

Wangaratta Target Archers Incorporated Risk Management Plan 2025

INTRODUCTION

Wangaratta Target Archers Inc (hereafter often referred to simply as Wangaratta Target Archers, WTA, or 'the club'), is an archery club with around 20 registered members and has been active in the North Eastern district of Victoria since 2012. The club has its permanent home and outdoor target range at the South Wangaratta Sports Grounds at 58 Shanley St. South Wangaratta. During winter months the club has an indoor archery venue at the Wangaratta Showgrounds (Shed 6).

Wangaratta Target Archers Inc is affiliated with Archery Australia Inc, the national body covering the sport of target archery. Archery Australia Inc is in turn affiliated with World Archery, the international governing body for the sport of Archery. Archery Australia has regional governing bodies covering geographic areas within Australia. For the State of Victoria, the Regional Governing Body is Archery Victoria of which Wangaratta Target Archers is a member club.

Wangaratta Target Archers Inc complies with all of Archery Australia's policies and is covered by Archery Australia's Insurance Program which includes comprehensive Public Liability insurance.

Wangaratta Target Archers views its mission as promoting and providing access to the sport of archery to all eligible comers, in a fun and safe environment.

The club generally achieves this mission by providing safe venues to try, learn, practice and compete in the sport of archery.

Members have access to the outdoor range 7 days per week during daylight hours. Regular outdoor club shooting activities occur every Sunday. The indoor shooting range is set up during winter months and is accessible by qualified members on Thursday evenings or on Sundays when the weather is inclement for outdoor activities.

Key activities for the local community include introductory courses for prospective or potential new members and additional special events for community and school groups.

The introductory courses are: -

- "Have a Go with a Bow" sessions run for a single ninety-minute session
- The "Go for Gold Program" runs for an additional three ninety-minute sessions with candidates who completed the "Have a Go with a Bow".

These courses provide attendees with basic training in archery equipment techniques and safety rules and allow them to try archery using club equipment supervised by one of our qualified coaches. The longer 4 session course provides sufficient training to qualify the attendee become a member of the club (or another affiliated club) with shooting rights and access to club venues and facilities.

Additional programs for community and school groups are occasionally organised as required or requested.

SHOOTING ACTIVITIES

The club shooting times are:

Outdoor Range – Shanley St.

- Sundays from 9:00 am is the regular club shooting time
- Saturdays from 9:30 am – 11:30 am is the time for Come and Try and Introduction to Archery training courses.

Indoor Range – Wangaratta Showgrounds (shed 6)

- Thursday evenings from April to October
- Sunday mornings should weather conditions prevent outdoor shooting

Toilet facilities and drinking water are available at both venues.

VENUE DETAILS

Outdoor Range – Shanley St.

The outdoor range is adjacent to the Wangaratta Speedway and is rented from Wangaratta City Council. The venue is not shared but access is via the sports grounds entrance. Toilet facilities are a disabled supporting Port-A-Loo.

Figure 1 - Satellite view of WTA Outdoor Range



The red outline shows the location of the outdoor range. The only vehicular entrance is the graded gravel track running between the adjoining speedway and soccer pitch. There is a locked gate near the bottom left corner of the outline at the entry point of the range. The irregular brown shape at the bottom of the range is an earthen berm created as a buffer between the range and the adjoining soccer pitch.

Below is a more detailed plan of the target range.

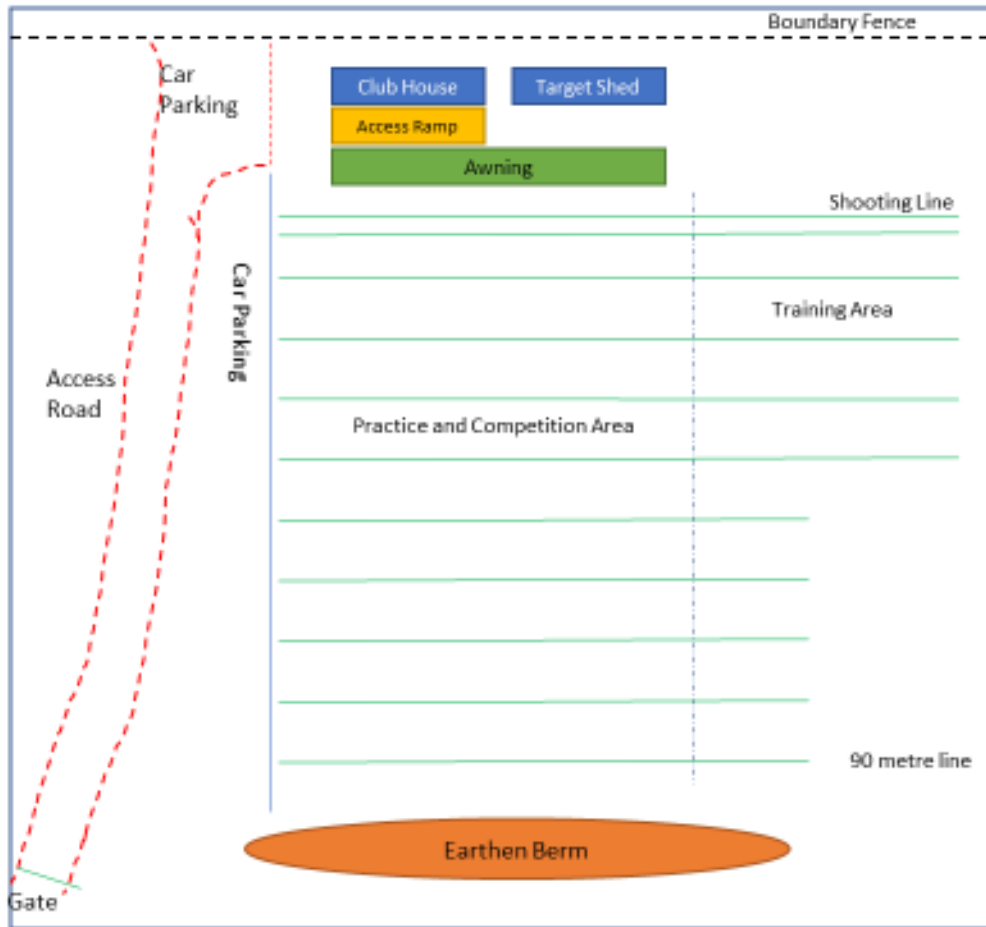


Figure 2 Plan of Target Range

The entrance to the range is on the bottom left (approximately South West) corner.

Archers shoot in a southerly direction in permanently marked lanes with up to 3 archers to a lane. There is a low treated pine post and rail barrier between the car parking area adjacent to the range and the range itself.

There are permanent warning signs indicating that the range is not to be entered whilst archery is in progress.

The club house and target shed are re-purposed shipping containers.

Portable tables are placed toward the east end of the target shed and these are used to hold the members and visitors' attendance log.

The club house is locked with padlock keys held only by WTA committee and members. The target container is locked with a combination lock. This combination, and the combination of the access gate is distributed to members and changed a regular basis.

There is no reticulated water or electricity supply. A water storage tank is located to the rear of the club house and is used for non-potable requirements.

The Target range is divided into a grid of shooting lanes with circular ground markers and poisoned lines. Each shooting lane is divided into 3 individual archer lanes and these are marked on the shooting line with circular ground markers. Each target butt is set up in its' own lane and pegged as necessary.

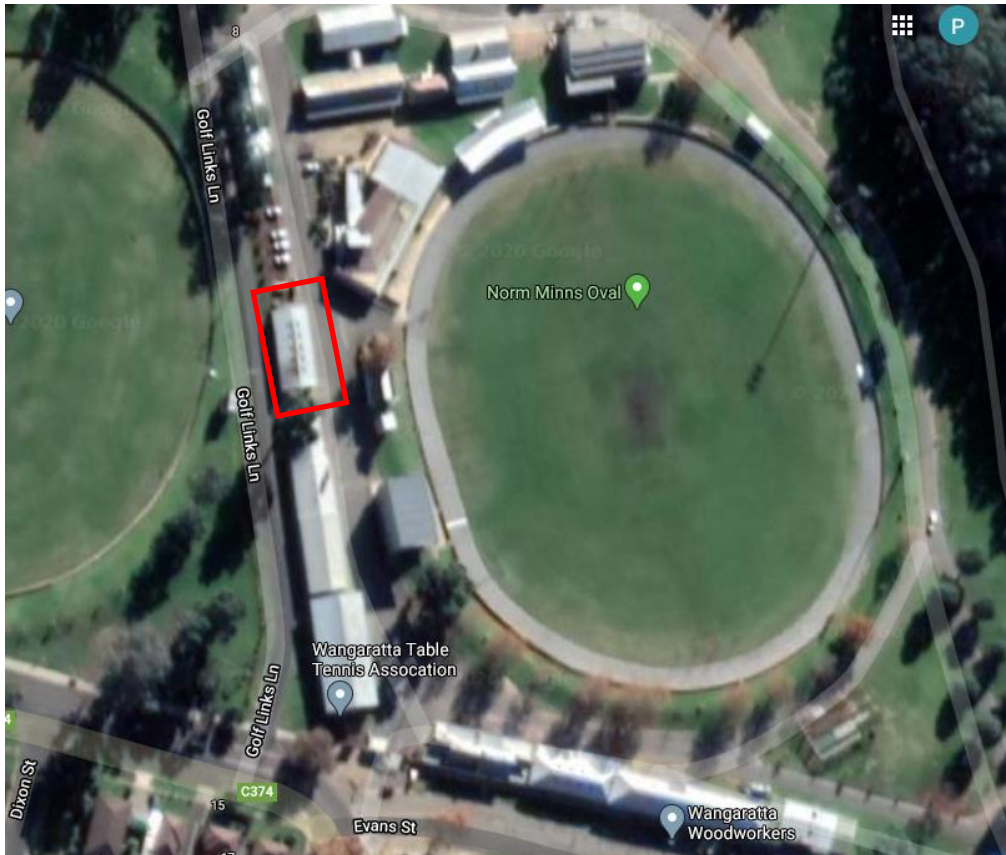
A single (common) shooting line is employed by all archers present.

On training coaching days, the range is divided and lanes kept vacant to segregate the training activities from other practice and/or competition. It should be noted that at present WTA does not conduct training activities on competition days.

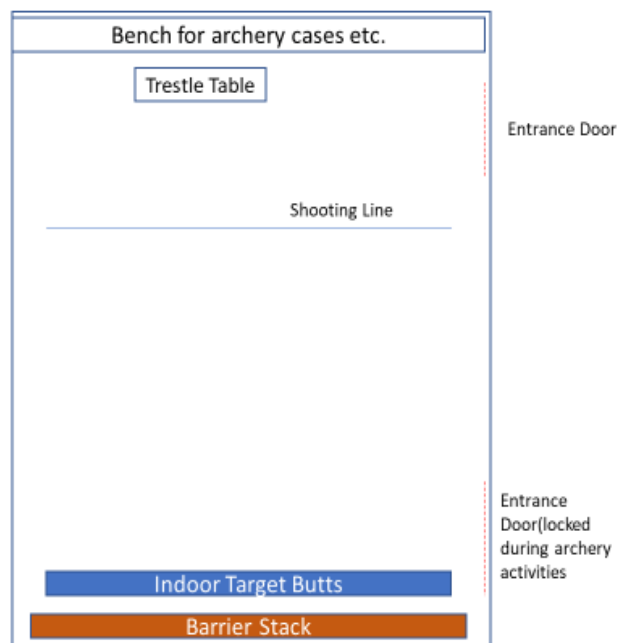
Archers score and collect spent arrows at the same time under control of the Director of Shooting.

Indoor Range (when operating) – Shed 6 Wangaratta Showgrounds

The indoor range when operating is located within Shed 6 at the Wangaratta Showgrounds in Evans St./Golf Links Lane. The venue is shared with access via the sports grounds entrance. Toilet facilities are shared. The red outline shows the location of Shed 6.



Access via both vehicles and pedestrians is via showgrounds gates in Evans St. and Golf Links Lane. The indoor range consists of space entirely enclosed within Shed 6. The target butts are backed by a Barrier Stack consisting of boxes filled with arrow retarding packing. The barrier stack extends



significantly beyond the perimeter of the target butts both horizontally and vertically. QR Codes are used for attendance recording. First aid kits are on site. Drinking water can be obtained from an outside tap opposite the venue.

The second entrance door at the target end of the shed is kept locked during archery activities.

Use of Venues (who can shoot)

Only Wangaratta Target Archers Inc financial members, Committee-approved temporary members, and official visitors to the club, who are themselves members of Archery Australia or other recognized state or national archery associations are permitted to shoot at Wangaratta Target Archers venues. The indoor venue is not available for training/coaching and members must first shoot a qualifying score at the outdoor range prior to being admitted to indoor venue shooting activities.

Beginners are entitled to Temporary Membership for 12 consecutive weeks in the year, beginning from their first instruction session.

Visiting archers must obtain permission to shoot from a member of the Club's Executive Committee, display their appropriate membership cards and usually pay a token fee.

Temporary Members and non-AA/WA visitors pay a fee which covers insurance and consumables.

Beginners hiring club equipment pay an additional fee or an instruction fee. Members of the club pay an annual fee. Only archers, coaches and officials, and those extended permission by the Executive Committee or current Director of Shooting, will be permitted onto the Field of Play, and only after signing in.

All other parents, spectators and general public will be restricted to the areas outside the caution signs and barrier fencing, or behind the Waiting Line on the Target Range.

Animals are to be kept on leads at all times.

Parents must act responsibly in relation to behaviour of small children, and are required to mind their children, at the discretion of the Committee or of members willing to supervise them.

SCOPE OF THE DOCUMENT

This document details the adopted Risk Management Plan of 'Wangaratta Target Archers Inc..

It contains the club's Risk Management policy, including the club's consideration of the major stages as outlined by Archery Australia Inc "Risk Management Resource Guide for Clubs", policy 1022 (version 2), Nov 2013.

OBJECTIVES

The objectives of this Risk Management Plan are to reduce the incidence of injury, harm or damage to persons and property resulting from the activities of Wangaratta Target Archers Inc.

Specifically,

- To document and provide a risk management framework to assist Wangaratta Target Archers Inc in its provision of a fun, healthy and safe sporting environment for approved individuals.
- To minimize the potential for club liability as a result of poorly managed venues and activities.
- To fulfil its obligations under Archery Australia Inc (AA) Policy 1022 "Risk Management Resource Guide for Clubs" and bring its Risk Management framework into line with other AA clubs.

DUTY OF CARE

Club Officials and members owe a duty of care to each other, to themselves, and to all involved in the activities of the club, whether directly or incidentally, including spectators, other users sharing the venues, and the general public, To both their person and property. This duty of care extends to the environments at both the outdoor range and the indoor facility.

In exercising this duty of care, the law requires all involved parties, particularly official, to take reasonable steps to reduce the likelihood of foreseeable injuries or damage.

The mechanism which underpins the Risk Management Plan of Wangaratta Target Archers is to identify the risks involved in club activities, and to adopt actions to minimise the probability and impact of these risks.

RISK MANAGEMENT METHODOLOGY

This Plan has been developed from the guidelines set out in to Archery Australia Inc's "Risk Management Resource Guide for Clubs", policy 1022 (version 2), Nov 2013, which is in turn based on the Australian, New Zealand and International Standard on Risk Management AS/NZS ISO 3100:2009.

This Management methodology seeks to simplify the steps set out in the Standard, whilst fulfilling all its purpose and intent, and includes the following stages:

- Risk Identification
- Risk Analysis
- Risk Treatment
- Monitoring and Review
- Communication

RISK IDENTIFICATION

Wangaratta Target Archers has conducted a Risk Assessment of its venues, activities and associated risks.

Which risks need to be managed?

The law does not require Clubs to provide a completely risk free environment. Indeed, by agreeing to participate in archery activities, participants will be deemed to have consented to those risks, which form an inevitable aspect of the activity. Clubs are not required to take steps to counter risks where it would be unreasonable to expect a Club to do so in the circumstances. Clubs are however, expected to adopt reasonable precautions against risks which might result in injuries or damages which are reasonably foreseeable.

The identified risks are grouped into the following risk categories:

On Field (Physical Environment)

Risks associated with the conduct of archery tournaments and during shooting activities. The risks associated with the immediate areas of the club venues where the club's activities will take place (Fields of Play: Target Range, Indoor Venue (when operating). This may include on-field damage to the environment (atmospheric, flora, fauna). Risk items 1-11

Environment (Adjacent Environment)

Risks associated with the nearby environments of the venues, and off-field areas of the venues (eg. beyond exclusion zones bordering the various Fields of Play, club sheds, pavilions, parking areas, surrounding properties, roads, pathways), including areas which archers and members of the general public may traverse, share, or otherwise use. May include off-field damage to the environment (atmospheric, flora, fauna). Risk items 12-15

Pre and Post Event/Activities

Risks associated with the setting up and pulling down of the fields (preparation or pack up prior/post the events or activities). Also includes risks associated with maintenance of the venues/facilities. Risk items 16-18

Personnel

Risks associated with anyone who may be involved in club activities, directly or incidentally, or who may potentially be at risk from such activities. This includes risk of injuries or damage to participants and the public, either to their person or to their personal properties/belongings. Risk items 19-21

Legal Risks

Risks of legal action against the club or its membership. Members are somewhat insulated from many, but not all, personal legal risks and liabilities by the club's Incorporation and Insurance policies; and by its affiliation with, and adoption of, the Codes of Conduct and policies of its state, national and international governing bodies, and by the evidence of due consideration of its duty of care, evidenced by its Risk Management documentation. Risk item 22

Risks can also be characterised by their types of impact or implication as follows:-

Financial Risks

Risks to the club's financial status, be it monetary, related to club assets (equipment and resources), or the threat of financial loss. The club, through its Treasurer, ensures that the club's financial transactions are managed and that its annual reporting requirements as an incorporated body are fulfilled. Members pay a portion of their fees to Archery Victoria / Archery Australia, which provides for public liability insurance.

Moral and Ethical Risks

The club's moral and ethical risk transactions are managed in accordance with Wangaratta Target Archers Inc. Constitution, its By-laws, Code of Conduct, and Child Safety Policy, and in accordance with the

Wangaratta Target Archers Risk Management Plan (this document). In addition, the club has undertaken to ensure that all club officials (Committee members, instructors/coaches and all those directly involved with children) and invited or appointed visiting officials have complied with the State Government's "Working with Children Guidelines". <The club provides for a committee member with the role of 'Member Protection Information Officer', and Child Protection Officer to act as one of the first points of contact for club members to ask for help or information, express concerns or complaints and report risks related to conduct of club members and also the public they may affect or come into contact with. The club has a Code of Conduct and a Safe Child Policy and also a policy regarding media release.

Governance Risks

The club's governance is managed by the Committee and by the directives, rules, policies and guidance of its regional, national and international governing bodies, generally in accordance with Wangaratta Target Archers Inc Constitution and its By-laws.

RISK ANALYSIS

Assessing the Risks

While archery may appear inherently dangerous, the sport's safety record is excellent, largely due to the careful planning, training and the implementation of specific safety measures. Specific and generic safety measures in place for the two club venues are detailed in this Risk Management Plan. The identified risks and their ratings along with reasonable avoidance and mitigation actions are detailed in Appendix 1: Risk Identification and Assessment.

The methodology used is based on that set out in Archery Australia's "Risk Management Resource Guide for Clubs" policy 1022, Version 2, Nov 2013. Each identified risk must be rated. These ratings describe:

- The likelihood of the risk occurring (likelihood); and
- The loss or damage if the risk eventuated (consequence);
- The priority, or degree of urgency required address the risk.

Rating Likelihood of Risks

The likelihood relates to the potential for the risk to occur. How often could the risk eventuate? Is there a history at the club for this risk?

Likelihood Rating Values

- **Likely** Will occur at each archery event
- **Possible** Could occur once annually
- **Unlikely** Could occur once in 10 years
- **Remote** Could occur once in 100 years

Rating Possible Consequences of Risks

Consequence of risk relates to the extent of loss or damage which may result from the risk occurrences. It is the consequence of injury to someone, financial loss, a loss of reputation etc.

Consequence Rating Values

- **Extreme**
 - Death or serious injury requiring significant rehabilitation or permanent disability
 - Financial loss in excess of \$100,000
 - Significant loss of reputation impacting the viability of the club and bringing the sport of Archery into disrepute
 - Committee member or members charged with offence(s) with respect to the activities of the club or its membership
- **Serious**
 - Serious injury to a person or persons requiring rehabilitation
 - Financial loss in excess of \$50,000 but not exceeding \$100,000
 - Loss of reputation bringing the club into disrepute
 - Legal action taken against club to recover damages
- **High**
 - Injury requiring time off work or other ongoing impact
 - Financial loss in excess of \$5,000 but not exceeding \$50,000
 - Negative impact on club reputation including negative media coverage
- **Low**
 - Injury requiring on-site First Aid with no significant ongoing impact
 - Financial Loss less than \$5,000
 - Minor impact on club reputation

Rating Priorities of Identified Risks

Having identified the risks, their likelihood and their consequences, their priorities (Red, Amber, Green) are assigned according to the following risk matrix:

		Consequence Rating			
		Extreme	Serious	High	Low
P r o b a b i l i t y R a t i n g	Likely	Red	Red	Amber	Amber
	Possible	Red	Red	Amber	Green
	Unlikely	Amber	Amber	Green	Green
	Remote	Amber	Amber	Green	Green

The Priority Rating Values define the urgency of action required to minimise the probability of risk occurrence and mitigate adverse consequences.

Priority Rating Values

- RED Immediate action required
- AMBER Action required within 6 months
- GREEN No action required other than to monitor & communicate

Documenting Existing Controls

Once priorities are determined, the Committee determines actions required and develops and documents risk treatment actions and controls.

Risks, their ratings and treatments are reviewed when necessary for efficacy and ongoing relevance.

Wangaratta Target Archers has identified, assessed, and documented current risks and their controls or treatments, in this Risk Management Action Plan. They are outlined in Table 1 - Risks with Existing Controls. The following paragraphs summarize the more general health, safety and risk management actions in place.

First Aid

<The club has a number of members trained in First Aid, and a trained member is designated as a first aid officer at major events. The Club has and maintains a well-stocked first aid kit at each venue (indoors?).

A defibrillator is located inside the main club shed at the Wangaratta South Sports Ground venue which has instructions for the layperson in emergency usage.>

Archer Safety & Competency

BY LAWS STATE THAT archers must be competent before being allowed to join. This may be via a Certificate of Completion of an approved introductory course or an equivalent, or by observation by an appropriately qualified WTA member.

All archers are to be suitably attired, including closed-toe shoes. A hat and close fitting clothes are recommended, along with sun lotion and sunglasses. Camouflage clothing is not permitted at any time. All archers are advised to stay hydrated during warmer months and should bring a suitable water bottle with sufficient drinking water for their own use. Alcohol and prohibited drugs (refer to Archery Australia anti-doping policy) are prohibited and must not be consumed prior to or during

day of archery activities. No person may shoot while under the influence of alcohol or prohibited drugs.

Weather Safety

Lightning: All archery activities will stop and seek shelter if lightning is seen or closer than several kilometres or otherwise deemed to be an issue by the Field Marshall, Director of Shooting or a majority of Committee.

<Heat: Wangaratta Target Archers has a heat policy - archery activities will be stopped if temperatures reach 38°C.>

Rain, Wind and other conditions: stoppage of activities at the venue will occur if conditions are deemed to be a safety issue by the Director of Shooting or a majority of Committee.

Crossbows

Wangaratta Target Archers will accommodate Crossbows, as long as the archer follows all State and National legal requirements; the crossbow is in line with the policies laid out by Archery Victoria and Archery Australia.

DOCUMENTATION

RISK MANAGEMENT DOCUMENTATION & AUDIT TRAIL

Registers: Incident Register, Risk Register, Lost Arrow Register, Attendance Register, Equipment and Key Registers

Wangaratta Target Archers maintains the following up-to-date Registers with a hardcopy of each Register at each venue, accessible by the members.

Incident Register(s)

Wangaratta Target Archers Inc maintains an incident/injury register based on the format provided in Archery Australia "Risk Management Resource Guide for Clubs" policy, Nov, 2013, Version 2. Blank forms for an Incident/Injury can be found in the Clubhouse. The Committee will determine if any systemic risks are emerging; which should be added to the Risk Management Plan and Risk Register. This incident register is located in the club house at the Wangaratta South outdoor range.

Risk Register(s)

Wangaratta Target Archers Inc has a Risk Identification and Assessment Form, on which any member can document safety or any risk management concerns, potential risks and newly identified risks, and treatment suggestions.

The register also contains any associated existing risks, assessments, controls, and treatments to be undertaken along with responsibilities and timelines for treatments and reviews. New risks may, after assessment or review by Committee, be added to this Risk Management Plan. The contents of Appendix 1 Risk Identification and Assessment (appended to this document) are included in this register.

Lost Arrow Register(s)

Wangaratta Target Archers Inc maintains a Lost Arrow Register. It is the responsibility of each archer to ensure any lost arrows are found before they leave the venue or are otherwise entered into the register. Missing arrows are to be entered into the missing arrow log in the clubhouse, stating name, date, lane number, approximate location and arrow description. They can be difficult to find due to soft ground and long grass, especially after rain.

Unrecovered arrows are a hidden danger. A metal detector or hooks/rakes can be used to locate lost arrows that cannot be located by manual search or visual inspection.

Attendance Register(s)

Wangaratta Target Archers Inc maintains an Attendance Register for each venue; this is facilitated by an online or SMS facilitated digital sign in at both outdoor and indoor venues.

All club members and visitors, whether archers, coaches, officials, or otherwise will be required to sign in using the QR Code posters placed at or near the entrance.

All members of the public attending Club-run introductory courses and “Come and Try” events must sign in also using a QR Code poster.

Equipment and Key Register(s)

Wangaratta Target Archers Inc maintains an Equipment Register and Key Register. The former includes a list of all items at the venue (to be updated periodically, and a lease/loan sheet(s) to sign in/out equipment borrowed from the club (after prior permission is obtained from Committee / Property Officer). The Key Register will include the number of copies and identification/purpose of all keys/cards and who holds them.

Archive of Committee Decisions: Minutes of Meetings

As part of the club's documentation, required by the Standard Risk Management methodology, an audit trail including decisions of the Committee is available. Therefore, an archive of Minutes of Committee meetings, with Risk Management discussion documented, is maintained and retained for 7 years, with an electronic copy made available on the club's website, and made available on request to the club Secretary.

Monitor and Review

Every member is to be informed of the location of the hard copy incident/injury, risk and lost arrow registers, or be aware of who they can send incident reports to. Members should be encouraged to fill out a report if they have or know of an injury, damage or risk. It is essential that all club members and participants in club programs are familiar with this document. A Risk Identification and Assessment Form is available to all members in the main Club sheds at each venue, to report any as yet unidentified risks. A suggestion box is also available at the club.

This Risk Management Plan, along with any newly identified risks, will be reviewed and updated as required to ensure it is up to date and relevant. The Reviews should include review of accuracy and relevance of the various registers and of the period of maintenance and review. Risk Management documentation should be archived for a minimum of 7 years.

In the interest of safety, and to minimise risks, all members are asked to also familiarise themselves with the Wangaratta Target Archers Inc Shooting Guidelines which are found in the Archery Australia, and World Archery Rules.

Complaints / Concerns / Suggestions / Contact Details

Please email the club secretary at Wangarattaarchers@gmail.com or speak to a member of the club's Committee.

In addition, the club maintains a Suggestions Box at the Wangaratta South venue.

REFERENCES

1. Archery Australia's "Risk Management Resource Guide for Clubs" policy 1022 (version 2), Nov 2013.
2. State Government's "Working with Children Guidelines". Working with Children Check
3. Archery Australia Safety Guidelines.
4. Wangaratta Target Archers Inc. Policies

APPENDICES

Appendix 1 - Risk Identification & Assessment

In this appendix to the Risk Management Plan, Wangaratta Target Archers Inc has tabulated summaries of:

- 1) Risks identified
- 2) their initial assessments (ratings for Likelihood, Consequence and Priority)
- 3) the treatments or controls intended to mitigate the risks
- 4) The reassessment or rating assigned after mitigation of the risk by implementation of the control or treatment, which is the residual risk
- 5) any further treatments or controls still needing to be implemented.