2015 Archery Range SOP for Volunteers

All Volunteer workers MUST sign in with the ARCHERY VOLUNTEER CkN before beginning your volunteer duties. This is the only way that we know that you have fulfilled your volunteer duties for your county!

There will be three archery ranges and three registration tents, one for each age division, 9-11; 12-14; 15-18.

**REGISTRATION Volunteers**

Participants or representatives (parents, coaches, agents) can sign in with Archery Registration to receive their score cards. If a representative is picking up registration cards, please caution them that this is the only copy of these cards. Please mark off their name in the Registration notebook.

**BULLPEN Volunteers** at each Age Range will group the participants together, match score cards to photo I.D.’s, tell participants when to uncase their equipment, ensure equipment meets requirements for the class on the score card and have the participants ready for the Range Assistant. Please check for dress code and footwear standards on all shooters. If issues are found, please alert the Range Coordinator for that age group. Shooters will be allowed to go to bathroom, eat or drink while waiting to be called to the line, as long as it does not delay the line calling. When shooters return from firing line, please make sure all bows are in-cased and arrows quivered before they leave the bullpen area.

**RANGE COORDINATOR Volunteer** at each range will collect the participants score cards, insure proper info is on the score card and escort participants to and from the bullpen. The Range Coordinator will also ensure participants that have finished their match leave the bullpen.

No parents/coaches/spectators are allowed the beyond the bull pen.

**SCORER Volunteers**

Scorers will escort participants to the targets after each session of shooting, assist in recording score on cards and escort participants back to the firing line. When the match is complete, scorers will have the participants verify and sign their score cards. Scorer will return completed score cards to the Range Coordinator.

**RANGE ASSISTANT Volunteer**

Range Asst will explain the shooting procedures to the participants. The Range Asst will also give the range commands. So they **must** be familiar with Archery Range commands and safety procedures.