1. Introduction

This is an assessment checklist to use in assessing an applicant to gain a permit to lead archery. More details on the permit scheme, assessing, technical skills and archery can be found in resources listed on [scouts.org.uk/a-z](http://www.scouts.org.uk/a-z).

**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 either submit a recommendation on Compass (if the assessor and applicant are from the same County/Area/Region) or fill in the back page and give it to the applicant to take to their Commissioner to be added to Compass.

1. 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 |

1. 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 manuals, which are:

**Archery Instructor Handbook** *by Archery GB*

**Level 1 Coaching Course ‘Resource Manual’** *by Archery GB*

**Level 2 Coaching Course ‘Learner Pack’** *by Archery GB*

Archery Name:

| Core Skill | Without Compound bows | | With Compound bows | |
| --- | --- | --- | --- | --- |
| L | S | L | S |
| **Responsibilities** |  |  |  |  |
| * Be aware of the limits of your own abilities |  |  |  |  |
| * Choose objectives appropriate to the group. |  |  |  |  |
| * Plan effectively in advance. |  |  |  |  |
| **Group Management** |  |  |  |  |
| * Manage and communicate with a group effectively. |  |  |  |  |
| * Ensure the group is adequately briefed before the archery activity. |  |  |  |  |
| * Able to identify group members with the skills and experience to be able to lead archery as a designated leader under supervision. |  |  |  |  |
| * Able to set up appropriate monitoring systems to effectively supervise groups. |  |  |  |  |
| * Able to ensure that designated leaders are aware of their responsibilities. |  |  |  |  |
| **Risk Assessment** |  |  |  |  |
| * Know how to complete a risk assessment. |  |  |  |  |
| * Able to effectively identify the hazards and risks and know how to reduce or remove them, during the archery activity. |  |  |  |  |
| * Able to train participants to carry out their own dynamic risk assessments. |  |  |  |  |
| * Able to complete a risk assessment and identify those factors that are likely to change gradually or quickly. |  |  |  |  |
| * Able to identify emergency procedures in a number of situations. |  |  |  |  |
| **Weather** |  |  |  |  |
| * Knowledge of where to gain weather information. |  |  |  |  |
| * Knowledge of how weather conditions can affect outdoor archery. |  |  |  |  |
| **Technical** |  |  |  |  |
| * Knowledge of correct bow weight and size for participant. |  |  |  |  |
| * Knowledge of correct arrow type, length and spine for participant. |  |  |  |  |
| * Knowledge of how to instruct barebow shooting |  |  |  |  |
| * Knowledge of how to instruct sighted shooting |  |  |  |  |
| * Knowledge of how to instruct the use of compound bows |  |  |  |  |
| * Use of correct and appropriate language within archery |  |  |  |  |
| * Knowledge of how to remedy faults and inconsistencies |  |  |  |  |
| * Knowledge of how to set up a safe and appropriate existing archery range (both indoors and outdoors). |  |  |  |  |
| * Knowledge of how to design and set up a safe and appropriate archery range (both indoor and outdoor) where an existing range does not exist. |  |  |  |  |
| * Knowledge of how to score archery and how to safely arrange competition. |  |  |  |  |
| **Emergency Procedures** |  |  |  |  |
| * Knowledge of relevant procedures in the event of an accident. |  |  |  |  |
| **Equipment** |  |  |  |  |
| * Knowledge of personal equipment required and how it is used. |  |  |  |  |
| * Knowledge of group equipment required and how it is used. |  |  |  |  |
| * Understanding of how to choose the correct equipment for a person’s age and ability. |  |  |  |  |
| * Ability to evaluate the condition of equipment. |  |  |  |  |

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| 1. Notes: |
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**Archery - Permit Assessment**

DATA PROTECTION: This form is used to collect information about you for the purpose of approving your permit application, this is to be used by your Assessor and Commissioner. As part of this form we collect personal data about you, your Assessor and Commissioner, this detail is required so that we can log your permit onto Compass (the Scout’s membership database) and also follow up as necessary with your Assessor and Commissioner. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely in Compass. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the permit expires.

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s name** | |  | | | | | **Membership No.** | | |  | |
| **Type** | | Archery – without compound bows  / Archery – with compound bows | | | | | | | | | |
| **Category** | | Leadership  / Supervisory | | | | | | | | | |
|  | | | | | | | | | | | |
| 1. TECHNICAL COMPETENCE | | | | | | | | | | Done |  |
| **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 Assessor Membership Number | | | | |  | | | | | | |
| External Assessor Phone/Email | | | | |  | | | | | | |
| External Assessor Qualification | | | | |  | | | | | | |
|  | | | | | | | | | | | |
| 2. SCOUT ASSOCIATION RULES | | | | | | | | | | Done |  |
| **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](http://www.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 |  |
| **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 |  |
| **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 to Compass | | |  |
| Restrictions: | | | | | | | | | |
|  | | | | Permit expiry date (max. 5 years) | | | |  | |
| Commissioner signature | |  | | | | Date | |  | |