

## CHAPTER 7

### PUTTING THE COURSE TO USE

#### THE PRE-SHOOT BRIEFING

Every club begins its shoots with a briefing by the shoot organizer. These briefings cover safety, timings, administration and whatever else the club wishes to pass on to the archers present. Some clubs are well organized with their briefings, they are consistent, to the point and simple. Others issue a jumble of information in no particular order, archers must play a mental "Kim's Game" to piece together the assorted instructions on movement, safety, timings, scoring and upcoming shoot dates. Generally, I have found the briefing to be a very good indicator of the overall organization of the shoot. Done well, the shoot brief reflects a level of detailed preparation often found in all aspects of the club's course.

But how should the brief be structured? What should it contain? Probably the better starting point is to identify what the brief should not be. It should not be longer than necessary. Also, it should not be a continuous test of memory.

Your pre-shoot briefing should follow a set sequence and the information you pass should be in a logical order. Clubs generally pass two types of information in their pre-shoot briefings;

- a. Information necessary to participate in the shoot safely.
- b. And all the other stuff (like upcoming events, canteen prices, etc.)

Let's examine how can this information be broken down in a logical sequence which will include everything we want and be as effective as possible.

Briefing Format. First, the briefing should be broken down into two distinct sections; the administrative points, and the shoot rules. Most people best remember what they were last told, so that's why we give the shoot rules last.

The following section is a detailed outline of a pre-shoot briefing. It is a general format and you will have to adjust it to meet the structure of your club. You should write or type it out in full with the details applicable to your course. Leave only the date, shoot name, and individuals' names blank and include it in a binder for your Director of Shooting. This way, even if the person giving the briefing is new and only reads what has been set down, you can be assured that the complete club briefing has been issued. It also means that if there is an accident and insurance inspectors want to know what instructions were given to archers, you have the complete text.

The general headings for the pre-shoot briefing are:

#### THE PRE-SHOOT BRIEFING

##### a. Administrative Points:

- (1) Opening remarks (welcome),
- (2) Upcoming events,
- (3) Timings for the day,
- (4) Special event shoots for the day other than the course round itself; long range 50/50 shoot, steel deer/bear at lunch or at the end of the day, etc., and,
- (5) Club area layout; canteen, latrines, etc.

- b. A pause for questions and a short break in the briefing will allow archers to absorb the administrative matters, full attention can then be paid to the shoot rules immediately prior to the opening shots,
- c. Shoot Rules:
  - (1) Number and types of targets,
  - (2) Safety
  - (3) Scoring system,
  - (4) Special target rules; movers, treestands, etc.,
  - (5) Markings; trail, shooting station, shooting positions, etc.,
  - (6) Range Layout,
  - (7) Medical emergency plan,
  - (8) Any final safety related points or reminders, and
  - (9) Minutes to start, and start signal.

Following is a detailed version of the pre-shoot briefing. The headings presented above have been flushed out with example brief items.

## **RANGE OFFICER'S BRIEFING FORMAT**

### **1. OPENING REMARKS**

WELCOME TO THE \_\_\_\_\_ (CLUB) FOR THE SHOOT. MY NAME IS \_\_\_\_\_ AND I AM THE DIRECTOR OF SHOOTING FOR TODAY'S EVENTS. I'D LIKE TO THANK ALL OF YOU FOR COMING TO THIS SHOOT AND EXTEND A WELCOME TO THOSE WHO ARE JOINING US FOR THE FIRST TIME.

BEFORE I BRIEF ON THE SHOOT ITSELF, I'D LIKE TO COVER A FEW ADMINISTRATIVE DETAILS.

### **2. FIRST - UPCOMING EVENTS**

OUR NEXT SHOOT HERE AT \_\_\_\_\_ (CLUB) WILL BE HELD \_\_\_\_\_.

THE NEXT SHOOT TO BE HELD IN THE PROVINCE THAT WE KNOW OF ARE: \_\_\_\_\_.

### **3. TIMINGS FOR TODAY'S SHOOT.** WE INTEND TO CONDUCT TODAY'S SHOOT ON THE FOLLOWING SCHEDULE;

- a. START OF FIRST ROUND - 9:00
- b. LUNCH - 12:00 TO 1:00

- c. START OF SECOND ROUND - 1:00
- d. NOVELTY SHOOTS (STEEL BEAR) - 4:00
- e. CLOSING CEREMONIES - 4:45

4. **CLUB GROUNDS LAYOUT.** FOR THOSE WHO ARE NOT FAMILIAR WITH THE LAYOUT OF THE CLUB FACILITIES, I'LL DESCRIBE THE AREA TO THEM;

- a. WASHROOMS
- b. CANTEEN
- c. FIRST AID KIT
- d. TELEPHONE (NEAREST IF NOT ON GROUNDS)
- e. PRACTICE FIELD
- f. ENTRANCE TO 3-D COURSE AREA
- g. GENERAL SAFE/UNSAFE AREAS IN VICINITY OF CLUBHOUSE, PARKING AREA, ROADS IN AND OUT

### **THE SHOOT**

5. **DESCRIPTION OF COURSE.** THE \_\_\_\_\_ (CLUB) HAS ESTABLISHED A TARGET COURSE OF \_\_\_\_\_ TARGETS FOR THIS SHOOT. YOU WILL SHOOT ONE ROUND ON THIS COURSE IN THE MORNING AND A SECOND ROUND IN THE AFTERNOON. BEFORE I GET INTO DETAILS OF CONDUCT AND SCORING I WANT TO MENTION A FEW SAFETY POINTS.

6. **SAFETY.** AS WE PARTICIPATE IN TODAY'S SHOOT, WE MUST EACH KEEP IN MIND THE NECESSITY TO ENSURE THAT EVERYTHING WE DO IS DONE SAFELY. WE HAVE DONE OUR BEST TO DESIGN A SAFE COURSE, BUT IT TAKES EACH ARCHER (AND EACH GROUP OF ARCHERS) TO ENSURE THEIR MOVEMENTS AND SHOOTING DO NOT PRESENT A DANGER TO THEMSELVES OR OTHERS. WITH THIS IN MIND, I'D LIKE TO ADD THE FOLLOWING POINTS;

- a. ENSURE THAT THE SHOOTING LANE AND TARGET AREA IS CLEAR PRIOR TO SHOOTING AT EACH SHOOTING STATION.
- b. KEEP YOUR BOW LEVEL WHILE DRAWING; A 240 FT/S BOW WILL SLING AN ARROW 600 YARDS IF LAUNCHED AT 45 DEGREES. THIS IS FAR ENOUGH TO ENDANGER EVERYONE ON THE COURSE AND SOME OF OUR NEIGHBOURS ALSO. THE COURSE HAS BEEN DESIGNED FOR SAFE FIRING IN THE AREA OF THE TARGETS AND REASONABLE MISSES ONLY.
- c. MOVE WITH YOUR GROUP AT ALL TIMES, DON'T LEAVE ANYONE BEHIND LOOKING FOR ARROWS.
- d. IF AN ARCHER IS LOOKING FOR LOST ARROWS, ONE MEMBER OF THE GROUP MUST REMAIN AT AN IN FRONT OF THE TARGET TO ENSURE THE NEXT GROUP DOES NOT START FIRING.
- e. DO NOT LEAVE THE MARKED TRAIL. RETURN TO THE TRAIL FROM THE TARGET AND CONTINUE - DO NOT TAKE SHORTCUTS. YOU MIGHT CROSS INTO THE DANGER

AREA OF A NEARBY TARGET OR NOT CLEAR FAR ENOUGH FROM YOUR LAST TARGET BEFORE SOMEONE ELSE FIRES ON IT.

7. **THE ROUNDS.** WE WILL BE SHOOTING ON A TWENTY-TARGET ROUND, THE ROUND CONSISTS OF \_\_\_\_ 3-D TARGETS AND (IF APPLICABLE) \_\_\_\_ PAPER TARGETS. EACH SHOOTING STATION HAS ONE TARGET EXCEPT;

a. (IDENTIFY THE TARGET NUMBER AND DIFFERENCES FROM USUAL SETUP)

8. **SCORING.** FOR TODAY'S SHOT, WE WILL BE USING THE FCA 3-D ROUND SCORING SYSTEM, WHICH IS;

a. 20 POINTS FOR A HEART

b. 15 POINTS FOR A VITALS HIT

c. 10 POINTS FOR A HIT ELSEWHERE ON THE ANIMAL

d. ZERO POINTS FOR HORNS AND HOOVES

ARROWS MUST REMAIN IN THE TARGET TO BE COUNTED.

PASSTHROUGHS WILL BE SCORED AS AGREED BY THE GROUP, IF THERE IS NO AGREEMENT THEN THE ARROW WILL BE RESHOT.

ARROWS MUST BE SCORED BEFORE BEING PULLED.

SCORECARDS MUST REFLECT THE SCORE FOR EACH ARROW, IN THE EVENT OF A TIE, THE TIE WILL BE BROKEN BY A COUNT OF 20'S, THEN 15'S.

EQUIPMENT FAILURES DO NOT WARRANT A RESHOT.

9. **MARKINGS.** THE COURSE IS MARKED AS FOLLOWS;

a. SHOOTING STATION NUMBERS ARE \_\_\_\_ INCHES BY \_\_\_\_ INCHES IN SIZE AND COLOURED \_\_\_\_ ON \_\_\_\_ (SHOW EXAMPLE)

b. SHOOTING POSITIONS ARE COLOURED IN ACCORDANCE WITH THE FCA 3-D ROUND RULES;

(1) THE CUB CLASS WILL SHOOT FROM THE **BLUE** STAKES/RIBBONS (THERE IS ONE FOR EACH TARGET, THE ARCHER WILL FIRE TWO ARROWS FROM THAT POINT)

(2) ALL SENIOR SHOOTERS WILL SHOOT FROM THE **YELLOW** STAKES/RIBBONS (THERE ARE TWO FOR EACH TARGET, THE ARCHER WILL FIRE ONE ARROW FROM EACH STAKE/RIBBON)

(3) WHEN SHOOTING THE ARCHER MUST BE ABLE TO COMFORTABLY TOUCH A HANGING RIBBON MARKING, IF A STAKE IS USED, ONE FOOT MUST BE TOUCHING THE STAKE WHILE SHOOTING

c. THE TRAIL IS MARKED WITH ORANGE SURVEYORS TAPE

10. **JUNIOR SHOOTERS.** THE BLUE CUB CLASS MARKS ARE FOR ARCHERS 13 YEARS OF AGE AND UNDER. IF A CHILD CANNOT SHOOT EFFECTIVELY AT THESE RANGES AND THE PARENT WISHES TO MOVE THEM FURTHER FORWARD THAT IS OKAY. BUT WE WOULD ASK THAT YOU KEEP THIS IN MIND WHEN RETURNING SCORES TO THE CLUBHOUSE AND NOT SUBMIT THEM FOR MEDALS/RIBBONS AGAINST OTHERS WHO HAVE MET THE COMPETITION REQUIREMENTS AND SHOT FROM THE BLUE RIBBONS.

11. **RANGE LAYOUT.** BEFORE THE SHOOTING GROUPS ARE ANNOUNCED, I'LL BRIEFLY GO OVER THE RANGE LAYOUT. (DESCRIBE ROUTE TO FIRST TARGET, GENERAL LAYOUT OF COURSE AND EMPHASIZE DIRECTION OF MOVEMENT ON TRAIL ONCE SHOOTING BEGINS)

12. **ACTIONS ON INJURY.** AS A FINAL POINT I WANT TO AGAIN EMPHASIZE SAFETY. IF SOMEONE ON THE COURSE IS INJURED, THE FOLLOWING ACTIONS SHOULD TAKE PLACE.

a. IF THE INJURY IS NOT SERIOUS (SPRAIN, ETC.) THE ARCHERS GROUP SHOULD HELP THE CASUALTY BACK TO THE CLUBHOUSE AND ARRANGE TREATMENT IF NECESSARY, THE GROUP MAY THEN RETURN TO FINISH THE ROUND

**TRADITIONAL ARCHERS OF STILLWATER**


NAME: \_\_\_\_\_

ARCHER'S CLUB: \_\_\_\_\_

CLASS: \_\_\_\_\_

AGE CLASS: \_\_\_\_\_

DATE: \_\_\_\_\_



TGT NO	1	2	TGT TTL	TTL	TGT NO	1	2	TGT TTL	TTL
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				
13					13				
14					14				
15					15				
16					16				
17					17				
18					18				
19					19				
20					20				
TOTAL FOR ROUND					TOTAL FOR ROUND				

SCORER: \_\_\_\_\_

2ND SCORER: \_\_\_\_\_

TOTAL SCORE:

b. IF THE INJURY IS SERIOUS (CARDIAC ARREST, ARROW WOUND, ETC.)

(1) SOMEONE TAKE CHARGE

(2) STOP SHOOTING ACTIVITIES AND PASS THE WORD ALONG THE COURSE

(3) SEND A GROUP MEMBER BACK TO THE CLUBHOUSE TO ARRANGE FOR AN AMBULANCE THROUGH A LOCAL CLUB MEMBER

(4) ADMINISTER FIRST AID

(5) EVACUATE THE CASUALTY TO THE CLUBHOUSE

(6) ENSURE AN AMBULANCE HAS BEEN SUMMONED AND THAT SOMEONE IS AT THE MAIN ROAD TO MEET IT AND GUIDE IT TO THE CLUBHOUSE

### THE SCORECARD

Every club produces a scorecard for keeping track of shooting results. It seems every club has their own, and all perform that basic function. But there is room for creativity in the scorecard. It can do more.

**Scorecard Options.** The Queen's Archers of Liverpool, Nova Scotia have a novel design. Printed on the front of an 8 1/2 x 11 sheet were four scoring charts, one for each shooter in the group. On the reverse side, the club printed the basic rules identifying shooting station markings, scoring and the special rules for specific targets. This use of the scorecard to reinforce the pre-shoot briefing helped eliminate the memory test of shoot rules one too often encounters.

Besides the scoring charts, what else could a club put on the scorecards. You could consider;

- a simple schematic map of the course,
- the general and special rules for the course,
- the scoring system, and
- the club name and logo of course.


**TRADITIONAL ARCHERS  
OF STILLWATER**

**RULES AND NOTES**

1. SCORING: Inner ring - 20; outer ring 15; hit - 10; zero points for hooves and antlers.
2. Pass-throughs will be scored as agreed by the group. Re-shoot if no agreement.
3. Ties will be broken by a count of 20's, then 15's.
4. Score before pulling arrows, arrows pulled early score zero.
5. Double scoring is required, scorecards must be legible and complete.
6. No binoculars, cameras or rangefinders.
7. UNLIMITED, COMPOUND (sighted and unsighted) and RECURVE (sighted) will shoot from the BLUE stakes (ribbons).
8. LONGBOW, RECURVE (unsighted) and CUB CLASS will shoot from the YELLOW stake (ribbon).
9. Trail is marked by ORANGE surveyor's tape.
10. No alcohol or drugs permitted on club property.
11. Target #8 is a treestand, shoot one arrow at each target.
12. Target #16 is a charging bear, arrow must be released before target passes RED tape across lane.
13. Target #18 is a turkey, shoot both arrows from a seated position.

*Good  
Shooting!*

Comments about the course or the day's shoot  
may be sent to: TAS c/o .....



Keep in mind when designing and ordering scorecards that the information you place on it may change before you use all the cards you've ordered. If information on the card changes, it is sometimes safer and simpler to reprint the cards than to use them and explain what to ignore. See Figures 17 and 18 for a sample scorecard layout.