

SECURITY

There is a combination padlock on gate. Unlike most locks the code needs to be aligned to the TOP row of numbers NOT the centre row

Key safe on side of indoor range contains :

- Key to the Disabled Persons Toilet ("DPT").
- Keys to target shed door and padlock.

Key safe in toilet contains :

- Keys to kitchen (top & bottom locks and padlock).
- Key to Indoor Range.

Pavilion Windows

- Each window has two shutters, each with bolts top and bottom.

SAFETY

- The shooting line extended to the full width of the site forms the boundary to the side safety zones (which includes the drive alongside the indoor range). Pedestrians and vehicles must not enter the safety zones whilst shooting is in progress.
- There is a portable "No Entry" sign stored in the DPT that may be placed across the drive to prevent unauthorised access.
- Whenever accessing the target shed please switch on the strobe light next the defibrillator at the end of the shooting line. Whoever switches on the light is responsible for ensuring everyone has returned behind the shoot line and then switching off the light.
- There must be no shooting whilst the warning light is in operation.

On Arrival

- There is currently limited parking behind the shooting line. On arrival do not drive beyond the shooting line (i.e. up the drive alongside the indoor range) whilst shooting is in progress.
- At busy times you may put the warning sign, stored in the DPT, across the drive to prevent unauthorised access.
- Please remember to sign in. There is a diary in the indoor range and the one for outdoor is kept in the DPT.

Target Shed. This contains

- Straw targets, stands, securing ropes and spikes & hammers.
- Carpet "nappies" to protect targets and reduce damage to wooden arrows.
- Spare target faces (80cm and 122cm).
- 252 badges. First badge is free, subsequent badges £2 or return previous badge. Ask committee member if you would like a belt pendant for badges.
- Countdown timers for field lights at 30m and 50yds.
- 50m mains extension reel plus portable LED lighting.

Indoor Range. This contains

- Countdown timer for ceiling lights.
- Countdown timer for target spot lights.
- New faces (80cm, 60cm, 40cm etc) in cupboard.
- After shooting please remove faces from targets and store on hooks on the left hand side of range.
- Please use your own judgement, if the face is "shot out" please throw away (see below).
- Target pins are on the shelf next to the targets behind curtain on the left.
- NOTE : The fire escape door is for emergency use only, please keep shut at all other times.

Outdoor Range.

- Two targets have wheel brakes and two use spikes to fix target in position when not in use. Please store the spikes in eyelets on back of side supports.
- Please remove target faces from foam targets when not in use. Faces can be left on the straw bosses.
- Foam targets may be left on the field.
- When you have finished shooting please return straw targets and stands etc to the target shed.

Target Faces. Please Do Not leave target faces in pavilion. Either:

- Take them home.
- Return them to target shed (please put away in the rack).
- Put them in plastic box near fire pit for burning.

Facilities

- Tea, coffee, sugar etc in the cupboard. Big groups welcome to use coffee machine (coffee and filters in box on top of cupboard).
- There is usually some milk in the fridge and biscuits in the tin (don't bank on it as it depends how busy it has been at the field).
- Please make a donation to help towards the cost of the tea/coffee.
- If you notice anything that needs to be replenished or repaired please let one of the committee know or report it via the maintenance request form on the web site.
- The WIFI password is "code1963".
- Paper scoresheets are on the shelf just inside the door of the pavilion and clipboards on the table.
- There are two metal detectors in the pavilion and an 'Arrowjac' (for pulling arrows when stuck in the target frames) is kept in the DPT. Please return it after use.
- There are two hand whistles (on the pavilion and kit room doors). Whistle commands must be used at all times..
- The code to access the defibrillator is C159X.

On Departure. Please:

- Please put away and stack chairs.
- Wash up, dry and put away any crockery/cutlery used.
- If last to leave :
 - Put diary away.
 - Turn off water heater.
 - Close and lock shutters.
 - Check lights are off.
 - Lock pavilion and indoor range then put keys away.
 - Return "No Entry" sign to the DPT.
 - Lock DPT and put key away.
 - Check target shed is locked.
 - Lock the gate.
 - Please check that all key safes are fully closed and secure.
- If someone still shooting please check they know how to do all the above.

Tech and Social Media

- The club website is valleybowmen.co.uk.
 - There are two WhatsApp groups, a general social one and one called "The Serious Stuff".
 - The club have a closed user group on Facebook "The Valley Bowmen of Huddersfield".
 - All scores, Handicaps, Classification and Club Records are held on "Golden Records".
- For access to any of the above please contact one of the committee.