



OBA Keyholder Responsibilities

Background

Any OBA keyholder may find themselves opening up the clubhouse for a session and having to act as the field captain. It is essential that the responsibility is understood and accepted before a key can be issued. Keyholders will usually fit into one of the following categories:

- Coach
- Committee Member
- Experienced Archer (at least 12 months since their beginner's course)

Keyholders must also be adult members of OBA with current GNAS membership.

All keys are to be issued by the Treasurer who will take a deposit and register the member as a keyholder in the club records.

Additional Information

Keyholders must have a copy of the following information and are expected to familiarise themselves with it and follow the guidance given:

- GNAS Rules of Shooting (download available on GNAS website)
- OBA Management of Safe Shooting at OB Recreation Ground

Responsibilities

The keyholder who opens the clubhouse **MUST** ensure that:

- If they find any signs of a break-in or criminal damage to the clubhouse that they contact the police before disturbing any evidence. They should keep other members arriving out of the clubhouse until the police have investigated and issued a report number, which should be noted for insurance purposes.
- They check, before setting up equipment, that the range is clear of other users, with the safety margin specified in the OBA Safe Shooting document. Users that are not part of an organised activity should be asked politely to leave the area.
- They lay the range out as specified in the OBA Safe Shooting document, in accordance with GNAS rules.
- A field captain is appointed. If no other suitable candidate is available, the keyholder **MUST** perform this role. Whistles are provided in the clubhouse for this purpose.
- If they must leave the range for any reason, other than a medical emergency, another keyholder must be present and willing to take over their responsibilities. If not, the session must be ended, the equipment packed away and the clubhouse locked, before they can leave.

- In the event of a medical emergency another archer can take charge of the clubhouse, they should be given the keyholder's key and undertake the normal keyholder activities at the end of the session. If only one archer is left, the session must end because of the GNAS requirement for two adults to be present.
- If the toilets have been opened using the key in the clubhouse, the keyholder is responsible for checking that they have been locked again and the key replaced in the clubhouse at the end of the session.
- At the end of the session the keyholder is responsible for directing the clearing of the range and return of all equipment into the clubhouse. Having checked that nobody remains in the clubhouse and that all lights are switched off, they must lock up and check that both doors are secured.

As a Field Captain your responsibilities include:

- The safe conduct of shooting as per the GNAS rules.
- Identifying visitors as they arrive and ascertaining their business.
- Managing any official record keeping i.e. guests paying green fees, the accident book and the lost arrow book.

Declaration

I undertake to perform the responsibilities as a key holder and field captain as detailed above. I am familiar with the GNAS rules of shooting and the OBA Safe Shooting guidelines. I undertake not to copy the key or lend it to others who have not signed this declaration. Upon ceasing to be a member of OBA I shall return the key to the Treasurer.

(Your signature will be required in the club's daybook at the clubhouse to confirm acceptance of these responsibilities).