

This update of the Target Archery Handbook of Caid was authored in 2021 and 2022 in order to improve the clarity of the handbook, remove outdated and incorrect statements, and comply with the collective decisions of the Seneschallte and Marshallte of Caid, including removing authorizations to improve safety and parity with other marshal activities, and Target Archery in other kingdoms.

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Appointment and Duties of Offices and Positions

The Minister of Archers

In Caid, the Ministry of Archery is headed by the Minister of Archers. The office of the Minister of Archers is a lesser Kingdom office which is part of the Marshalate and therefore answers to the Kingdom Earl Marshal and the Crown and is warranted by the Earl Marshal. Upon appointment, the Minister of Archers must be a qualified Range Marshal in good standing in Caid. The Minister of Archers is selected by the Earl Marshal, subject to the approval of the Crown, and serves for a term of two years, during which the Minister of Archers may not hold other offices.

The Earl Marshal may appoint a candidate to this position in one of several ways:

- Polling the populace
- Receiving recommendations from the archery community
- Receiving recommendation from the current Minister of Archers
- Suggestions from other branches of the Marshalate or the Crown.

The Duties of the Minister of Archers include:

- Authorizing all Captains of Archery, Lieutenant of Archers, Senior Range Marshals and Range Marshals.
- Maintaining a List of Warranted Territorial officers and Range Marshals.
- Maintaining and enforcing the rules for safety.
- Working with the Academy of Archers for the promotion of archery in Caid.
- Working with the staff of Caid supported wars to ensure archery needs are met
- Maintaining a Caid scores database on the SCA Scores Site at <https://scores-sca.org/>
- Enable a system of reporting by the Captain of Archers and Range Marshals, and providing a summation of these reports to the Earl Marshal quarterly. The 10th of March, June 10th , Sept 10th and Dec 10th .

Deputy Minister of Archers

The Deputy is designated by the Minister of Archers, and serves at the discretion of the Minister of Archers with no set term limit, but not to exceed the term of the Minister of Archers.

The Duties of the Deputy Minister of Archers include:

- Being prepared to assume the full duties of Minister of Archers.
- Reporting to the Minister of Archers as required and assisting with special projects, training, etc.
- Requiring acting for the Minister of Archers in specified matters at the discretion of the Minister of Archers, whereupon the duties, responsibilities and authority of the Deputy will be the same as the Minister of Archers.

Captain of Archers

The Captain of Archers is a territorial office that reports directly to the Minister of Archers for all archery activities within a given geopolitical subdivision of the Kingdom (Barony or Shire), including tournaments and score submissions. The Captain of Archers may appoint deputies (see Lieutenant of Archers) as necessary to aid in the performance of their office. A Captain of Archers must be a Range Marshal in good standing, and is selected and warranted by the local geopolitical group in whatever manner they chose, with the approval of the local Baron, Baroness and/or Seneschal as well as the Minister of Archers.

The Duties of Captains of Archers include:

- Reporting on the state of archery, all events held during that quarter where archery was present, and any significant items (injuries, authorizations, archer problems, etc.) for their territory. These are due March 1st, June 1st, Sept 1st and Dec1st, so the Minister of Archers can report to the Earl Marshal on time. As a territorial officer, the Captain of Archers is required to report to the local Seneschal as well if so requested. It is preferred to use the Quarterly Report found at the Caid Marshallate Reporting Page at <http://marshal.sca-caid.org/reporting/>.
- Ensuring the safe conduct of archery in his/her group, according to the rules set forth by the Minister of Archers and the Target Archery Handbook of Caid.
- Organizing archery activities within their local geopolitical group. Checking territorial loaner equipment and designated practice ranges for obvious safety hazards and for SCA compliance.
- Maintaining accurate records of all archers within their area of responsibility containing the following information: SCA Name, Mundane Name, style of bow, rank, scores recorded at practice, etc. This may be done through updating the database on the SCA Scores website at <https://scores-sca.org/>.

Lieutenant of Archers

Lieutenant of Archers are deputies to a territorial Captain of Archers. They report only to the Captain of Archers who appointed them and assist in archery related tasks for the local geopolitical group. A Lieutenant of Archers need not be an authorized Range Marshal, but must be at least a Range Marshal in Training. The responsibilities of a Lieutenant of Archers does not change the restriction that Range Marshals-In-Training must have an authorized Range Marshal present to conduct official practices and competitions. A Lieutenant of Archers should be ready to take the place of the Captain of Archers if needed. In order to hold a territorial office for a Canton, College or other sub-group to a Barony, the Lieutenant must be an authorized Range Marshal in good standing.

The Duties of Lieutenants of Archers include:

- Performing archery related duties assigned to them by the local Captain of Archers.
- Assisting the Captain of Archers in the performance of his/her office

- Being prepared to assume the duties of Captain of Archers if needed.

Senior Range Marshal

Senior Range Marshals are appointed by the Minister of Archers based on experience and recommendations from other Range Marshals. Candidates must have at least two years active experience as a Range Marshal in the SCA to be considered for the position of Senior Range Marshal, though the Minister of Archers may choose to waive the Range Marshal experience requirement at his or her discretion in order to facilitate archery in the Kingdom. It is recommended, but not required, that all territorial Captains of Archers be Senior Range Marshals.

The primary duty of Senior Range Marshals is to work with those persons interested in becoming Range Marshals to complete the Marshal in Training process. This system is a mentor program, and Senior Range Marshals should only work with as many Range Marshals in Training as they feel comfortable. Both parties must agree to work with each other to complete the process, but if a Senior Range Marshal feels they cannot serve in the capacity needed by the Range Marshal in Training, they should make all effort to discuss or arrange alternative options with their fellow Senior Range Marshals and/or the Minister of Archers.

The Duties of Senior Range Marshals include:

- Working with Range Marshals-In-Training to improve their skills and knowledge of the rules of archery in Caid.
- Assisting with the completion and instruction of the Range Marshal in Training checklist.
- Administering the Range Marshal test to Marshals in Training who have completed the checklist, and authorizing those Range Marshals in Training who pass. This includes sending a copy of the test paperwork and Range Marshal in Training checklist to the Minister of Archers office.
- Including status updates for each Range Marshal in Training they have agreed to take on when filing their Range Master reports.

Range Marshal

A Range Marshal is a local authority on archery safety and on the Caidan Rules of Archery. They ensure the archers are safe on the field, and that the archers know, understand, and obey the Caidan Rules of Archery. All Range Marshals must be eighteen (18) years of age or older and a current member of the Society for Creative Anachronism. Range Marshals are authorized by Senior Range Marshals after the completion of the Range Marshal in Training checklist and passing the Range Marshal Authorization Test. Range Marshals can request access to enter scores to the SCA Scores site from the Minister of Archers.

The Duties of Range Marshals include:

- Assisting the Range Marshal in Charge or the Captain of Archers as required.
- Performing equipment inspection.
- Maintaining general safety on the line.
- Assist Range Marshals-In-Training in completing their checklists.

Range Marshal in Charge

This title designates the Range Marshal in charge of an event or official practice. This may be the only Range Marshal present, or any Range Marshal up to and including the Minister of Archers. The territorial Captain of Archers is considered the Range Marshal in Charge for all local published practices. The Minister of Archers is considered to be the Range Marshal in Charge of the Queen's Champion Archery Tournament regardless of its location. They may designate another Range Marshal to be the Range Marshal in Charge.

The Duties of the Range Marshal in Charge include:

- Supervising the planning and conduct of all archery activities at an event and being responsible for arranging Archery Lists, or sign in sheets and scores.
- Reporting scores from the tournaments to Event Steward or Herald in a timely manner for court as well as the Event Archery Autocrat. All score sheets must include the name of the archer, their geographical affiliation, the scores for the individual ends, and the total score.
- Assigning Range Marshals to run the field at their events.
- Being available to any attendee at the event to be able to bring up a concern, a rules violation, unsafe behavior, illegal weapons use, etc. and get an (almost) immediate response. The Range Marshal in Charge is the final arbiter of the archery range at events and practices.
- If an injury occurred, filing an Injury Report within 24 hours about the incident to the Event Archery Autocrat, the Minister of Archers and the Kingdom Earl Marshal per Corpora.

Range Marshal of the Field

Range Marshals of the Field perform various Marshal activities at an event under the direction of the Range Marshal in Charge, including running the line, signing in archers, equipment inspection, and ensuring range safety. A Range Marshal of the Field must be a qualified Range Marshal in good standing, or a Range Marshal-in-Training working under the direct supervision of such a Range Marshal. Range Marshals of the Field are responsible for calling a HOLD if they notice any unsafe behavior or equipment on the range, and alerting the Range Marshal in Charge if any problems arise.

Marshal of the Line

The Marshal of the Line is, at any given time during an event or practice, the Range Marshal responsible for opening and closing the range, calling timed ends, and otherwise controlling the shooting line. Some events may have multiple Range Marshals switch out for this responsibility. The Marshal of the Line has immediate control of who may step to the line and loose arrows, but final decisions rest with the Range Marshal in Charge.

Event Archery Autocrat

The Event Archery Autocrat works with the event staff to arrange for archery at events. They do not need to be a Range Marshal or Range Marshal in Training, but it helps. Often the Event Archery Autocrat is the same person as the Range Marshal in Charge.

The Duties of the Event Archery Autocrat include:

- Securing space to use as an archery range if it is not already an area designated specifically for the use of archery.
- Organizing the Range Marshal in Charge and Range Marshals of the Field, where applicable.
- Working with the Range Marshal in Charge to safely set up the archery range and event area.
- Filing an Event Report within 2 weeks of the event. It is preferable to use the Lyst Event Report found at the Caid Marshallate Reporting Page at <http://marshal.sca-caid.org/reporting/> and it should be copied to the Territorial Captain of Archers where the event took place.
- Forwarding the scores from the event to the territorial Captain of Archers where the event took place. The scores are the responsibility of the Event Archery Autocrat to see that they are posted/recorded, either by their own hand or delegating to, and following up with, the territorial Captain of Archers. For the Royal Rounds, Society Seasonal Archery Challenge(SSAC), IKAC and IKCAC, scores should be recorded on the SCA Scores site at <https://scores-sca.org/>. Others should be published in the local newsletter or posted online so the archers and populace may see how they did, as well as to create interest in and promote visibility of archery.

Range Marshal in Training

Range Marshals in Training are those persons who are in the process of learning to become a Range Marshal. It is not necessary for a person to be an active archer to become a Range Marshal in Training and later a Range Marshal, but familiarity with archery and the range is recommended. Interested persons must speak with their local Captain of Archers and/or Senior Range Marshal about their interest and both parties must agree to work with each other. If there are no local Senior Range Marshals, a person may ask the Minister of Archers office with help

locating A Senior Range Marshal who can teach them at bigger regional events such as wars or travel to the interested person's location.

RMITs are under the direct tutelage of their Senior Range Marshal, but are subject to instruction and correction by any Range Marshal. They must actively work towards completing the Range Marshal in Training checklist, which consists of the following:

- Run one (1) complete round during competition or tournament as the Marshal of the Line under supervision of a Range Marshal. This may be a Royal Round, or a different round of similar length.
- Run four (4) archery shoots as the Marshal of the Line under supervision of a Range Marshal. Archery shoots are defined as regularly scheduled and published practices and official events of at least 30 minutes in length. In the case of events, a series of warmups(e.g., the time the range is open for shooting before a tournament) counts as a shoot.
- Run one (1) timed round as the Marshal of the Line, including all callouts.
- Run at least one equipment inspection for participation in target archery at an event.
- Display competence in instructing new archers in range safety, basic form, eye dominance, and shooting.
- Display the ability to project commands in a manner that can be heard by all archers on the line. If the RMIT cannot accomplish this by voice, demonstrating their knowledge on how to work around their limit by use of relays, other Range Marshals, or etc in a way that is clear to archers on the line.

It is the responsibility of both the RMIT and the Senior Range Marshal mentoring them to seek out opportunities for the RMIT to work on their checklist. There is no set time limit for completing the RMIT process, but it is recommended that the RMIT and the Senior Range Marshal discuss their expectations. Once the RMIT checklist has been completed, the Senior Range Marshal may administer the Range Marshal Authorization Test. This test is open book, and no more than one question can be missed.

If the test is passed, the Senior Range Marshal will verify current SCA membership as this is a requirement for Range Marshals before signing the final paperwork. Either the RMIT or the Senior Range Marshal is responsible for emailing a copy of the test and RMIT checklist to the Minister of Archers office at archers@sca-caid.org.

RMITs may assist with running of the line and equipment inspection under the supervision of a Range Marshal, if the Senior Range Marshal feels they have enough knowledge, and the permission of the Range Marshal in Charge.

Instruction, Participation and Equipment

Inspection of Archers

All new archers must become familiar with the rules of the line, understand the organization of archery in Caid, and demonstrate they are not a danger to themselves or others on the line. To this end, Range Marshals shall endeavor to teach archers and identify new archers at each practice and events, and inspect equipment. Equipment inspection is not required to participate in official practices, but marshals are encouraged to do so to make their archers familiar with the process, as it must be done in order to compete in events and tournaments. Any Range Marshal in good standing may perform equipment inspections, but only with the permission and awareness of the Marshal in Charge at all SCA events, or the Captain of Archers at all published practices.

Caidian Archery Information

It is recommended that Range Marshals give prospective archers a brief overview of specifics relating to archery in Caid. This is to give new archers and new to Caid archers familiarity with subjects that will come up on and off the range.

Subjects should include:

- The different archery offices and positions in Caid and who they answer to (see Appointment and Duties of Offices and Positions)
- The purpose and goals of the Academy of Archers, including the duties of the Regent, the biannual meetings and other functions offered and supported by the Academy
- The grievance procedure, including the complaint process, explaining that this is a last resort after talking to the person and the Captain of Archers. It is in place as a safeguard.

Participation Requirements

All persons 18 years or older may participate in all Caid archery events, provided they have gone through equipment inspection and have been judged safe. Persons 15 through 17 years of age may participate if they have passed the inspection and have a properly executed minor's waiver and medical authorization form on their person. Persons under 15 years of age may participate in archery competitions as long as they have passed the inspection and have a parent or legal guardian in attendance at the event with them.

All archers shall have a properly executed waiver. This requirement can be met by any of the following:

- A signed blue SCA Membership card
- A completed waiver form signed at the time of practice
- A site token for an event, as a waiver will have been signed when the site fee was paid.

Waivers are required at all published SCA archery events, including practices. Completed waiver forms for non-members should be brought to the territorial Seneschal who will then send them to the Kingdom Deputy Seneschal for Waivers at waiverdepty@sca-caid.org. Archers shall keep proof of waiver on their person while participating in range activities.

Participation Rules

All participants are required to be in suitable physical and mental condition to obey range commands and act safely. This includes being able to safely draw their bow and nock arrows if a handbow or cock and load their crossbow, as well as being free of impairment by alcohol, medication, or excessive tiredness. Participants must ensure their hair, clothing and accessories do not interfere with safe shooting by tying back loose garments and long hair or beards, and tucking jewelry such as medallions, chains, bracelets or highly decorated belts safely out of the way or removing it.

Equipment Requirements

Above all, the archery community strives to have a period appearance, as in all aspects of the SCA. Therefore, the use of modern equipment is limited to those items that meet the requirement of appearing as a reasonable example of a person from the SCA's period of study to the casual observer. However the equipment does not have to conform to the persona of the archer unless required for a specific tournament. The use of period equipment should be encouraged in the archery community, but the intention is to attempt to improve range appearance without creating an undue barrier of entry for new archers. To that end the following rules apply to Handbows, Crossbows, and Arrows.

Handbow Requirements

- Compound bows, stabilizers, kissers, clickers, overdraws, adjustable arrow rests (which allow adjustment for windage and elevation), bow sights and multiple nock points are not allowed.
- Recurves and longbows of any length or draw weight are allowed, within the safety margin of the targets/backstop of the range for adult archers. However, should a Range Marshal observe that an archer is using a bow too heavy or overdrawn for them to safely shoot, the Range Marshal will require the archer to stop using the bow.
- The maximum draw weight for Junior Divisions is 35 pounds as determined by the label on the bow. Should a Range Marshal observe that a youth archer is using a bow too heavy or overdrawn for them to safely shoot, the Range Marshal will require the archer to stop using the bow and may require the presence of a parent or legal guardian at the range in order to allow the youth to return to shooting.
- Undisguised metal risers are not allowed. Metal risers disguised with fabric/leather are acceptable however.

- Single nocking points on the string and simple arrow rests are allowed. Simple arrow rests include the bow hand, the bow shelf, or any attached nonadjustable rest that cannot be readily modified to compensate for windage and/or elevation.
- Archers may use bare fingers, a tab, a glove, or other period technique as a release. Mechanical release aids are not allowed. Marshal-in-Charge shall make necessary allowances for archers with disabilities, provided that range safety is not compromised by these allowances.
- **Period Division Only:** Bows may not have marks on their limbs for assistance in sighting.
- **Period Division Only:** Bows may not have cut out shelves.

Crossbow Requirements

- Crossbows of any weight are allowed, within the safety margin of the targets/backstop of the range for adult archers. However, should a Range Marshal notice that sufficient backstop material is not available, or that the archer is using a crossbow too heavy for them to safely cock, the Range marshal will require the archer to stop using the crossbow.
- There are no Junior Divisions for crossbows.
- The prod may be of wood, metal, fiberglass, or laminated wood and fiberglass.
- There may be no compound prods or modern trackless style crossbows.
- No optical sights are allowed.
- Adjustable, open, or peep-sights are in period and allowed.
- Trigger safety mechanisms are encouraged as the trigger mechanism can be very sensitive, but not required.
- Crossbows with non-period cocking devices and/or allowing rapid fire (i.e. Barnett 'Panzer') are not allowed.
- No artificial support is allowed, but crossbows may be shot from any position
- **Period Division Only:** Crossbows may not have a modern style lock or trigger.
- **Period Division Only:** The prod must be attached by period materials or equivalent such as artificial sinew. Modern materials such as Nylon or Dacron are not allowed.

Of special concern, not all archery ranges in Caid allow the use of crossbows. If a crossbow competition is not specifically outlined in the event announcement or a crossbow archer intends to visit a practice at an unfamiliar range, contact the Event Steward or Captain of Archers ahead of time to confirm the use of crossbows is allowed at that range.

Arrow Requirements

- Arrow shafts must be made of wood or cane such as bamboo with feather fletching, or of other period construction with the approval of the Minister of Archers.
- Arrows must be a minimum length equal to the archer's draw length measured back of the point to the nock.

- All arrows must have non-broadhead points, most commonly standard field points, firmly attached and in good condition. Broadheads are never permitted under any circumstances.
- **Open Division Only:** Plastic or self nocks are allowed.
- **Period Division Only:** Self nocks are required.
- Self nocks can be reinforced by horn, bone, or other natural materials and/or thread wrapped.

Crossbow Bolt Requirements

- Bolts must be made of wood with feather fletching, or of other period construction with the approval of the Minister of Archers.
- Bolts must be a minimum length equal to the draw depth of the crossbow measured back of the point to the back of the bolt
- All bolts must have non-broadhead points, most commonly standard field points, firmly attached and in good condition. Broadheads are never permitted under any circumstances.

Equipment Inspection

Before each official event, each archer wishing to take part in the day's activities must present themselves with their bow to the marshal(s) staffing the event. All archers have the final responsibility for the condition and safety of their equipment, but Range Marshals must inspect all handbows and crossbows for compliance with SCA Society and Caid rules and safe usage. Other archery equipment is not required to be inspected, but is subject to inspection by the Marshal if there is cause for concern. While equipment inspection is not required for practices, it is suggested that Captains and other marshals get into the habit of doing it both to stay in practice, and make local archers familiar with the process for later event attendance. It is strongly suggested for large and/or multi day events that some token be given to the archer to carry on the range or attach to the bow to signify their equipment has been previously inspected so that all marshals can easily see who needs to be inspected.

Rules of Inspection

- Archers unknown to the marshals will be asked about their experience in archery so that new archers and archers unfamiliar with Caid rules will be instructed on Rules of the Line, range commands and etiquette.
- Archers who wish to use loaner gear will be instructed in its use, subject to marshal availability. Loaner gear may be inspected for construction and appearance by the marshals earlier in the event, but the marshals must still observe each archer draw/cock safely before allowing its use by them.

- Equipment may not be presented for inspection by proxies. The archer intending to use the equipment must be present and demonstrate their ability to safely use the bow. This does not prevent the use of a proxy to cock a crossbow. In this case the archer must present the bow, demonstrate/explain that they understand the mechanism to cock it, and then the proxy must demonstrate their ability to cock and ease down the crossbow. A Marshal must be present for the archer's first shots downrange to ensure they can safely operate the crossbow.
- If there is only one Marshal for an event, the Marshal is allowed to inspect their own equipment.
- Marshals may not at any point handle the bow/crossbow of an archer without their explicit permission. Even when such permission is given, explicit permission for the action must be given to string or unstring and bow, or cock a crossbow. At no point during inspection is a Marshal allowed to nock an arrow or load a bolt.
- The Marshal in Charge has the final say on any bow failing inspection. If a marshal feels a bow is unsafe, and the archer contests this, it must be taken to the Marshal in Charge for a final decision.

Handbows

- Handbows will be inspected visually to determine if they meet Society and Caid requirements regarding construction and appearance.
- Visual safety inspection for handbows should include looking for cracks or breaks in the bow, frayed strings, damaged nock grooves, and limb twist.
- Archers will be asked for the draw weight of their bow if it is not easily visible, and spine for their arrows to ensure arrows are spined safely for the bow.
- Handbows should be inspected unstrung and then strung by the archer if possible, but there is no need for an archer to unstring and restring a bow just for inspection.
- While away from other archers and with no arrow on the string, the Marshal will ask the archer to draw the bow, hold it in position, and then ease it down slowly. At no point should the words 'loose' or 'fire' be used as this may cause the archer to dry fire the bow. While at draw, the Marshal should look for the same items as during visual safety inspection, as well as check for uneven limb stress.

Crossbows

- Crossbows will be inspected visually to determine if it meets Society and Caid requirements regarding construction and appearance.
- Visual safety inspection for crossbows should include checking the prod is tight in its binding, looking for cracks or breaks in the stock/tiller, anything sticking up on the table, or frayed strings.
- Archers will be asked for the draw weight of their crossbow to ensure it is safe for the stopping power of the targets on the range.
- Crossbows should be inspected strung but not cocked.

- While away from other archers and with no bolt on the table, the Marshal will ask the archer to cock the crossbow, bring it up to fire position, and then bring it down and uncock it. At no point should the words 'loose' or 'fire' be used as this may cause the archery to dry fire the crossbow. While cocked, the Marshal should look for the same items as the visual safety inspection, as well as check for uneven prod stress or the string sitting too low compared to the table.

Equipment and Scoring Divisions

Within Caid, scoring is divided into 6 divisions. They are as follows:

- Open Handbow
- Period Handbow
- Open Crossbow
- Period Crossbow
- Junior Open Handbow
- Junior Period Handbow

Handbow Divisions

Under the handbow form, there are 4 divisions consisting of Open and Period for both youths and adults.

Open Handbow

The purpose of the open division is to provide as many as possible the opportunity to try their hand at archery. This division includes all handbows such as longbows, recurves, self bows, and takedown bows of any length or poundage that conform to the Handbow Requirements under Equipment Requirements used with Arrows that conform to the Arrow Requirements under Equipment Requirements.

Junior Open Handbow

This division obeys the same equipment requirements as Open Handbow, but is for youth archers under the age of 18.

Period Handbow

The purpose for the period division is to encourage archers to try to use archery gear that is modeled after those used before 1600. Longbows, self bows and recurves of a pre-1600 design are allowed that conform to the Handbow Requirements under Equipment Requirements including the Period Division Only rules. Modern materials such as artificial sinew, fiberglass, etc may be used in lieu of period materials as long as the use does not give an unfair advantage in performance over period materials. This decision is left to the Range Marshal in Charge of the event. Arrows must conform to the Arrow Requirements including the Period Division Only rules.

Junior Period Handbow

This division obeys the same equipment requirements as Period Handbow, but is for youth archers under the age of 18.

Crossbow Divisions

Under the crossbow form, there are 2 divisions consisting of Open and Period. There are no specific divisions for youths.

Open Crossbow

The purpose for the open division is to encourage participation by all archers interested in the crossbow. All crossbows except those with compound prods are allowed that conform to the Crossbow Requirements under Equipment Requirements. Bolts must conform to the Crossbow Bolt Requirements under Equipment Requirements.

Period Crossbow

The purpose of the period division is to encourage archers to use equipment with a more period style. The crossbow should replicate those made before 1600 in form and function, and conform to the Crossbow Requirements under Equipment Requirements including the Period Division Only rules. Bolts must conform to the Crossbow Bolt Requirements under Equipment Requirements including the Period Division Only rules.

Kingdom Ranking and Scoring

The Kingdom of Caid maintains a system for the ranking of archers. This is determined per division by the average of an archer's three highest official Royal Round/Junior Royal Round scores during a twelve month period with no more than two Royal Rounds/Junior Royal Rounds recorded from the same event or official practice.

Royal Round/Junior Royal Round Scoring

Caid uses a standard FITA 60cm sized target for Royal Rounds/Junior Royal Rounds. There are two acceptable formats, the standard color 60cm target, and the Caid Period Colored 60cm target. Scoring for both targets are the same, inner ring is 5, proceeding to 1 for the outermost ring.



There are a few cases where scoring is not immediately obvious, these are outlined below:

- Arrows which break a dividing line between rings are counted for the higher score.
- An arrow which bounces off or passes through a backstop and whose location cannot be verified by other archers is given a value of 3 points.

Please note that while the Caid Period Colored target shares the same colors, it is NOT the same target as the IKAC Period target and may not be used as such. IKAC Period targets have a smaller gold ring, and the delineation between green and white is in a different place. There are however combination targets that have both the Caid Period Colored target lines, and the IKAC Period target lines. Please check your targets carefully for their intended use.

A Royal Round consists of 4 ends:

- An end of 6 arrows untimed at 20 yards
- A 30 second timed end at 20 yards, unlimited arrows
- An end of 6 arrows untimed at 30 yards
- An end of 6 arrows untimed at 40 yards

A Junior Royal Round consists of 3 ends:

- An end of 8 arrows untimed at 10 yards
- An end of 8 arrows untimed at 15 yards
- An end of 8 arrows untimed at 20 yards

For a Royal Round/Junior Royal Round to be official, it must be shot at an event, or official published practice. The ability to shoot official Royal Rounds/Junior Royal Rounds is at the discretion of the Marshal of the Line, taking into account the number of archers, the number of available Marshals, and the availability of targets. An archer may practice as much or little as they like before starting. Once the archer is ready, they must notify the Marshal of the Line that they are now shooting for score, and must complete or abandon the Royal Round/Junior Royal Round before allowed any more practice shots. Official Royal Round/Junior Royal Round ends must be recorded by the Range Marshal, and it is preferred that the Range Marshal score the end before allowing the archer to pull their arrows. When this would cause an undue delay due to the number of archers, archers are allowed to score their own arrows when pulling from the target if another archer is present to witness, and report their score to the recording Range Marshal once returning from downrange.

Kingdom Ranking

An archer may achieve separate ranks in each of the archery divisions. A rank, once achieved, is never lost and will be visible under Official Royal Round Ranks on the SCA Scores site under Kingdom of Caid, Archery, Shoots heading, Royal Round, Official Ranks. The ranks and average score required are described below:

Score	Adult Rank	Youth Rank
0 - 24	Novice	Junior Novice
25 - 44	Bowman	Junior Bowman
45 - 64	Yeoman	Junior Yeoman
65 - 84	Forester	Junior Forester
85 - 104	Bowmaster	Junior Bowmaster
105+	Royal Bowmaster	Junior Royal Bowmaster

Range Setup and Safety

Live weapons have the potential to be extremely dangerous, and this includes arrows. As a result, special care must be taken when selecting a site for a range as well as setting it up. In addition, all participants *and* spectators must follow the Rules of the Line(see **Rules of the Line** below) while around the designated shooting area. Inappropriate behavior on the part of any participant *or* spectator will result in the Range Marshal in Charge removing that person from the shooting area.

Range Permission and Placement

Before setup and safety are considered, the viability and legality of having archery at an event must be considered. Prior to the event, permission to hold an archery event must be gotten from the owner of the site. It is preferable to have it in writing, but if you are unable to get written permission, at least one witness must present when finalizing permission with the site.

Once permission has been obtained, the following rules apply:

- Range location must have a clear field of vision to the targets and enough space to safely set up a range(see **Range Setup** below).
- The area behind the targets must be clear of obstructions such as cars, animals, tents, and people within the safety zone, and preferably farther.
- Any roads, paths, or access gates within the safety zone or range must be blocked off to traffic at both ends. If this cannot be done for the duration of the event, it must be blocked during shooting, or, if the site does not allow blocking, the Marshal of the Line must be aware of these points and be ready to call a hold should anything come onto the range or enter the safety zone.
- The shooting line shall be clearly marked and must not present a tripping hazard.
- Each archer shall have, at a minimum, three feet of space on the line, with recommended spacing being at least four feet. Other shoots with special circumstances may require other spacing and heightened Range Marshal supervision.

Range Setup

Each range needs to meet certain safety criteria in setup. For a visual reference and examples, please see Appendix D - Range Safety Examples.

A range consists of 4 areas:

- Distance behind the shooting line. This must be a minimum of 3 feet.
- Downrange, the area in front of the shooting line to the last target distance. There is no minimum or maximum.

- Rear Safety Zone, the space directly behind the targets. This must be a minimum of 40 yards, or half the length of downrange, whichever is greater unless there is a natural barrier that would stop arrows such as a hillside.
- Side Safety Zones. For ranges with no targets past 50 yards, this will be the area 30 to 45 degrees off perpendicular to the shooting line at either end of it, extending back to the farthest target. For ranges with targets past 50 yards, this will be the same angle extending back to 50 yards or $(\text{downrange length} + \text{Rear safety zone length}) / 4$, whichever is greater.

Range Targets

Range targets can be either single pieces, or two pieces.

Single piece targets include but are not limited to freestanding foam with scoring areas drawn on it directly or attached, filled hanging targets, or other targets not attached to a backstop/butt.

These targets must:

- Be firm enough to stop arrows. The target should be tested to know what the maximum poundage is for it and this may necessitate a separate or more sturdy target for crossbows.
- Be solid enough in construction that weather, such as wind, or being hit with arrows will not cause it to collapse or fall on arrows
- Have scoring areas clearly marked and/or recognizable with explanation

Two piece targets include but are not limited to FITA or Caid Period Targets attached to hay bales, target faces on moving target frames, or other targets attached to a backstop/butt. These targets must:

- Be firm enough to stop arrows. The target should be tested to know what the maximum poundage is for it and this may necessitate a separate or more sturdy target for crossbows.
- Be solid enough in construction that weather, such as wind, or being hit with arrows will not cause it to collapse or fall on arrows, or the target face separate from the backstop/butt.
- Have scoring areas clearly marked and/or recognizable with explanation
- Have a backstop/butt large enough to attach the full target face to. In the case of FITA and Caid Period target faces, the white area outside the outermost ring may be cut away.
- Have target faces that are whole for tournaments

Rules of the Line

- Each archer must inspect their own equipment at the beginning of every official shoot and practice, and present their equipment for inspection by the Marshal(s) at the beginning of official events and tournaments.
- Do not approach the shooting line unless instructed to do so by the Marshal of the Line.
- Straddle the line when firing. Exceptions to this rule can only be made by the Range Marshal in Charge.
- Nock and begin loosing arrows only at the command of the Range Marshal.
- All archers must be able to hear the Marshal make their calls. To this end, nothing that would lessen an archer's ability to hear (headphones, earplugs, etc) is allowed on the line. Those archers who are hard of hearing are recommended to stand near the Range Marshal and alert them of any difficulties they may have.
- When a HOLD is called, it applies to all shoots currently happening on the range. All archers are required to safely ease down drawn bows and unnock arrows. Anyone may call HOLD if they see an obstruction on the field that warrants the call.
- All archers will at minimum step back off the line when finished shooting to give the Marshal of the Line a clear line of sight at the remaining active archers . Some ranges will have a designated second line archers who have completed shooting must be behind.
- Do not go forward of the line to retrieve arrows until commanded to do so by the Marshal of the Line.
- When approaching the target, remember to watch for and avoid arrows in and on the ground. Do not touch or pull any arrows in the target until all the scores from your target have been recorded, including arrows in the target which do not score. Arrows removed before they have been scored may not be counted, and in some shoots if your score has not been verified and you remove your arrows you will receive no points.
- Do not retrieve or pull another archer's arrows without first asking their permission.
- During competition, talking near the shooting line is highly discouraged and Range Marshals may elect to ask those being disruptive to move farther away. During practice, coaching at the line is permitted and encouraged, but those archers wishing to carry on conversations should make their best effort not to disturb those shooting.
- Target spotters or optical aids (binoculars, etc.) are permissible to verify the arrow position unless a tournament or specific shoot prohibits it. Spotters should not interfere with other archers on the line.

Line Commands and Procedures

In the interest of providing a fair and consistent environment for shooters throughout the Kingdom, regardless of their local area, the following procedure shall be used at all Kingdom shoots.

1. The Marshal of the Line will order all archers to the line.

2. The Marshal of the Line and any assistant Range Marshals will check to see that there is no one downrange.
3. For competitions, the Marshal of the Line will state the number of arrows to be shot, the range, whether or not there is a time limit and the nature of the end (scoring or practice). This step is optional for practices or open range time where no competition is occurring.
4. The Marshal of the Line will call the range OPEN. For Untimed/Slow ends, the Marshal of the Line will issue the command to commence shooting. For Timed/Speed ends, the Range Marshal will outline the rules of the timed end.
5. The Marshal of the Line will check to make sure all archers have finished shooting.
6. The Marshal of the Line will call the range CLOSED
7. For ranges with staggered targets, the Marshal of the Line will instruct the archers to leave their equipment behind the line, retrieve arrows, and score if it was a scoring end. For ranges with staggered shooting lines, if the next end requires moving to a different shooting line the Marshal of the Line will instruct the archers to move their equipment, retrieve arrows, and score if it was a scoring end.

Sample Untimed/Slow end Script

Archers to the line.

Wait until archers are in position.

This will be an untimed end of six arrows at (distance) yards for score/practice. Please remember to step back from the line when you are finished shooting.

Check range for hazards.

The range is open. You may nock an arrow and loose when ready.

Wait for all archers to have stepped back.

The range is closed.

Staggered targets range:

Bows down

Staggered shooting lines range, when moving lines:

Please remember to advance your equipment to the (next) yard line

You may advance, score, and retrieve your arrows.

Sample Timed/Speed end Script

Archers to the line.

Wait until archers are in position.

This will be a timed end at (distance) yards for score/practice. You may loose as many arrows as you can in thirty seconds. I will count down 5,4,3,2,1, LOOSE. You may release when you hear the word LOOSE. After 25 seconds have elapsed, I will count down 5,4,3,2,1, STOP to close the end. If any arrow is released before the “L” in LOOSE or after the “P” in STOP, then the highest scoring arrow(s) will be disallowed.

Check range for hazards.

Please nock an arrow and signal when ready by raising your draw hand.

Check all archers are ready

Archers prepare.

Start countdown in 1 second intervals.

5,4,3,2,1, Loose!

Start clock on the "LOOSE" command.

After 25 seconds

5,4,3,2,1, Stop!

When all archers have stepped back.

The range is closed.

Staggered targets range:

Bows down

Staggered shooting lines range, when moving lines:

Please remember to advance your equipment to the (next) yard line

You may advance, score, and retrieve your arrows.

Academy of Archers

The Academy of Archers is a Kingdom-wide group, dedicated to encouraging the growth of archery in Caid through increased communication, cooperation and teaching. The Academy supports the Minister of Archers and provides input on target archery issues and concerns. All target archers who reside within the borders of the Kingdom of Caid are automatically a member of the Academy of Archers.

Goals

- Promote the visibility of archers within the Kingdom of Caid.
- Encourage the display of the badge of the Academy of Archers to signify membership and to provide a visual reminder to the Kingdom of the participation of archers at non-archery events along with other recognitions of rank or archery related awards.
- Encourage the wearing of period looking garb on the archery range, as well as the use of period looking equipment.
- Encourage archers to shoot in all of the available forms within the SCA, as well as available venues and competitions outside the SCA.
- Promote the shooting of IKAC rounds, Seasonal Shoots, and other interkingdom archery efforts.
- Promote the attendance of archery events in Caid and at wars.
- Encourage archery related arts in both competitions and teaching.
- Provide a means of mentorship for those seeking assistance or to assist.
- Supporting Caid's Territorial Target Archery Groups, Guilds, Households, and if requested Combat Archery counterparts.

Responsibilities

- Introduction at 12th Night of the year's new Bowmasters and Royal Bowmasters.
- Meet at each Queen's Champion Archery Tournament to discuss matters related to target archery in Caid.
- Provide an open forum for discussion for all archers.
- Attend and assist with the presentation of archery related items to Royalty.
- Provide Collegium Caidis archery-related classes.
- Maintain the Academy of Archers website.

Academy Regent

The Regent of the Academy of Archers is responsible for the coordination of the archers of Caid to handle the Academy's responsibilities. The term of office is for two years, and the office may not be held concurrently by the Minister of Archers or the Deputy Minister of Archers.

Appointment

Near the end of their term, the Regent may solicit the archer populace for those interested in the position, and upon consultation with the Captains of Archers determine a successor. The Minister of Archers is responsible for notifying the archer populace that the Regent is looking for a successor.

Duties

- Prepare the agendas for meetings at Queen's Champion Archery Tournaments
- Moderate meetings of the Academy of Archers and prepare a written summary of the meeting for the Minister of Archers and archers unable to attend, or, if the Regent cannot attend, arrange for a designated attendee to moderate and provide a summary.
- Act as a resource point for information on local groups and for InterKingdom development of Archery programs in the Society as a whole.
- Serve as Collegium Regent for Target Archery, or appoint a deputy to serve in this capacity.
- Gather instructors for Collegium and teach classes as needed.

Grievance Procedure

Archers and Range Marshals

In the circumstance of inappropriate behavior or concern about an archer, contact the local Captain of Archers. A written communication is better, as it can provide clearer evidence should the grievance need to be escalated further. It is the responsibility of the Captain to speak to both parties and try to resolve the issue, but if the issue cannot or will not be resolved by the Captain of Archers, the written communication should be forwarded, along with dates of communication and responses if any, to the Baron and Baroness or other head of territory raising the concern. If the issue continues to remain unresolved, contact the Minister of Archers. Upon receipt of such grievances, it is the Minister's responsibility to report it to the Earl Marshal.

Captains and Lieutenants of Archers

In the circumstance of inappropriate behavior, concern, or unresponsiveness regarding a Captain or Lieutenant of Archers, contact the territorial Baron and Baroness or other head of territory raising the concern as the Captains and Lieutenants of Archers are baronial offices. A written communication is better should the grievance need to be escalated further. If the territorial head cannot resolve the issue, contact the Minister of Archers. Upon receipt of such grievances, it is the Minister's responsibility to report it to the Earl Marshal.

Regent of the Academy of Archers

In the circumstance of inappropriate behavior, concern, or unresponsiveness regarding the Regent of the Academy of Archers, contact the Minister of Archers. It is the Minister's responsibility to consult with the Captains of Archers and determine if the issue can be resolved, or the Regent must be removed from office.

Minister and Deputy Minister of Archers

In the circumstance of inappropriate behavior, concern, or unresponsiveness regarding the Minister of Archers or the Deputy Minister of Archers, contact the Earl Marshal directly.

Appendix A: Glossary of Terms

These terms are used in the context of SCA archery and are defined here in their relation to that activity.

ARCHERY EVENT/ARCHERY SHOOT

An official event or scheduled practice where archery is to take place under the purview of the SCA

SIGHTS

External devices attached to a bow or crossbow to aid in aiming.

FORM

A particular designation of shooting style as Handbow or Crossbow

DIVISION

A particular designation of shooting within a Form - Open, Period, or Junior

END

A single period of the range opening for archers to shoot and then closing, with a specified instruction, such as Untimed, 6 arrows or Speed, 30 seconds

DOWNRANGE

Anything in front of the Shooting Line

SHOOTING LINE

The line archers may approach and straddle when the Marshal of the Line allows it

HOLD

A safety command that when called, all archers are to immediately cease shooting, unnock any arrows, unload any crossbows, and step back from the Shooting Line

LOOSE

A command used to signal the archers may begin shooting, either on its own for Timed/Speed ends, or as part of Loose When Ready for Untimed/Slow ends

NOCK

Both the part on the rear of the arrow that makes contact with the string, and the act of putting an arrow on the string

ROUND

A competition or set practice that consists of a predefined number and type of ends

Appendix B: Range Marshal Authorization Test

Scan and email this Test, along with a copy of the Authorization form or the card to the Minister of Archers at archers@sca-caid.org

Name: _____

Date: _____

☐

Pass

☐

Fail

Senior Range Marshals Initials: _____

The test is open book. You can miss no more than one (1) question.

1. Who can issue an authorization to a Range Marshal? Circle all that apply.
 - A. Another Range Marshal
 - B. A Captain of Archers
 - C. A Senior Range Marshal
 - D. The Minister of Archers
2. Senior Range Marshals are:
 - A. In charge of training all archers in the Kingdom
 - B. Mentors to Range Marshals in Training
 - C. A new title for Senior Marshals
 - D. Nobody special
3. When performing equipment inspection for a new archer, you should:
 - A. Make sure the archer knows how to check their equipment
 - B. Explain the inspection procedure
 - C. Make sure the archer can safely draw back and ease down their bow
 - D. All of the above
4. An experienced looking archer you are unfamiliar with approaches for equipment inspection. As the inspecting marshal you:
 - A. Ask them about their archery experience and familiarity with Caid's Rules of the Line
 - B. Trust that they must know what they are doing and skip inspection
 - C. Perform equipment inspection the same as any other archer
 - D. Both A and C
5. An archer who has already had a handbow inspected wants to shoot a crossbow another archer had inspected earlier in the day. They need to:
 - A. Complete the equipment inspection entirely for the crossbow
 - B. Only demonstrate to the marshal they can safely cock and let down the crossbow, or demonstrate they can safely fire it if the other archer agrees to cock the crossbow for them
 - C. Nothing, the crossbow was already inspected.

6. An archer comes to you for equipment inspection, and you find something that you think is unsafe or not allowed in the rules. You:
- A. Tell them that their equipment can't be used, and they won't be able to participate
 - B. Ask if they have different equipment they would like to use and/or offer loaner gear
 - C. Direct them to the Marshal in Charge if they disagree
 - D. Both B and C
7. An archer asks you for assistance during equipment inspection. They noticed something 'feels off' when drawing it and wanted a second opinion. You should:
- A. Ask for permission to handle the bow, and if necessary, permission to string/unstring it or draw it
 - B. Inspect the bow to the best of your ability and consult other available marshals who may be more familiar with this style of bow
 - C. Both A and B
 - D. Neither A or B, archers should inspect their own equipment without help
8. What should a Range Marshal do if they notice some equipment or behavior on the line that appears to be unsafe?
- A. Ignore the problem
 - B. Discuss the observation with the archer
 - C. Advise the Range Marshal in Charge
 - D. B and C
9. Archers under the age of 15:
- A. Require parental supervision at all times
 - B. Require a parental presence at the event, but not necessarily at the range
 - C. Cannot compete in tournaments with adults
 - D. Make for good targets
10. Archers aged 15 to 17:
- A. Need to have a properly executed minor's waiver and medical authorization on their person
 - B. Are considered adults
 - C. Require parental supervision at all times
 - D. Require a parental presence at the event, but not necessarily at the range
11. An archer with a crossbow that has a non-period cocking device, allowing for rapid fire, wants to compete in a tournament. You tell them:
- A. They can compete, but are only allowed five bolts in the speed end
 - B. They can't compete, we don't allow rapid fire crossbows in Caid
 - C. They can compete with no limitations
12. When a crossbow is being used, the Range Marshal must verify:

- A. That the bolt will blast through the target and the backstop
 - B. That the crossbow is strong enough to get the bolts to the target
 - C. That the backstop is sufficient to prevent the bolts from passing through
13. When setting up a range, you need to take into account the safety zone behind the targets. As a general rule:
- A. The safety zone should be at least forty yards behind the farthest target
 - B. The safety zone should be half of the distance to the farthest target
 - C. The safety zone should be at least forty yards behind the farthest target or half the distance from the line to the farthest target, whichever is greater
 - D. The safety zone should go on indefinitely, there is no limit
14. In a speed end, an archer shoots an arrow before the command "LOOSE" and another arrow after the command "STOP." The penalty is:
- A. Doing the round a second time with the next flight
 - B. The highest scoring arrow(s) will not be counted
 - C. The two highest scoring arrows will not be counted
 - D. All arrows will not be counted
15. Which of the following are accurate Rules of the Line? (Circle all that apply)
- A. Each archer does not need to inspect their own equipment before using it
 - B. Do not approach the line unless instructed to do so
 - C. Straddle the line when shooting
 - D. Nock arrows and begin loosing only at the command of the Marshal of the Line
 - E. You can loose one more arrow after a HOLD is called
 - F. When you are finished shooting, step back from the line
 - G. Do not go forward of the line to retrieve arrows until commanded to do so by the Range Marshal
 - H. When approaching the target, you should try to step on all arrows that are on the ground
 - I. Do not pull any arrows until all the scores from your target have been recorded
16. Who can call the command HOLD on a line?
- A. The Range Marshal of the Field
 - B. The Range Marshal in Charge
 - C. Any Range Marshal present
 - D. Anyone on the field
17. The maximum poundage (draw weight) for any type of bow in the Junior division is:
- A. 50
 - B. 35
 - C. unlimited with in the safety of the range
 - D. 25

Appendix C: Range Marshal in Training Checklist

Name: _____ Geopolitical Group: _____
 Senior Range Marshal: _____ Date Process Started: _____

Remember, the goal of the checklist is to ensure proficiency in a given topic, not a simple statement of completion.

- Archery Shoot A practice or tournament lasting no less than 30 minutes in length and covers multiple distances at the line. No more than one shoot can occur on the same date.
- Tournament Round Any round in an official tournament at an event lasting no less than 20 minutes in length. Novelty shoots may count toward this requirement.
- Speed End Must be a standard speed end. RMIT must have proficiency in the full script before either of the items that include speed ends should be checked off. Incomplete scripts do not meet the requirement.
- Ability to Project Commands A Range Marshal must be able to be heard across an entire line of archers. If they cannot be heard, they should be aware of this and know how large of a line they can handle, when and how to relay instructions, etc. An SRM may request that the RMIT serve as a field herald at a non archery event or take a Collegium class on field heraldry.

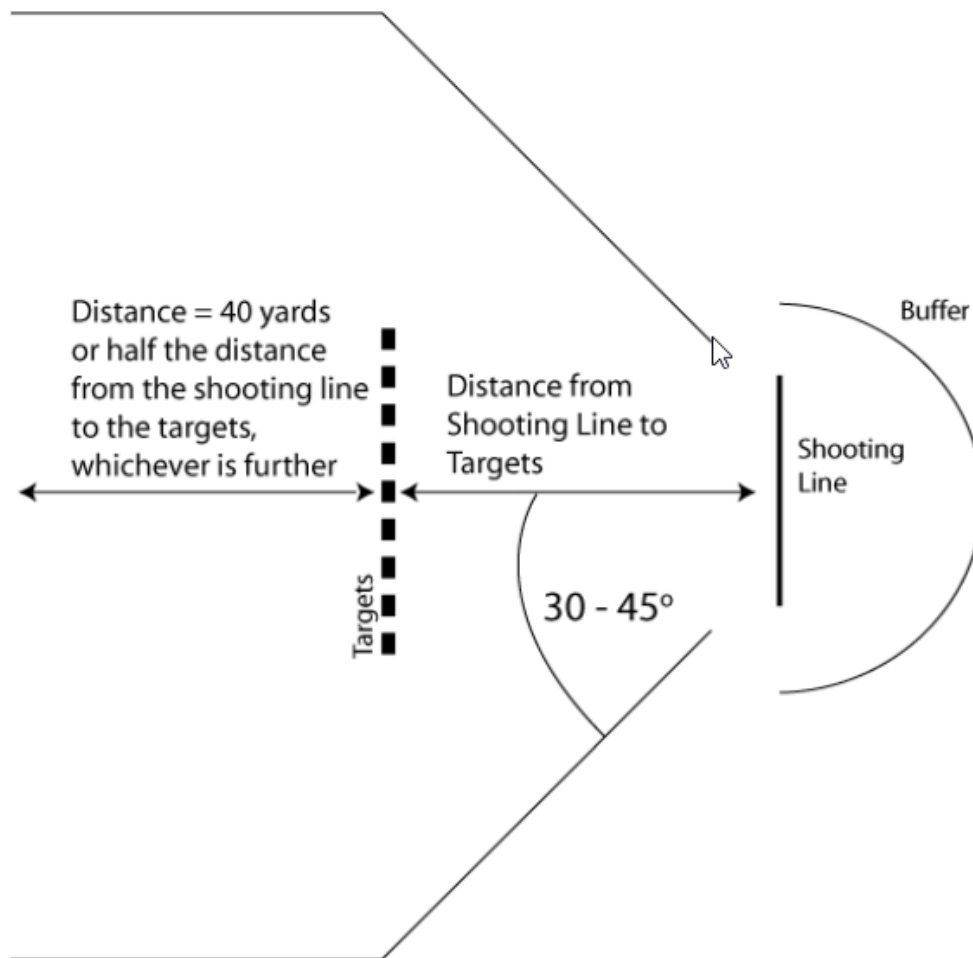
Any Range Marshal		
<i>This section may be signed off by any authorized Range Marshal</i>		
Initials	Task	Date
	Run an Archery Shoot	
	Run an Archery Shoot	
	Run an Archery Shoot	
	Run an Archery Shoot	
	Run a Speed End	
	Run a Tournament Round	
	Basic instruction to new archers <i>Eye dominance, Safely using loaner equipment, Rules of the Line, basic form instruction</i>	

Senior Range Marshal <i>This section requires sign offs by a Senior Range Marshal</i>		
Initials	Task	Date
	Oversee equipment inspection for an event	
	Ability to project commands across a line	
	In Depth Knowledge of Caidan Archery Handbook	
	Completed RMIT test with no more than one incorrect answer	

Range Marshal Sign Off <i>To be signed by two Range Marshals who have witnessed the RMIT in action and approve them for authorization</i>	
SCA Name	Date

Senior Range Marshal Sign Off <i>To be signed by the Senior Range Marshal who worked most closely with the RMIT as a final approval for authorization</i>	
SCA Name	Date

Appendix D: Range Safety Examples



If the distance from the Shooting Line to the farthest target is 50 yards or less:

The angle of the Side Safety zone should extend to the farthest target line and then straight back to the end of the Rear Safety Zone.

Example:

A Royal Round range is set up with targets at 20 yards, 30 yards, and 40 yards. The Rear Safety Zone is 40 yards, as $\frac{1}{2}$ 40 yards is less than 40 yards. The Side Safety Zones extend from the end of the Shooting Line at a 30 to 45 Degree angle to the distance of 40 yards which is the distance of the farthest target, and then straight back to the end of the Rear Safety Zone.

If the distance from the Shooting Line to the farthest target is greater than 50 yards:

The angle of the Side Safety zone should extend to 50 yards or $\frac{1}{4}$ the distance from the Shooting Line to the far end of the Rear Safety Zone.

Example:

A long shoot is set up with the farthest target at 150 yards. The Rear Safety Zone is 75 yards, as $\frac{1}{2}$ of 150 yards is greater than 40 yards. The Side Safety Zone extends from the end of the shooting line at a 30 to 45 degree angle to the distance of $56\frac{1}{4}$ yards, and then straight back to the end of the Rear Safety Zone, as the distance to the farthest target(150 yards) plus the Rear Safety Zone(75 yard) divided by 4 is $56\frac{1}{4}$ yards and greater than 50 yards.

Appendix E: Authorization and Injury Forms

Both the Caid Authorization Form and Injury Report form are available online from Kingdom of Caid's website. It should be listed under the Marshal publications. An injury form is included for reference and may be printed out for use.

Injury Report Form

Event: _____ Date: _____
Location: _____ (city, county, state, SCA territory)

Range Marshal in Charge

SCA Name: _____
Legal Name: _____
Phone: (____)____-____

Injured Party

SCA Name: _____
Legal Name: _____
Phone: (____)____-____
Address: _____

Description of Injury:

Apparent cause and circumstances of injury:

Treated By

SCA Name: _____
Legal Name: _____

Treatment administered:

Additional treatment by hospital or physician (if known):

This section is for information only and is not intended to be part of the official Target archery handbook.

Inspection guidelines that were in the handbook that will be removed and added to a 'Inspection resources' area on the Academy of Archers page, where pictures and video can be added and the resources updated regularly

Handbows

- Bows should be in good condition, with no obvious flaws.
- A bow with gouges or cracks that go across the limbs is unsafe to shoot and will be barred from use.
- Laminated bows sometimes have small cracks in the fiberglass running up and down the limbs. This condition is not serious unless the crack goes through both the wood and the fiberglass. These cracks should be inspected carefully.
- Bow strings should not be excessively frayed or have broken strands, and be well waxed if using a dacron or similar material. Bows and strings should be inspected while the bow is strung.
- String serving should be neat without loose ends.
- Nock points if used should be tight and preferably placed over a protective serving. The nock point should not have cut into the string when it was installed.
- Extra care should be taken in examining and drawing a bow for the first time. If it is used, it should be inspected first before stringing.

Crossbows

- Crossbow stocks should be in good condition, with no obvious flaws.
- All prods are liable to fatigue and should be visually inspected by the archer prior to each round.
- All release mechanisms should be periodically checked for smooth operation.
- Strings should be checked for excessive wear, especially where the string rubs along the stock.
- Bow irons and prod lashing should be periodically checked for any looseness or slipping

Arrows

- The overall condition of the arrows should be checked periodically. If they seem to be in good condition, it is not necessary to inspect every single arrow. If they are in poor condition, check the worst looking of the group. If many are found to be unusable, check them all.
- Arrows should be checked for gouges or cracks by gently flexing and rotating them. Sometimes the paint or varnish on the arrow has cracked, but not the wood itself. As long as the wood is not cracked, this is acceptable.
- Check plastic nocks to be sure they are free of cracks and are securely attached.
- Check self nocks to be sure no split has occurred in the shaft, or damage has cracked any part of the nock.
- Check the fletching to see that they are securely attached and are in suitable condition
- Check that the points are securely attached.

Crossbow Bolts

- The overall condition of the bolts should be checked periodically.
- Check the bolts for cracks and deep gouges. Sometimes the paint or varnish on the arrow has cracked, but not the wood itself. As long as the wood is not cracked, this is acceptable.
- Check that fletching is firmly attached and in good condition.
- Check that the points are securely attached.