

# NFAS Declaration of Competence for Associate members

**1** This checklist is a record for all Associate Members, new to the NFAS. These two pages should be fully completed before they are "signed off". This record will be discussed with the Associate Member, by the coach, and then signed by both the coach and the Associate member at the time of formal sign off. This signed Competency Checklist will accompany the application for full Associate Membership and be stored securely, while the associate is a full member of NFAS, and for 3 years after membership ends. The Associate Member and the coach will also retain copies.

**2** In the event of an incident, the document may be made available to insurers and/or external authorities to confirm the detailed instruction that the associate has received. Coaches are advised that they should also keep their contemporaneous notes about the individual and instruction sessions, for future reference, if required.

**3** Study of the NFAS Rule Book leads to the formal "Sign Off" assessment of the associate which enables them to become a full Associate Member, if successful. Full "Sign Off" permits the Associate Member to observe in all NFAS activities and, if necessary, accompany juniors as a shoot guardian, providing the requisite form has been submitted, because they have been assessed as understanding the non-shooting sections of the NFAS Rule Book. However, this does not become active until the associate is in possession of their full Associate Membership card.

**4** The final assessment rests on the associate's knowledge of the rules, together with the coach's judgement regarding their commitment and general understanding. During the assessment, the coach will discuss the points in the checklist, including responsibility for scoring, as they follow a field course with other club members. The associate will be asked questions relevant to situations encountered. After the shoot, there will be a short question and answer session testing knowledge of NFAS rules, safety and etiquette.

Name of Associate Member : ..... NFAS number: .....

## Subjects Covered In The Sessions for Discussion and Questions

- Administration                       Health and Safety                       Scoring Rules  
 In the Woods                                       Etiquette

Both Coach and new NFAS Associate Member, respectively, by signing this Declaration of Competence, acknowledge that they have fully explained and understood all 5 Subjects covered in the Full Associate Member Sign Off Questionnaire

**Sign off completion and acknowledgement**                      **Date**.....

**Signature of Associate** .....                      **Print:** .....

**(countersigned by parent or guardian if applicable)** .....                      .....

**Signature of Coach:** .....                      **Print:** .....

**NFAS/Coach No.** .....

This document forms a record of the syllabus covered with the archer by the named NFAS coach. Following "sign off" this application form, for full NFAS Associate Membership, must be sent to the NFAS Membership Secretary along with your original Provisional Associate Membership document.

# Essential Subjects that must be covered by the Coach before “Sign Off”

## ADMINISTRATION

Prior to application for Provisional Associate Membership, obtain contact details, complete Application Form, and NOK (Next of Kin) form and parental/guardian consent form (if applicable).

Welcome the Associate Member.

Club shooting book - Visitors' Book - A Register of archers using club facilities, who sign in and out for each visit

Orientation walk of club course, premises and facilities, and introductory chat which includes emergency procedures.

Record, if there are any changes, to the forms (Application, NOK etc. at the start of each session) health details and medication.

## HEALTH AND SAFETY

Check and note personal Health and Safety awareness – CHIMPS (Clothes, Hair, Injuries, Medication Piercings and Shoes)

Safety awareness on the shooting ground - archers and members of the public.

Risk assessment awareness.

Explain commands – Emphasis on “STOP” (also “FAST” with explanation)

Associates must not be under the influence of alcohol or drugs.

A safe method of approaching the target, and arrow retrieval – safe withdrawal while supporting the target.

The method of carrying arrows safely and securely.

## ARRANGEMENTS & SCORING RULES, PAPER FACES & 3Ds

Explain the following:

Marking arrows with archer's name and initial (club recommended) – an insurance requirement.

Coloured pegs, shooting sequence along with age groups and how arrows marked as 1st, 2nd, 3rd relate to them.

Responsibilities of each archer and associate member as referee/umpire/rule enforcer while shooting.

Scoring zones of different types of target (paper faces, 3Ds and 2Ds).

Big Game scoring zones and be aware of other rounds (see Rule Book).

Use of scorecards (which may vary) and double scoring.

Scoring of arrows including touching lines, pass throughs, bounce backs and bounce offs.

The avoidance of touching arrows before they have been scored (archer points at arrow and declares score, check scores every five targets).

## OUT IN THE WOODS

Discuss:

Climate / weather conditions and advise what is suitable protective clothing and footwear to wear

Use of sun screen, insect repellent when required, and carrying a drink and snack.

Physical hazards such as holes, logs, branches, brambles and slopes, along with wild life hazards such as wasps, ticks, hornets, midges and snakes.

The need to move as a group, with emphasis on persons at risk walking in the centre of the group. Always follow the course, never return to a previous target.

Demonstrate and practice arrow pulling from 3Ds. Take special care, using an arrow puller, particularly with wooden and carbon arrows

Searching for arrows practising safety protocol, leaving an adult archer in front of target, and beware of arrows underfoot.

Importance of Safety Briefing, paying attention and listening carefully to instructions.

NFAS emergency whistle and restart protocols.

## ETIQUETTE

It is strongly recommended that new Associate members are accompanied by a Coach or experienced archer at their first open shoots. It is important to demonstrate your support and show appreciation to the hosts and fellow competitors by staying to the end of the event, including prizes giving etc.

Refer to the rule book for more on etiquette.

**All NFAS membership application forms must be completed in accordance with the instructions on that form  
Failure to follow these instructions will result in refusal of the application.**

Coach's initials .....

Archer's initials.....