

# TIFAM Safety Officer

## Role Description

**Position:** Safety Officer (Non-Committee Role)

**Organisation:** The Irish Foundation for Archery and Mentorship (TIFAM) CLG

**Reports to:** The TIFAM Board of Directors

**Status:** Voluntary position

**Term:** As per Board of Directors resolution (2years)

## Purpose of the Role

The Safety Officer supports TIFAM, its affiliated clubs and event organisers in maintaining reasonable and consistent safety standards for traditional field archery.

The officer advises the Board, assists with risk assessments, reviews ranges and competition courses, records safety concerns and promotes compliance with TIFAM policies, T.A.I. Sporting Regulations, insurance requirements and applicable Irish law.

The Safety Officer provides guidance and oversight. Responsibility for the safe conduct of an individual training session, club shoot or competition remains with the club, event organiser, range captain or other person appointed to manage that activity.

## Main Responsibilities

The Safety Officer shall:

- advise the Board on safety matters affecting TIFAM activities;
- maintain and periodically review the TIFAM Safety Policy;
- provide clubs with practical guidance on risk assessments and emergency procedures;
- assist with the inspection and approval of ranges and competition courses;
- maintain a record of approved ranges, inspections and required corrective actions;
- review safety documentation for T.A.I.-sanctioned events;
- receive reports of accidents, near misses and significant safety concerns;
- recommend reasonable measures to prevent incidents from recurring;
- support clubs in appointing a suitably responsible person to oversee safety locally;
- circulate important safety guidance to affiliated clubs and members;
- cooperate with referees, coaches, first aiders, safeguarding personnel and event organisers;
- report serious or recurring concerns to the Board.

## Range and Event Safety

Before a range or course is approved for official TIFAM or T.A.I.-sanctioned use, the Safety Officer shall ensure that it has been assessed by a competent person.

The assessment should consider matters such as:

- safe shooting directions;
- overshoot and side-clearance areas;
- public paths and access points;
- target stability;
- crossing routes between targets;
- uneven ground, water, trees and natural hazards;
- emergency access;
- any special risks created by platforms, bridges or elevated shots.

The Safety Officer may recommend approval, conditional approval or refusal until identified hazards have been addressed.

Event organisers remain responsible for checking the course before shooting begins and for responding to changing weather, damaged targets, fallen trees, public intrusion or other hazards arising on the day.

## Risk Assessments and Safety Documentation

The Safety Officer shall provide simple templates that allow clubs and event organisers to record:

- identified hazards;
- persons who may be affected;
- existing safety measures;
- additional action required;
- the person responsible for completing that action.

Where TIFAM has employees or carries out activities falling within workplace health-and-safety legislation, the Board must ensure that the appropriate written risk assessment and Safety Statement are maintained. Irish law places those obligations upon the employer, while the Safety Officer may assist the Board in completing and reviewing the documents. ([Irish Statute Book](#))

The appointment of a Safety Officer does not transfer the legal responsibilities of TIFAM, its directors, employers, clubs, occupiers or event organisers to that officer.

## Accidents and Near Misses

Clubs and organisers should report to the Safety Officer any incident involving:

- significant injury;

- emergency-service attendance;
- an arrow leaving the controlled shooting area;
- serious equipment failure;
- public exposure to shooting;
- a near miss capable of causing serious harm.

The Safety Officer shall record the matter, identify practical lessons and recommend corrective action. Where required, the matter shall also be referred to the Board, insurer, landowner, safeguarding personnel or relevant authority.

The purpose of the review is to improve safety. Disciplinary matters remain subject to TIFAM's separate disciplinary procedures.

## **Emergency Arrangements**

The Safety Officer shall encourage every affiliated range and sanctioned event to maintain a proportionate emergency plan identifying:

- how shooting will be stopped;
- the person responsible for coordinating the response;
- available first-aid provision;
- the exact location and emergency access route;
- communication arrangements;
- the procedure for contacting and meeting emergency services.

Woodland courses should use clear access information, course maps or target references where these would help emergency responders locate a casualty.

## **Authority**

Where the Safety Officer identifies a serious and immediate danger, the officer may direct that the affected target, lane, range or activity be suspended until the danger has been controlled.

The officer may also recommend that the Board withhold or withdraw approval for a range or event where significant safety requirements remain unresolved.

Any suspension or restriction should be proportionate, recorded and reported to the Board as soon as practicable.

## **Limits of the Role**

The Safety Officer does not:

- personally supervise every club activity or competition;
- replace the duties of club committees, event organisers, land occupiers or range officers;
- act as the referee on sporting-rule matters unless separately appointed;

- decide safeguarding or disciplinary cases;
- provide medical, legal, engineering or insurance advice beyond their competence.

The officer should seek specialist advice where a matter falls outside their experience or qualifications.

## **Person Specification**

The Safety Officer should possess:

- practical experience of traditional or field archery;
- a sound understanding of range and course safety;
- familiarity with T.A.I. Sporting Regulations;
- the ability to complete and review risk assessments;
- clear communication and accurate record-keeping skills;
- sound judgement and the confidence to address unsafe practice;
- willingness to visit ranges or events where reasonably required.

First-aid training, safety training, course-setting experience or an archery coaching or referee qualification would be advantageous, although these need not all be mandatory.

## **Reporting**

The Safety Officer shall provide the Board with a brief annual report summarising:

- completed range or course inspections;
- significant incidents and lessons arising from them;
- unresolved safety concerns;
- recommended policy or procedural changes.

Serious incidents or immediate hazards shall be reported without waiting for the annual report.