

Assessment Checklist for Archery



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Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead archery.

Using this checklist

This checklist is the syllabus that an applicant should be assessed against for the technical section of gaining a permit. The columns on the right of each skill show whether it is applicable for each type of permit:

- L – Leadership permits
- S – Supervisory permits

Once an assessment is complete the assessor should fill in the back page and give it to the applicant to take to their Commissioner.

Equivalent qualifications

If an applicant holds an award of Archery GB from the table below, or equivalent or higher, and has up to date logged experience, then no practical assessment is likely to be required as they have already shown competence in all of the skills listed in this assessment checklist. They will still require a recommendation from an assessor for a Commissioner to grant them a permit.

Qualification	Permit
Archery GB Instructor Award	Archery – without compound bows
Archery GB Level 2 Coach	Archery – with compound bows

Technical publication

If you require any more technical information on any of the elements in the checklist, these can be found in the official technical manual, which is:

Archery- Archery Instructor Handbook from Archery GB

Archery with compound bows-The Archery GB Level 2 Coaching Course 'Learner Pack'

Archery

Name: _____

Core Skill	Without compound bows		With Compound bows	
	L	S	L	S
Responsibilities				
▪ Be aware of the limits of your own abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Choose objectives appropriate to the group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Plan effectively in advance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Management				
▪ Manage and communicate with a group effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ensure the group is adequately briefed before archery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Able to identify group members with the skills and experience to be able to lead archery as a designated leader under supervision.		<input type="checkbox"/>		<input type="checkbox"/>
▪ Able to set up appropriate monitoring systems to effectively supervise groups.		<input type="checkbox"/>		<input type="checkbox"/>
▪ Able to ensure that designated leaders are aware of their responsibilities.		<input type="checkbox"/>		<input type="checkbox"/>
▪ Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Able to identify emergency procedures in a number of situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment				
▪ Know how to complete a risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Able to effectively identify the hazards and risks and know how to reduce or remove them, during archery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Able to train participants to carry out their own dynamic risk assessments.		<input type="checkbox"/>		<input type="checkbox"/>
▪ Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Able to identify emergency procedures in a number of situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of correct bow weight and length for participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of how to instruct barebow shooting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Core Skill	Without compound bows		With Compound bows	
	L	S	L	S
<ul style="list-style-type: none"> ▪ Knowledge of how to instruct sighted shooting 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Knowledge of how to instruct the use of compound bows 			<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Use of correct and appropriate language within archery 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Knowledge of how to remedy faults and inconsistencies 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Knowledge of how to set up safe ranges both indoors and outdoors. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Knowledge of how to score archery and how to safely arrange competition. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Procedures				
<ul style="list-style-type: none"> ▪ Knowledge of relevant procedures in the event of an accident. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment				
<ul style="list-style-type: none"> ▪ Knowledge of personal equipment required and how it is used. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Knowledge of group equipment required and how it is used. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Understanding of how to choose the correct equipment for a person's age, weight and ability. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Ability to evaluate the condition of equipment. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Archery

Name:

Notes

Archery - Permit Assessment

The applicant should keep this form once it has been completed by the assessor and take it to their Commissioner.

Applicant's name		Member No.	
Type	Archery – without compound bows / Archery – with compound bows		
Category	Leadership / Supervisory		
1. TECHNICAL COMPETENCE			Done <input type="checkbox"/>
Description: Technical assessment based on competence in all areas of the assessment checklist.			
To be completed by: Either a County Assessor or an external assessor with the appropriate NGB award.			
Restrictions based on technical assessment:			
			Date
Assessor: Signature		Name	
County (if TSA Assessor)		Phone	
2. SCOUT ASSOCIATION RULES			Done <input type="checkbox"/>
Description: Check of knowledge of the appropriate Scout Association rules for running archery. Appropriate rules can be found in the archery section of scouts.org.uk/a-z			
To be completed by: Either a County Assessor, Commissioner or nominee of the Commissioner.			
Restrictions based on knowledge of The Scout Association rules:			
			Date
Signature		Name	Role
3. SAFEGUARDING			Done <input type="checkbox"/>
Description: Check applicant has undertaken the necessary personal enquiry checks and received the appropriate safeguarding training.			
To be completed by: Commissioner or nominee of the Commissioner.			
Restrictions based on Child Protection:			
			Date
Signature		Name	Role
4. PERSONAL SUITABILITY			Done <input type="checkbox"/>
Description: Check the applicant is suitable (attitude etc) based on the demands of archery.			
To be completed by: Commissioner or nominee of the Commissioner.			
Restrictions based on personal suitability:			
			Date
Signature		Name	Role
5. PERMIT GRANTED			Entered on the membership database <input type="checkbox"/>
Restrictions:			
			Expiry date
Commissioner signature		Date	