

# Oxford University Company of Archers Covid-19 Action Plan

**Proposed by Executive Committee:** Callum Henfrey, Lauren Overend and Alex Goldsack

**Academic Year:** 2020-2021  
**Covid-19 Officer:** Callum Henfrey  
**Welfare:** Lauren Overend

**In accordance with ArcheryGB and Sports Federation guidelines.**

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**Agreed by the OUCofA committee:** 30/09/2020

For the 2020-2021 academic year all attendees to 'have-a-go' sessions (i.e. both coaches and attendees) must consent to providing their **name, contact telephone number and Oxford email** when attending a session. These will be required when individuals sign up to book a session. Records will be maintained by the executive committee and destroyed after 3 weeks by the secretary. **External/internal coaches must ensure up-to-date details are provided to the executive committee and consent to the club keeping a record of which sessions they coached.**

**Centre access requires signing up to the Oxford Sport App.**

After the 'have-a-go' sessions, all those wishing to continue archery must become official OUCofA members. This requires:

1. Paying the yearly £60 experienced / £75 novice club fee.
2. Providing name and up-to-date contact details including a mobile number for club records.
3. Reading the Oxford University Company of Archers Covid-Safe Guideline which will be made available on our website, facebook and will be emailed to all those on the mailing list at the beginning of term.

For the following academic year all sessions must be booked online using **Playwaze**. Records of attendance will be kept for 3 weeks and maintained by the executive committee before being destroyed, for track and trace purposes.

**In the event of health exemptions to covid-safe practices, individuals should notify a member of the executive committee. For individuals with access requirements, please notify a member of the exec committee who will coordinate with Duty Managers at Iffley Road Sports Centre. SportsFed recommends the use of Oxford University Early Alert Service for those with covid-19 symptoms to enable track and trace within the university.** <https://www.ox.ac.uk/coronavirus/health/covid-testing>



# Oxford University Company of Archers Covid-Safe Guidelines

**1. In the event of a **positive covid-19** test following attendance at an OUCofA event within the **previous 7 days** all members must:**

- Notify the president/secretary/treasurer as soon as possible.
- Adhere to public health requirements regarding isolation.
- Not attend any OUCofA training sessions until after their government required quarantine/isolation.

**2. OUCofA will respond to a positive covid-19 case in the following manner:**

- Executive committee will inform all those who attended the same session as the positive case but will not release personal data.
- Executive committee will notify **David White** (SportsFed) that a positive test within the club has been reported but will not release personal data.
- Individuals notified as having attended the same session as a covid-19 positive case should follow government track and trace and isolation guidelines.
- Sessions will run at 2m+ social distancing which **currently** (30-09-2020, *subject to change*) does not constitute 'close contact' under NHS guidelines. Therefore individuals are only required to self-isolate if contacted by government track and trace:
  - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

**3. Maintaining Covid-safe practices at **GENERAL** training sessions:**

***Failure (without exemption) to comply may result in exclusion.***

- OUCofA indoor sessions will adhere to the "3.3m distancing" rules [set out by AGB](#), where each target's centre is 3.3m from the adjacent target. Targets on the same boss for the same household, however, are exempt, but you must notify the executive committee if this is the case. The session Range Captain is responsible for correct range set up. Please see attached schematic.
- Hand sanitiser will be provided, and **masks must be worn at all times except when on the line, shooting.**
- When setting up the range, members should first **sanitise their hands.** Members should remain as **distanced as possible** (e.g. only one person entering the cupboard at a time). In cases where two people are required

(e.g. lifting bosses onto stands) the time duration should be minimised (< 15 minutes). .

- Gloves will be provided and may be used for equipment setup if requested.
- Once a member has shot on a target face, that is “their” target face and no other members (except those in the same household) should use that face. **Members are expected to take their target face home with them and bring them back to subsequent training sessions.**
- Target pins will be placed in a box and sanitised with disinfectant after each session. **This will be the responsibility of the session Range Captain.**
- Left and right handed archers will be separated to prevent face-to-face shooting in accordance with AGB guidelines.
- **Please do not congregate in the sports centre prior/post sessions. Aim to arrive and depart promptly.**

#### **4. Maintaining Covid-safe practices at **NOVICE** training sessions:**

- **Follow all of the General Covid-safe practices in (3)**
- Due to the limited space in the sports hall, the number of novices attending a session will be limited and shooting will be performed in divisions.
- **Where novices borrow club equipment:**
  - Bows and arrows and other equipment cannot be shared within the same session, with the exception of archers from the same households, if appropriate.
  - Individual archers will be responsible for sanitising club equipment after use, using the provided wipes and sanitiser and returning to storage.
  - You must sanitise arrows before returning to the coach at the end of your session.
- Where possible coaches should aim to commit to training the same sessions each week. The same applies to novices booking a training session.
- Follow guidance from the attending **Range Captain.**

#### **5. Novice Training Guidelines for 2020**

We appreciate that our usual Beginners’ Course cannot proceed in quite the same manner as in previous years. We have made some changes to maintain sporting standards and safety, whilst being flexible regarding isolation.

- 1) Each novice ‘have-a-go’ session will be an hour in duration with a 15 minute cleaning/change-over slot. This is subject to change depending on demand.
- 2) Novice sessions will be run as the traditional 2 hour session, with no change-over period, and two divisions following social distancing.
- 3) Novices must sign up to a session online, selecting a boss and bow to prevent sharing of equipment.
- 4) Novices are expected to arrive promptly and with their target face to maximise coaching time.
- 5) **If for any reason you cannot attend a session please notify a member of the executive committee so we can reopen the slot.**

- 6) A catch-up Beginners' Course will run two weeks later than the first. This will allow novices who cannot attend (e.g. due to quarantine) to have a second chance at novice training and make the course as accessible as possible. Further training courses may also run in HT and/or TT.
- 7) Coaching will be provided by experienced club members, and our external coach, Antje.
- 8) **The Range Captain (experienced archer) will be responsible for handing out arrows and ensuring communal kit (e.g. target pins) are sanitized after sessions. They will also be responsible for ensuring bosses are appropriately set up according to the covid-safe schematic using the provided tape-measure.**

## **6. Experienced Training Guidelines for 2020**

Experienced training sessions will continue as normal, with coaching provided by Nat. However members will be required to sign up to a boss and follow covid-safe shooting practices as described.

## **7. Competition Guidelines**

Under current SportsFed guidelines we are unable to travel outside of Oxford for competitions. However we will endeavour to run internal club covid-safe competitions so that members can continue to gain competition experience.

## **8. Finances**

In the event of a local/national lock-down or covid-19 related circumstances which prevent practise OUCofA **will not be issuing membership refunds for the 2020-2021 academic year**. ArcheryGB memberships will remain valid for the full year and all possible activity will continue to be offered. We may consider exceptional circumstances in accordance with pre-existing club practices (e.g. injury) at committee discretion.

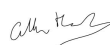
## **9. Help and Advice**

If any member should have concerns regarding covid-19 safety practices, wellbeing or general OUCofA queries they are invited to email members of the executive committee, using the emails provided at the beginning of this document.

## **10. Socials**

We will endeavour to run in-person/virtual socials following government guidance with the appropriate risk assessment to promote club spirit.

**Many Thanks**



**Callum, Lauren and Alex.**

**Executive Committee 2020-2021**

