

# Club Rules and Regulations



## 2025

Liverpool City Archers Inc.

Home Grounds Helles Park, Helles Ave, Moorebank

### Management Committee

President	Peter Velloff
Vice President	Rachel Green
Secretary	Daniel Lousada
Treasurer	Cindy Lousada
Club Recorder	Matthew Green
Committee Members	Ken Payne Terry Hellyer

Liverpool City Archers Inc is affiliated with Archery NSW the local regional division (RGB), and Archery Australia the national governing body for the sport in Australia.

These Club Rules must be always adhered to as a member of Liverpool City Archers.

Membership to Liverpool City Archers Inc includes fee components that automatically register you with both ArcheryNSW and Archery Australia.

Archery Australia is affiliated with World Archery the world governing body and is recognised by the Commonwealth Government through the Australian Sports Commission, all State Governments and the Australian Olympics Committee and the Australian Commonwealth Games Association.



## Life Members

- John Ross
- David Cole
- Ken Payne
- Kevin Hulbert
- Norm Lumby
- Terry Hellyer



[www.facebook.com/liverpoolcityarchers](http://www.facebook.com/liverpoolcityarchers)

OR JOIN OUR MEMBERS ONLY PAGE ON FACE BOOK .



<http://www.abbeyarchery.com.au/>  
<https://www.bensonarchery.com.au/>

## General Information and Overview of Rules

## Introduction

Liverpool City Archers Inc. was formed in 1976 as Moorebank Sports Club – Archery. In 1978 its name was changed to Liverpool City Archers and moved its current location. We cater for Target Archery, Field Archery, Clout Archery, and Indoor Archery.

The club invites memberships from a large range of ages and abilities with members ages ranging from eight years to eighty plus. Archery is a sport that most people can participate in, including many with disabilities. You don't have to have any physical attribute to become good at the sport so come along and have a go...it's great fun and the members are friendly and supportive!

Archery can be enjoyed at many levels as a casual social activity or for the competitively minded at club, state, national and international level.

Safety is our absolute priority at the club and all safety rules and policies MUST be followed. The members & the club are not responsible for user's error.

The only people permitted to shoot at the club's facilities are current financial club members, approved visiting archer or supervised temporary members undertaking an archery introduction course.

Proof of membership will be required. Non club members who are affiliated with ASNSW or Archery Australia may shoot as an approved visitor.

Crossbows may be used at the club's facilities, but such participants must hold a current NSW Prohibited Weapons permit, and their equipment must comply with Archery Australia and WCSA crossbow rules.

When you join Liverpool City Archers Inc you are automatically a member of Archery Australia Inc (AA) and Archery NSW Inc (ASNSW).

This club follows the rules (including shooting rules), the codes, policies, and relevant procedures of World Archery, Archery Australia (Archery Australia) and ASNSW and you are bound by these rules etc.

Key Archery Australia rules such as - Code of Behavior – Parents and Visitors, Code of Behavior – Participants, Code of Ethics – Officials, Code of Ethics – Coaches can be found on the Archery Australia website [www.archery.org.au](http://www.archery.org.au)

In addition, the club has its own rules, codes, policies, and procedures which you must follow.

Non-compliance with the rules, codes, policies, and procedures may lead to disciplinary action which can include formal warning, special restrictions, withdrawal of privileges and awards, exclusion, fines, suspension and termination of membership or other disciplinary action as considered appropriate.

Non-compliance may also create an unsafe situation.

**Please note the club is monitored by security cameras on the premises.**

## **Communications**

The club sends out regular emails to members, make sure you have provided your email to the club when you join.

Secretary: [secretary@liverpoolcityarchers.org.au](mailto:secretary@liverpoolcityarchers.org.au)

Membership: [membership@liverpoolcityarchers.org.au](mailto:membership@liverpoolcityarchers.org.au)

Come and try: [comeandtry@liverpoolcityarchers.org.au](mailto:comeandtry@liverpoolcityarchers.org.au)

Recorder: [recorder@liverpoolcityarchers.org.au](mailto:recorder@liverpoolcityarchers.org.au)

All damage to club property and club incidents must be reported to [info@liverpoolcityarchers.org.au](mailto:info@liverpoolcityarchers.org.au) as soon as possible.

## **Fees**

Annual fees include a club fee and registration fees for Archery Australia and ArcheryNSW.

You are not permitted to shoot at the club if you have not paid your annual fees. You will not be covered for insurance.

Membership cards are issued digitally through your assemble profile. Archery Australia membership card identifies your club membership number and expiry date. **Random checks are done to check membership expiry dates.**

Memberships that have lapsed will incurred the time lost when renewing.

The registration fee also covers you for insurance, supports the coaching qualification program and enables you to participate in club, interclub, state, and national events.

<https://archery.org.au/insurance/>

## **Instruction and Coaching**

The club has Archery Australia qualified Archery Instructors and Coaches to help you.

An archer requiring help should seek the assistance of an **Archery Australia Accredited Coach**; they are there to help you, though they will not interfere with your shooting style unless you ask for help.

Coaches participate in shooting and club activities as well, so they will make a specific time with you to help.

Coaches are also available to assist you to set up your equipment and may request reimbursements for their time or whilst coaching.

### Sign in/out and Shooting Arrangements

*Before you participate in any club activity you **MUST** sign in using the attendance book.*

We also ask all visitors/parents of minors to sign in as this is part of Child Protection Procedures.

**Signing the Attendance Book is a Liverpool Council requirement as well as an Archery Australia requirement to ensure compliance with the insurance policy.**

As the venue is a large area and with the field course if there is an emergency and a need to evacuate, the sign in and sign out will be used to check who is on the venue at any given time. The Evacuation and assembly point is located near the entry gate.

You may not shoot unless you have either temporary or full current membership that includes affiliation with Archery NSW and Archery Australia. If you shoot and you are not a current financial member you do so without the club's permission and will not be covered for public liability insurance, this serious breach of club policies and will result in penalties. The use of the Target range and Field course will only be permitted from sunrise to sunset, and the indoor range can be used after sunset, as long as you have left the grounds **by 9:00pm.**

### Shooting Calendar

The club publishes an annual calendar which lists National, State and Club activities, members are encouraged to participate in club rounds, this will enable you to establish and maintain your archery Classification Rating and Handicap which enables you to map your progress and will also allow you to claim performance and achievement medals.

The club calendar is provided and is available on the club website [www.liverpoolcityarchers.org.au](http://www.liverpoolcityarchers.org.au) information can also be found on the Club Facebook page.

Each weekend there is a club shoot in archers diary for members which is usually a 90-arrow round.

Distances shot will depend upon each archer's ability and experience.

Adjustments and updates are made to the calendar throughout the year so check the Club website regularly.

Remember the more practice you get, and the more Club Rounds you shoot, the better you will become. Ideally make a habit of planning regular attendance at the club and participate in club activities.

The Club Calendar lists a variety of monthly shoots, these are aimed at providing members the opportunity to regularly shoot and work toward developing their skills and knowledge and further obtaining a classification rating and handicap, these indicate a person's level of improvement and current shooting status.

Club shoots are generally social events; if you wish to participate you should arrive by 8.30am and sign in and assist in setting up for the round. Most club shoots are programmed to go for 2 hours to 3 hours.

The Club does not formally conduct Club Shoots during the week, but two or more people may shoot a club shoot during the week. Club shoots on weekdays are self-managed. You must have two people to score. You must use paper and digital scoring at the same time for your score to count. Make sure all scoresheets are filled in correctly and are completed and placed in the slot under the sign in book.

Registered club events will be posted on the club notice board. These events will take precedence on the club grounds (target range and field course). If members are socially shooting, they will be either asked to move to another area of the club or commence shooting at the completion of the event.

### **Your Responsibility as a Member of the Club**

Taking reasonable care for your own health & safety as well as that of other people that may be affected by your actions whilst on club grounds.

You must follow all rules, codes, procedures, and directions of club officials; these are in place for your benefit, the good running of the club and the safety of fellow archers and the public.

You must comply with all Archery Australia Rules and Policies; some of these are detailed in this booklet but can be found on the Archery Australia website [www.archery.org.au](http://www.archery.org.au) .

If you shoot at the club, you are expected to assist in Working Bees and Club maintenance activities up to your level of ability.

**NO EAR BUDS OR HEADPHONES ARE TO BE WORN DURING SHOOTING.  
THERE IS NO SHOOTING FROM UNDER THE AWING AREA ON THE TARGET RANGE.  
ALL SHOOTING IS TO BE DONE ON THE DESIGNATED SHOOTING LINE.**

Liverpool City Archers accepts no liability for any damage or loss to your equipment, you are responsible for your own equipment.

**If unsure, please leave your valuables locked in your car.**

Archers are required to maintain their own equipment in a safe working order for the safety of yourself and fellow archers. You are required to inspect your equipment before use, to seek advice contact a Coach, Club Official or senior member.

The members & the club are not responsible for user's error.

If you are feeling any discomfort whilst shooting cease shooting immediately. If in doubt do not continue the archery activity and seek medical advice from a professional if needed. If a member has ceased shooting due to an injury and needs medical assistance LCA reserves the right to request a medical clearance certificate to resume shooting on the grounds of the club.

### Incident Reports

All injuries and incidents are to be recorded within a reasonable timeframe by means of the incident report register. Which can be accessed by emailing [info@liverpoolcityarchers.org.au](mailto:info@liverpoolcityarchers.org.au) and detailing the issue to be reported with as much detail as possible (including photos). Management Committee will then assess the incident and act where appropriate.

**FOR ALL EMERGENCIES DIAL “000”**

### Club Grounds

The club is a natural environment encompassing the Georges River and natural bushland. We have a wide variety of wildlife that uses this land including birds, snakes and rabbits. Please respect the natural landscape and animals we share this land with.

On occasions, areas of the club will be closed for maintenance. Please be aware and respectful of volunteer's conducting these tasks.

## Club Facilities

In the Office there is a fridge from where cold drinks may be purchased, this is totally based on an honor system. Please place monies owed in the cup located in the fridge door.

## Kitchen

A microwave, jug and fridge are available to use at the facility. Tea and Coffee are free. **Keep the kitchen clean and ensure you clean up after yourself.**

## Toilet

Members with keys will be provided a code that opens the Male and Female Toilets, please keep them clean and report any issues immediately. **Toilets are not serviced, so if you make a mess clean it up.**

## Indoor Range

The indoor range container is available to use anytime, lights are located on the inside of container on the right-hand side.

If you open the indoor container to shoot you are responsible for closing it, do not leave it open unless someone else is shooting there, please make sure the area is kept tidy and ensure lights are turned off before closing doors.

## Field Course.

Please follow the field course in numerical order, **NEVER** walk backwards through the course. The Field course is not a practice range, all archers must move through the course not practice at one target.

## Clout

If you would like to shoot clout, there are clout signs located in the kitchen which **MUST BE DISPLAYED**. Targets 12,13,14,15 are to be turned so that no other archer can use them for safety reasons. Ideally the clout practice should happen in the early morning or late afternoon when the club is not busy. You must speak to a committee member to guide you through the safety rules before attempting to shoot clout.



## Come and Try Range

This area of the club is designated to come and try archery participants. under instruction by accredited club coaches. No members are allowed to practice or tune their bow on this range.

If this area is being utilized, please use caution when walking within the proximity of a closed session under instruction.

Do not approach a club coach whilst a session is being conducted, unless to advise of a safety concern that would affect an individual or safe. shooting zone around the range.

## Keys

After a 3-month probationary period and actively attending a shooting member can apply for a club key.

Applicant must complete paperwork and have it witnessed by a committee member, there is a \$50.00 refundable deposit required for the key.

Please note that you will have 14 days to claim your refund once your membership has expired.

## Duties of being the last person to leave the club.

Ensuring toilets doors are locked.

Please close the kitchen door.

Make sure all lighting has been turned off.

Make sure the indoor has been closed and lights are off.

Ensuring the front gate has been locked.

## First aid and Fire

A first aid kit and a snake bite kit are Located in the men's toilets.

Fire extinguishers are in the office facility, the mower container and the men's toilet.

There is an AED (Defibrillator) located in the men's toilets.

**If there is an emergency please call 000**

## Alcohol and Drugs

Liverpool City Archers is a Good Sports accredited club as such Alcohol and illicit drugs may not be brought on to the grounds or consumed at any time. Any breaches of this policy will be dealt with by a zero-tolerance approach, including the local authorities and council being advised.

Archery Australia rules also prohibit the consumption of alcohol and drugs on an archery shooting venue or while shooting.

Under no circumstances are you to be under the influence of alcohol, performance enhancing drugs or illegal drugs while participating in archery activities; archery rules stipulate a blood alcohol limit of zero.



### No Smoking

Smoking/Vaping is only permitted in the designated smoking area. In accordance with Archery Australia and World Archery (FITA) rules and Liverpool Council and State Government regulations. Refer to signage.

Smoking is not permitted in the Target area, under the club shelter or around the Field course.

### Driveway Speed and Parking

We ask that people be aware of movements around the Club Carpark. The front gate is very tight, so we impose a speed limit of **10km/h**. We ask that you be aware of this rule and consider the safety and well-being of all members and visitors.

There are designated disabled parking spaces, so please ensure that they are kept clear for the archers who need the extra space enter and exit their vehicles.

**Obey all other parking and No parking signs.**

## Club Uniform

The club colours are Blue and Papaya

Liverpool City Archers has a club shirt that can be purchased by any member. Members competing in competitions or club activities are encouraged to wear the Club Shirt.

Club shirts can be ordered from a member of the Committee.



## Member Protection

The club is committed to providing an environment free of discrimination, harassment, abuse, and other forms of inappropriate behavior.

Liverpool City Archers is Governed by Archery Australia rules and policies.

Archery Australia Policies and Procedures <https://archery.org.au/governance/>

## SAFETY RULES

### Introduction

Safety is our absolute priority, and you are responsible for your safety and the safety of others.

Archery is a safe sport, however there are potential dangers. All club rules and safe shooting regulations must be always followed.

By becoming a member of the club, you recognise that there are inherent dangers in the sport, and you agree to abide by the rules that keep you and everyone else safe.

If you have any medical, physical, or intellectual condition or injury that may be aggravated by the sport or that may impair your ability to participate you must seek your own medical advice and tell an Instructor/Coach or member of the Management Committee.

Always follow the directions of the club officials. If you have any doubts, ask an official for direction.

All incidents must be reported immediately to a Committee Member who will take the necessary action to ensure the safety of archers, spectators, visitors, and the general public. If a committee member is not present, please email [info@liverpoolcityarchers.org.au](mailto:info@liverpoolcityarchers.org.au)

## **Animals**

Companion animals are permitted to be brought to the club, but the animal must always be always managed and kept on leash and under the control by the owner.

Members may bring dogs to the club, such animals must not be taken onto the Target Range or Field Course.

If there is an incident with an animal the owner will be asked to remove the animal from the venue, and they are not permitted to return with the animal.

## **Shooting Distances**

To reduce wear and damage to target butts the following minimum distances will apply to all practice shooting.

Recurve 20m

Compound 30m

If you are tuning (setting up) your bow, it is permitted to shoot at shorter distances, but do not spend considerable amounts of time at the same distance. You may be asked to move along.

Shorter distances may also be shot when shooting in Club Rounds or Tournaments.

Targets must be pegged down when set at shooting distance.

## Replacement of Damaged Target Butts

If the target butt is damaged and unshootable, please remove butt from stand and roll it down to the clubs maintenance area for repair. If you cannot remove the target butt on your own please ask another member for assistance if none is available, please rotate the stand sideways to stop it being shot at and notify a committee member if unsure of any procedure.

## Maximum Bow Weight

It is a rule of the sport that the **maximum bow weight** (drawing or peak weight) that can be used is 60lb.

The club reserves the right to check the weight of any bow. You will be asked to reduce your bow weight to be permitted to shoot.

## Arrow Safety

Please know that when an arrow gets stuck in a target whether it's the field or range that your fellow archers are exposed to the possibility of being injured from the arrow that is sticking out. Below are the photos showing the risk when approaching the target. (Difficult to see on approach)

This photo shows how the arrow can not be visible when looking straight on.



The next two photos show what is required when this occurs if the safe removal of the arrow from the target is not possible. You can find the safety tape in the OMO tub in the undercover seating area.



Once you have tied this to the arrow, please notify the committee via email [info@liverpoolcityarchers.org.au](mailto:info@liverpoolcityarchers.org.au) so we can arrange for its safe removal. (It's very important that carbon arrows are treated with caution as there is a real risk of splinters which is extremely dangerous).

---

### **Broad Heads**

Broad head arrows are strictly forbidden, if found shooting broad heads your membership may be terminated.

### **Clothing**

It is a long-standing safety rule of the sport that Camouflage clothing of any type cannot be worn on either the Target Range or Field Course.

Camouflage equipment is permitted.

Please wear appropriate and sensible clothing.

### **Footwear**

Only enclosed toe footwear must be worn on either the Target Range, Field Course or Indoor Range, Clout Range. Thongs, sandals etc. are not permitted.

### **Shooting Practice**

Shooting practice prior to the commencement of controlled shooting or when the club is opened by members for casual shooting, shooting control is the responsibility of the archers on the field.

Archers shall shoot together and shall retrieve their arrows together. No shooting is allowed while archers or anyone else is at or behind the target area or forward of the shooting line. When archers are shooting together 6 arrows only are to be shot at a time. Unless there are 3 clear targets between archers. Example: Target 1 is in use, target 5 is the closest space archers can shoot and retrieve out of sequence.

An archer may only draw a bow, with or without an arrow, when standing on the shooting line or at the nominated field peg or practice line or if under the direction of a coach.

No ear buds or headphones are to be worn whilst shooting.  
There is no shooting from under the awing on target range.

### HIGH DRAW

Archers must not under any circumstances use a “High draw” technique to draw their bow, consult one of the coaches for advice.



A recent test has been carried out by World Archery to demonstrate the risks of high draws.

The bow was drawn back to almost peak weight and released at various angles to demonstrate how far an arrow will travel.

If you have a high draw technique you will be asked to modify your technique, if you fail to do so you will be asked to stop shooting and leave the venue.

***NEVER, shoot an arrow straight up into the air, it can travel for hundreds of meters, and you will have no idea where it will land. If you do shoot an arrow into the air, you will be personally responsible for any damage or injury that happens from your action.***

### DRY FIRE

Never “dry” fire a bow, this means shooting the bow without an arrow, this can cause damage to the bow.

A dry fire can occur when:

- An arrow is not loaded into the bow,
- The nock on the arrow is damaged or loose. The arrow can fall off the string at full draw, so always check for damaged arrows and nocks

**Only ever aim towards the target**, never point the bow at a person even if you don't plan to shoot or have an arrow on the bow. You should only ever draw your bow once positioned at the designated shooting position and before shooting always check that the field is clear both in front and behind the targets, never shoot if there is someone on the shooting field. If there is the slightest chance that an arrow may hit anyone either directly or from a ricochet shooting must not proceed.

Archers shall shoot only at the designated targets. If in any doubt don't shoot.

Archers shall not disturb or approach other archers during shooting except in an emergency.

No person shall approach or go forward of the shooting line or peg while anyone is still shooting.

If an arrow falls to the ground in front of you or you misfire, never step over the line or past the peg to retrieve your arrow until all shooting has ceased.

Running on the field is not permitted, with or without arrows in your hand.

Archers must not pull an arrow from the target with someone standing behind the arrow. A maximum of two archers should draw arrows from a target and they must stand in a position each side of the target. When approaching a target, approach from the side i.e., the space between the targets, never walk straight up to the arrows.

It is the responsibility of the archer to wear appropriate protection equipment such as arm guards, finger tabs and chest protectors, and to use sun protection such as hats and sunscreen.

Archers should also avoid baggy shirts and baggy sleeves or chest pockets with buttons and remove pens, pencils, sunglasses etc from shirt pockets, avoid necklaces, dangling earrings, nose rings, face pins and tie long hair back.

While tap water is provided at the club house, it is the responsibility of the archer to supply water to prevent dehydration. Archers should seek out shade in hot weather at every opportunity and should stop shooting if the temperature becomes excessive and retire to the shade.

Shooting should be halted on the approach of or during thunderstorms and you must leave the field for cover when lightening is about, in strong wind archers should not stand under trees.



Archers must step back from the shooting line when they have finished shooting their arrows to allow a clear view of the shooting line.

## **ARROW DAMAGE OR BREAKAGE**

### **Checking Carbon Arrows**

Archers must not attempt to shoot broken or damaged arrows, particularly “Carbon Arrows”, these should be disposed of only in the appropriate manner.

Any arrow can become damaged. A damaged arrow could break upon release and injure you or a bystander. Damage to an arrow shaft, or any of its components, may occur from: improper transport, handling, or use; impacts with hard objects or other arrows.

No list can cover all possible conditions and situations that may cause damage. Use good judgment and common sense, as well as follow the warnings and instructions below, to determine if your arrow has been damaged in any way.

**WARNING! NEVER SHOOT A DAMAGED ARROW.**

## **DISPOSAL PROCESS**

Please place any damaged arrows into the arrow damage tube located above the target faces.

This process ensures the safety of everyone who may come into contact with your discarded damaged or broken carbon arrow.

## **SAFETY IS YOUR RESPONSIBILITY**

### **Removing Arrows from the Target**

## **INTRODUCTION**

Removing arrows from a target is a normal course of shooting but unfortunately is where most personal injuries can occur. Most injuries are stick injuries where the archer is injured by the rear (nock) end of the arrow. Some injuries can be quite severe with the worst being eye injuries.

RGBs, Clubs and anyone hosting clubs should ensure competitors follow safe practices when approaching targets and removing arrows.

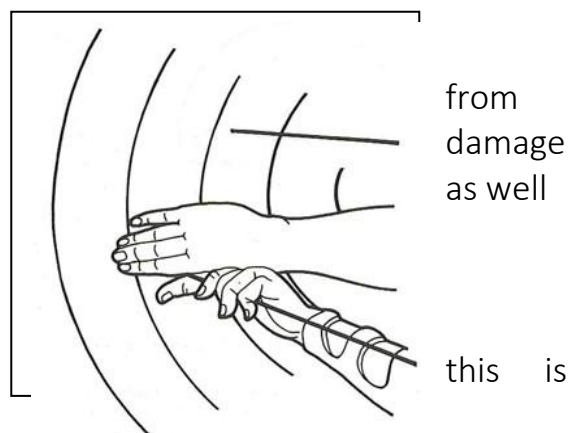
## **APPROACHING TARGETS**

When approaching targets to score and remove arrows always walk to the side of the target to avoid any arrows in the ground or protruding from the target.

Never run towards or around the targets.

## REMOVING ARROWS FROM THE TARGET BUTT

Always use the correct technique in removing arrows from the target butt; this is very important as it will prevent to arrows such as bending, damage to the target face. It is important that only the person or persons removing arrows should be near the target ideally standing to the side of the target, no one should be standing in front of the target when removing arrows, to avoid people being injured by arrows when being removed from the target.



The important point is to remember to support the target butt to ensure it does not pull forward when withdrawing arrows. Never hold the arrow along the shaft or at the end of the arrow; this may cause the arrow to bend. Also remember to use a lubricant.

## CODES OF CONDUCT

Liverpool City Archers promotes the following behavioral guidelines through its Code of Conduct to all people involved in any way with the sport of Archery, all codes of conduct can be found below.

<https://archery.org.au/governance/>

All members of the Liverpool City Archers Inc and all visitors (including parents and guardians) and guests are required to follow the Code of Conduct.

All new, transferring and returning to the sport members are subject to an automatic 6-month probationary period. The Committee of Management reserves the right to review any membership at any stage where members not abiding with club rules and regulations, harassment or bullying, abuse, discrimination, sexual misconduct, victimization and vilification as per the National Integrity framework of any Archery Australia policies.

Sanctions may be applied where members do not follow the code and these sanctions may include exclusion or withdrawal of membership.

All of Archery Australia's policies and procedures can be found below

<https://archery.org.au/governance/>

## ARCHERY ETIQUETTE

Archers should have respect for other archers who are shooting. Everyone is trying to shoot the best they can and deserve the opportunity to execute their shots without undue noise or distractions, either from archers or spectators behind the line or from other archers on the line.

- Ear buds and headphones are not permitted to be worn whilst shooting.
- Shooting from under awning on target range is not permitted.
- Do not disturb other archers during shooting unless a safety issue.
- Do not smoke on the Target Range.
- Do not drink or be under the influence of alcohol prior to or while shooting.
- Do not take or be under the influence of drugs prior to or while shooting.
- Always wear appropriate footwear when shooting.
- When finished shooting, wait until the person next to you has finished shooting or quietly step back from the Shooting Line to the Waiting Line to give other archers a chance to finish without interruption.
- Never remark on another archer's shooting unless there is a safety issue.
- Always pass encouraging remarks and never be disparaging.
- Always comply with the commands and signals of the Director of Shooting (DOS).
- Never touch or remove other archer's arrows in the target unless asked to remove them.
- Never touch, move, or alter equipment belonging to someone else without their prior consent.
- If asked for advice, never presume the duties of an Instructor, Coach, Judge or Official.
- Always pay attention to and co-operate with officials.
- Always exercise the greatest care when approaching the target and scoring.
- Never join into shooting once and end has commenced, always wait for the next end, never delay shooting.
- Never delay shooting by unduly spending time looking for lost arrows.
- Never run particularly when carrying arrows on the Target Range.
- Do not use a "High Draw" you may be asked to leave the Target Range.
- Spectators and non-shooting archers must be 5m behind the Shooting Line when shooting is in progress.
- All minors under the age 18 **MUST** have be accompanied by an adult/guardian at all times. They must not be left unsupervised at any time.

