

CFMA Instructor's and Coach's Agreement Code of Safety, Conduct, and Ethics



Application and Structure of the Code of Ethics

1. All members of the CFMA (including temporary members and non-members that have been charged fees for participation) shall be bound by this Code of Safety, Conduct and Ethics.
2. All member clubs must agree to be bound by the rules of the CFMA Code of Safety, Conduct, and Ethics while competing or exhibiting events and competitions.

1. Definitions

CFMA:

Refers to the Canadian Federation of Mounted Archery

The Code:

The CFMA Club and Member agreement: Code of Safety, Conduct, and Ethics

Conduct:

The manner in which a person behaves, especially on a particular occasion or in a particular context.

Ethics:

Moral principles that govern a person's behaviour.

Safety:

The condition of being protected from or unlikely to cause danger, risk, or injury to one's self, others, and horses.

Dangerous:

Able or likely to cause harm or injury to one's self, others, and/ or horses.

Event:

Means any CFMA activity, or CFMA representation at any sanctioned competition, program or mounted archery-related activity.

Member Club:

The organizations recognized by the CFMA that can hold mounted archery events and gatherings in each Province or Territory

Officials:

An individual who closely watches a mounted archery competition and official practice to ensure that the CFMA rules and the safety regulations governing the sport of mounted archery are adhered to and to arbitrate on matters arising from the field of play and official practice venue (if different from the field of play). Officials ensure that the mounted archery competition is conducted fairly and in accordance with the established rules.

Registrants:

Those individuals who participate in the activities of mounted archery within the CFMA and Member Clubs. Registrants include athletes, coaches, officials, administrators, volunteers, directors, officers, committee members, and board members. In all cases, such individuals are registered with a CFMA member club, or with the CFMA directly. The term Registrant is also taken to mean mounted archery clubs that are registered with the CFMA. Registrants may also be non-members of a member club or CFMA, that have been charged registration fees in order to participate in the programs and activities of the member club or CFMA.

2. OBJECTIVE OF THE CODE OF SAFETY, CONDUCT AND ETHICS

2.1

The objective of the CFMA Code of Safety, Conduct and Ethics is to provide a value system and behavioural guidelines for all athletes, coaches, officials, administrators, volunteers, directors, officers, committee members, CFMA staff, and parents. To ensure safe practices are made a priority to keep participants, animals, and the public safe.

2.2

Registrants are expected to conduct themselves at all times in a manner consistent with the values of the CFMA Code that include safe practices, fairness, integrity, and mutual respect. All safe practices, rules, and regulations listed in this agreement are to be upheld at all times to ensure the safety of all participating in mounted archery events. Irresponsible behaviour by Registrants can do severe damage to the sport of mounted archery and to the support that all levels of individuals have worked so hard to achieve. Conduct that violates these values may be subject to removal of membership and benefits, including insurance. Severe violations can be subject to legal action.

3. APPLICATIONS OF THE CODE OF SAFETY, CONDUCT, AND ETHICS

3.1

This Code applies to All Registrants and Participants' conduct and behaviour during Events.

3.2

This Code also applies to Registrants conduct and behaviour outside of Events where such conduct adversely affects the safety and integrity of mounted archery activities (and its work and sport environment) and is detrimental to the image, insurance policies, and reputation of the CFMA. Conduct that promotes unsafe mounted archery practice outside events will be subject to disciplinary actions the same way as internal events.

3.3

A Registrant or Participant who violates The CFMA Code of Safety, Conduct, and Ethics may be subject to disciplinary actions of membership and benefit removal, and/ or the loss of insurance coverage. In addition to facing possible disciplinary actions, a Registrant (individual) or Participant who violates this Code during a competition (including but not limited to; an official practice, a match, or anytime over the course of an event, etc.) may be ejected from the competition or the field of play and the Registrant may be subject to disciplinary actions of membership and benefit removal, and/ or the loss of insurance coverage

3.4

This code is to ensure that Registrants, Coaches, Volunteers and Parents are aware of their responsibilities and obligations with respect to the CFMA Code of Safety, Conduct and Ethics.

4. GENERAL CODE OF SAFETY, CONDUCT, AND ETHICS

4.1

The CFMA is committed to ensuring a safe and positive environment, by making Registrants and Participants aware that there is an expectation of appropriate safety procedures, conduct, and behaviour, at all times, in a manner consistent with the values of the CFMA.

4.2

Registrants and Participants are expected to conduct themselves in a manner that demonstrates the ethical values of safety (physical and emotional) fairness, integrity, open communication and mutual respect.

4.3

Safeguarding - The protection of children and vulnerable adults from maltreatment and preventing circumstances that impair their health or development. This includes Physical Abuse, Emotional Abuse, Sexual Abuse, and Neglect. In signing this document of the CFMA Code of Safety, Conduct, and Ethics, the applicant is confirming that they have read the [Safe Sport Act](#) found in the US Centre of Safe Sport website, and will enforce an ethical and safe environment for all participants and registrants.

4.4

CFMA risk assessment and safe practices - This applies to All Registrants, individual members, club members, and Participants. As a CFMA instructor or coach, you have a duty of care to your registrants, participants, students, and the public regarding their health, safety and welfare (both physical and psychological)

- Provide a safe environment which is appropriate for the planned activity and has been risk assessed with any action points implemented.

- Ensure that sessions have adequate coaching expertise for the planned topic, and sufficient helpers for the number and experience of students.
- Conduct a safety briefing if there are any new students, or a new venue, a long break since the last session, or changes to a previously established routine.
- Encourage students to warm-up and cool down in ground sessions. Always ensure this is timetabled in mounted sessions.
- Check that all club equipment is in good working order. Advise students on how to maintain their own equipment. This includes horse tack and archery equipment.
- Ensure helmets are always worn and encourage every rider to wear one.
- Close fitting clothing should be recommended (especially over the arms & chest) to prevent the bow string catching on clothing.
- Long earrings and other piercings should be removed to avoid the bow string catching and pulling on them.
- Closed toe footwear is preferable for ground archery to prevent any arrows on the ground sticking into the foot when collecting, and absolutely required when near horses.
- Boots with a smooth sole and a raised heel should be worn when riding. It is advised to recommend arm guards and bracers, but they are not mandatory.
- Always have a first aid kit easily accessible at training and ideally there should be someone who is first aid qualified at training sessions.
- Ensure that the list of emergency contact numbers for all members is brought to every training session. This should include numbers for the local hospital and equine vets. The address and postcode, and grid references if remote, for all club training locations should be listed.
- Deal with accidents and injuries appropriately and record them on the correct form (if possible). Act on any improvements that have been identified following an accident.
- Keep up to date with the current EC procedure on safeguarding.
- Monitor the weight of bow that people are using and encourage people against being overbowed – especially youngsters, beginners or those with chronic injuries of the shoulder. Appreciate that children who are having a growth spurt may not have the strength they normally do.
- Watch out for technique problems that could suggest being overbowed. Identify and correct people shooting with a high bow shoulder – as this predisposes to rotator cuff injuries (muscle damage or impingement causing bursitis and tendonitis).
- If people or horses are injured encourage them to see medical / veterinary advice and counsel patience in their return to full training.

4.5

Rules and Regulations - This applies to All Registrants, individual members, club members, and Participants. As a CFMA club, you have a duty to abide by these rules set by the CFMA, as well as care to your registrants, participants, students, and the public regarding their health, safety and welfare.

Tack

- A horse should be allowed a free head carriage. Any device or arrangement that pulls on the horse's head or mouth during normal paces, whether used with the aim of slowing the horse or not, is not permitted. Therefore no bearing, side, draw, running or balancing reins or similar may be used. Nor may you use very tightly knotted reins hooked over the pommel (of a western or trick saddle) or attached to the saddle by the D-rings for example. The running martingale and loose reins hooked over the pommel are permitted, as is a standing martingale attached to a cavesson noseband (or the cavesson part of a flash noseband) in horses who are prone to flinging their head up such that there is a risk to horse or rider when arrows are being carried (this should not be over tightened and used as a brake though).
- You should ensure that when your reins are dropped they cannot dangle too close to your horse's front legs - shorter games reins or knotted reins are better, normally a knot will keep the reins central on the neck and the knot or remaining loop can be quickly grabbed should this be required.
- A rein extender may be used and can be useful when some steering is required - this is a length of relatively narrow leather which can be attached to the midpoint or buckle of the reins and the other end is hooked between the ring finger and little finger of your draw hand (a knot in the end of the leather will stop it pulling through too easily).
- All tack used should fit correctly and be properly adjusted. Nosebands should not be too tight nor too low.
- Any bit is allowed, though there should never be a reason to use a double bridle for horseback archery.
- Bitless bridles are allowed, even a neck strap (though in group situations an organiser must be happy that you have enough control for all eventualities).
- Breastplates are permitted but not required. Any type of saddle can be used and it is permitted to ride bareback if you can safely do so.
- Spurs may be used but they must be made of smooth metal and if there is a shank its end should be blunt and projecting downwards.
- Rowels are not permitted.
- In keeping with FEI rules, bleeding caused by misuse of spurs should result in immediate expulsion from a training session or competition.
- If renting a horse, ask the owner's permission before using spurs.

Equipment

- Ensure helmets are worn and encourage every rider to wear one.
- The CFMA follows the IHAA rules on archery equipment Bows shall be of traditional form but may be of modern construction, including the use of modern materials.
- No compound bows and/ or crossbows are permitted in mounted archery. The use of these bows on horseback will result in the removal of membership benefits and insurance.
- Any draw weight may be used.
- Arrows may be of any material, including the nocks and fletchings.
- Only target points are allowed. Broadheads or any other point that causes excessive damage to the target and pose a serious safety threat to by-standers shall not be permitted.
- Where blunts are required, they must be made of rubber, wood, plastic, leather or some other soft material.

- Arrows must be drawn from the hand, belt, from a quiver or arrow case, which may be attached to the competitor's hip, waist, thigh, or back. Arrows cannot be carried in a quiver attached to the bow, bow arm, lower leg, or saddle.
- Clubs and schools are at liberty to add extra rules and conditions that apply to participants within their training sessions or competitions. Particularly it is suggested that coaches should use their discretion in which quivers they suggest their students use.

Horse Care

- In signing this document of the CFMA Code of Safety, Conduct, and Ethics, the applicant is confirming that they have read the [Canadian Code of Practice for the Care and Handling of Equines](#).
- The CFMA upholds the integrity of the Canadian Code of Practice for the Care and Handling of Equines. This code applies to All Registrants, individual members, club members, and Participants. As a CFMA club, you have a duty to abide by these practices set by the Canadian Code of Practice for the Care and Handling of Equines, and to enforce the practice regarding equine health, safety and welfare.

Archery Horse and Rider Preparation

- All horses used for horseback archery must first be prepared to be brave to the bow and arrow shooting, and to ride a track without rein tension safely. This process requires a somewhat unique approach which the average rider or ground archer does not necessarily understand, and should be approached with the guidance of a qualified horse archery instructor.
- Because horses experience their environment differently depending on whether they are standing, walking, trotting, or cantering, exposure to shooting beside them and from their backs must be performed independently with the horse for all of these four psychological states of activity.
- Students of horseback archery learn archery technique first on the ground and not on the horse. They can then advance through training drills meant to simulate the horseback experience which will require shooting with balance and in the rhythm of a horse's gait, and without looking away from the target while drawing, nocking, and shooting arrows.
- Learning horseback archery while riding should happen only if the student already has at least a basic riding foundation and a capacity for safe riding.
- Qualified instructors of horseback archery are not necessarily qualified riding instructors, and when this is the case, they should be transparent and forthcoming to their students with this information.
- Students of horseback archery should be well informed of the importance of understanding the experience level of their archery horses and govern themselves accordingly for safety. Inexperienced archers should not be asked to learn on inexperienced horses.

Competition Regulations

- People work together to make a competition happen. The organizers work hard to achieve safety first, by matching horses and riders according to the preparation and experience of the horses and the abilities of the riders.

- Time is spent before competitions to gain insight into the abilities (or disabilities) of new entrants and new horses.
- The rules surrounding each competition are followed, and any permissions are attained where applicable.

Targets and Shooting Field

- There should be a 25m safety zone behind each target preventing archer or spectator access.
- There should be a 15m safety zone on each side of the first and last targets.
- The course makers must prepare safe paths for judges, medical personnel and allow the transportation of horses, people, and equipment around the course (s) while shooting is in progress.
- For long-distance shooting, use a large, vacant and isolated area.
- A warm-up or practice area should be provided for tournaments whenever possible.
- A clearly labelled sign, indicating "Danger, mounted archery zone, No traffic allowed" must be placed at all access paths and behind the targets.
- There must be a safety zone of at least 3 m behind the shooting/ riding line.
- Bow stands, tack and other accessories must be kept behind the shooting line or outside the marked range area.
- A first aid kit should be accessible near the area of shooting.
- Spectator areas must be clearly marked.
- Signs indicating the proximity of the competition should be clearly visible.

5. Confirmation that CFMA Instructors and Coaches have read and acknowledged the CFMA Code of Safety, Conduct, and Ethics

5.1

The objective of the CFMA Code of Safety, Conduct and Ethics is to provide a value system and behavioural guidelines for all athletes, coaches, officials, administrators, volunteers, directors, officers, committee members, CFMA staff, and parents. To ensure safe practices are made a priority to keep participants, animals, and the public safe. The safe and ethical practice of mounted archery is imperative to the future of insuring mounted archery in Canada so that the sport may be enjoyed for generations to come.

5.2

In signing this document you are acknowledging that you have read the entire document, along with the linked [Canadian Code of Practice for the Care and Handling of Equines](#), and [Safe Sport Act](#), and you agree to abide by the standards, rules, and regulations set forth by the CFMA, The Canadian Code of Practice for the Care of Handling of Equines, and the Safe Sport Act.

Please Sign Below

Name: _____

Signature: _____ Date: _____