



Archery Equipment Setup & Breakdown Checklist

Setup (Before Each Session)

Preparation & Inspection

- Confirm all participants are wearing *closed-toe shoes*, fitted clothing, and no dangling jewelry or accessories. Tie back long hair.
- Review whistle commands:
 - **2 blasts** – Go to the shooting line
 - **1 blast** – Shoot
 - **3 blasts** – Retrieve arrows
 - **5+ blasts** – Emergency stop
- Inspect each **bow and arrow** for cracks, frayed strings, or loose nocks. Replace any damaged gear.
- Verify range safety lines are clearly marked: **Waiting Line**, **Shooting Line**, **Target Line**, and **Spectator Line**.
- Ensure the bow rack is placed between the Waiting and Shooting lines, with ground quivers evenly spaced (two per target recommended).
- Place targets one foot in front of a safety curtain or berm, spaced about five feet apart.
- Confirm a minimum 50-yard clear area behind targets (or a solid natural backstop).

Equipment Setup

- Assemble bows and string per manufacturer instructions. For recurves, string and unstring with a bow stringer—never by hand.
- Check arrows for secure fletching and intact nocks. Store in ground quivers tip-down when not in use.
- Verify arm guards, finger tabs, and chest protectors are available for all shooters.

Breakdown (After Each Session)

- Have all participants clear bows and return to the Waiting Line.
- Retrieve arrows only after the “three-whistle” command; pull arrows gently from the target while bracing the target with one hand.
- Collect and count all equipment using the sign-out sheet (bows, arrows, protective gear).
- Inspect bows for cracks or loose limbs, and wax strings if dry or fraying.
- Clean and dry equipment before returning it to storage; wipe down bows, arrows, and arm guards.
- Store bows unstrung, in a dry, cool location, away from direct sunlight or heat.
- Store arrows in a closed container or case to protect fletching and tips.

Equipment Safety & Care Instructions

Bow Care

- **Stringing:** Always use a bow stringer. Never “step-through” string a bow—it risks twisting limbs.
- **Maintenance:** Apply bow wax regularly to prevent fraying; replace strings showing wear.
- **Storage:** Unstring after each session to maintain limb tension and prevent warping.

Arrow Care

- Inspect for cracks or bends before and after use.
- Check that fletchings are secure and undamaged; re-glue as needed.
- Ensure points are tightly fitted. Loose tips can cause safety hazards.
- Keep arrows organized by spine weight and length to match specific bows.

Range & Participant Safety

- Always shoot toward targets only; never dry-fire a bow.
- Keep all bystanders behind the Waiting Line.
- Only nock arrows when instructed and when facing the target.
- Retrieve arrows only after the clear signal and when all archers have ceased shooting.