : Non Bentley Copse

10.1 Own Equipment : Climbing, Abseiling, High Ropes

- Instructors / participants may only use their own equipment (EG harness, helmet, carabiners, personal tether) with permission from a Bentley Copse instructor authorised to assess the condition and suitability of the equipment/PPE.
- Participants on a Bentley Copse led session are not permitted to use their own equipment.
- Where hirers have booked an *Own Instructor* session of the tower and wish to use their own equipment (Harnesses, Ropes, Helmets etc), the responsibility for the equipment rests with the group leader in charge. If Bentley Copse feel the equipment is unsafe, the session will be stopped.

10.2 Own Equipment : Air Rifles and Air Pistols

- Instructors / participants may only use their own equipment with permission from the Bentley Copse.
- Participants on a Bentley Copse led session are not permitted to use their own equipment.

10.3 Own Equipment : Archery

- Instructors / participants may only use their own equipment with permission from the Bentley Copse.
- Participants on a Bentley Copse led session are not permitted to use their own equipment.

11. Preparing The Activity

11.1 Set Up Instructions : Archery

- The instructor in charge of the activity (regardless if another instructor had set it up) is responsible for the setup and checking the activity is set up correctly.
- The following tasks are required before the activity may start:
 - Choose bows based on the size of the participants in the group.
 - String the bows ensuring that the string is properly connected at either end of the bow.
 - Check the amount of arrows ensuring that any broken/not fit for purpose are put into the broken arrow box.
 - Check the range ensuring the targets are secured to the bosses and the lines are setup correctly.

11.2 Set Up Instructions : Air Rifle and Air Pistol

- The instructor in charge of the activity (regardless if another instructor had set it up) is responsible for the setup and checking the activity is set up correctly.
- The following list of tasks is required before the activity can start:
 - Check each firearms barrel is clear.
 - Ensure a good stock of pellets and targets is available for the session
 - Check there are enough safety glasses available for all participants, spectators and the instructor.
 - Check the range, ensuring pellet catchers are emptied and there are no trip hazards between the shooting line and target.
 - If required, check the lighting for the range is operating properly.

11.3 Set Up Instructions : Crossbows

- The instructor in charge of the activity (regardless if another instructor had set it up) is responsible for the setup and checking the activity is set up correctly.
- The following tasks are required before the activity may start:
 - The correct number of crossbows and accessories are selected for the group and session aims.
 - The crossbows are checked to ensure they are functional. They are lubricated if necessary.

12. Running The Activity : Air Rifles / Air Pistols

12.1 Introduction:

- Introduce instructor, activity and equipment.
- Talk about the aims of the session, get to know the group.

12.2 The following tasks are required before the activity may start:

- Choose firearms based on the size of the participants and aims of the group

12.3 Demonstration:

- Instructor to demonstrate how to cock and load the rifle / pistol.
- How to stand, aim and shoot.
- Instructor to show participants how to change targets and how scoring works.

12.4 Rounds of Shooting and Games

- This section is entirely up to the instructor and the ability of the group.
 - The first round may take longer whilst participants get to grips with the process and the instructor coaches them.
 - Once the group are confident, games can be introduced.

12.5 Ending The Activity

- The *Ending The Activity Session* steps should be followed.
- Advise all participants to wash their hands.

13. Running The Activity: Archery

13.1 Introduction:

- Introduce instructor, activity and equipment.
- Talk about the aims of the session, get to know the group.

13.2 During The Activity

- There must be at least one adult on the ground to assist with group control. This may be another member of Bentley Copse Staff, a Teacher, Leader, or other adult helper.
- All activity specific rules within *Running The Activity : Safety Rules* must be followed.

13.3 Demonstration:

- Instructor to demonstrate how to load the bow with the arrow placed correctly.
- How to stand, aim and shoot.
- Instructor to show how to retrieve arrows if appropriate to the group, ensure the group are aware they need to walk down the centre of the range to avoid walking into arrows in the targets.

13.4 Rounds of Shooting and Games

- This section is entirely up to the instructor and the ability of the group.
- The first round may take longer whilst participants get to grips with the process and the instructor coaches them.
- Once the group are confident, games can be introduced.

13.5 Ending The Activity

- The *Ending The Activity Session* steps should be followed.

14. Running The Activity: Crossbows

14.1 Introduction:

- Introduce instructor, activity and equipment.
- Talk about the aims of the session, get to know the group.

14.2 During The Activity

- There must be at least one adult on the ground to assist with group control. This may be another member of Bentley Copse Staff, a Teacher, Leader, or other adult helper.
- All activity specific rules within *Running The Activity : Safety Rules* must be followed.

14.3 Demonstration:

- Instructor to demonstrate how to:
 - Cock the crossbow
 - Load the crossbow with the bolt placed correctly.
 - How to stand, aim, release the safety catch and shoot.
- Instructor to show how to retrieve bolts if appropriate to the group, ensure the group are aware they need to walk down the centre of the range to avoid walking into bolts in the targets.

14.4 Rounds of Shooting and Games

- This section is entirely up to the instructor and the ability of the group.
- The first round may take longer whilst participants get to grips with the process and the instructor coaches them.
- Once the group are confident, games can be introduced.

14.5 Ending The Activity

- The *Ending The Activity Session* steps should be followed.

16. Running The Activity : Safety Rules

16.1 Safety Rules (Archery / Crossbows)

- A Safety briefing must be made to the group by the instructor, outlining the rules of the range, how to shoot safely and how to retrieve arrows / bolts safely.
- Participants must wait in the designated waiting area at the back of the range and may not enter the shooting area until told to do so.
- Instructor to state the safety area including that the participants need to there when not doing the activity.
- Archery : Instructor to show participants how to put protectors/bracers on the arm and then they need to be checked by the Instructor.
- Instructor to explain the safety rules
 - Don't distract those shooting
 - If anyone shouts 'STOP' lower the bow, put the arrow / bolt back in the quiver, place the bow down and step back.
 - Never step past the shooting line unless instructed to do so by the instructor in charge.
 - Ensure the bow points down the range at all times
 - Only aim at the targets.

16.2 Safety Rules (Air Rifles & Air Pistols)

- Instructor to state the safety area including that the participants need to stay seated when not doing the activity.
- Instructor to explain the safety rules:
 - Safety glasses must be worn by participants and the instructor whilst shooting is taking place.
 - Don't distract those shooting.
 - If anyone shouts 'STOP' place the rifle or pistol on the bench in whatever state it is in.
 - Never step past the shooting line unless instructed to do so by the instructor in charge.
 - Ensure the rifle or pistol points down the range at all times.
 - Only aim at the targets
 - Treat the rifle or pistol as if it was loaded at all times.

17. Ending The Activity Session

17.1 Activity Conclusion

- Hold a debrief with the group; discuss the session's aims.
- Remove all PPE and pack away correctly.
- Ensure all participants and spectators collect belongings and place litter in the compound bin.

17.2 After the Activity has ended

- Participants instructed to leave equipment ready for next group.
- If there are no other groups, all the equipment must be returned to the store
 - Or for own instructor climbing or abseil sessions - to a member of Bentley Copse staff.
- Any quarantined equipment must be passed to the Duty Activities Manager or dropped into the red quarantine box in the climbing store.
- Any near miss, accident or incident must be recorded appropriately and passed to the centre manager.
- Equipment and activity compound must be left tidy for the next group.

17.3 Locking Up

- Ensure the activity compound is clear of persons and their belongings.
- Lock the activity compound to prevent unauthorised access.
- If held, return any keys to the site office.