

## Archer Standard Operating Procedures 2019-2020

**Mission:** The mission of the Town of Purcellville Hunting Program is to allow town citizens the ability to hunt on Town of Purcellville owned property as well as reduce the deer population where necessary.

**Method:** To foster a high level of respect among users and archers, the Town of Purcellville sets high standards for archer skills and behavior. Archers are responsible for enforcing the following Standard Operating Procedures.

### Operating Procedures

1. Archers must pass a criminal background check. Disqualifying convictions include, but are not limited to, any type of child exploitation violation, domestic violence, weapons charges, game violation, animal cruelty or any felony.
2. Baiting of any kind, before or during the season is not permitted in this program. Hunters who violate this rule will immediately be removed from the program and reported to the VDGIF.
3. Removal of trees is prohibited. Hunters who violate this rule will immediately be removed from the program
4. Each member of a Group will have on their person or inside their vehicle the following documents when hunting on town owned land.
  - Valid Virginia Hunting license
  - Valid Virginia Deer/Turkey license (aka: Big Game license)
  - Valid Virginia Archery License
  - Archery Group ID & lanyard must be worn on the outside of clothing by all archers while entering and exiting the property, during any scouting, set-up or take down activities and when tracking any wounded deer. It's not necessary to wear the ID outside of clothing while in a stand.
5. Earn-A-Buck (EAB) is in effect per VDGIF Regulations. All deer taken in Town of Purcellville count for the EAB program. During a license year, it shall be unlawful to take a second antlered deer in Loudoun County prior to taking at least two antlerless deer in Loudoun County, and it shall be unlawful to take a third antlered deer in Loudoun County prior to taking at least three antlerless deer in Loudoun County.
6. After retrieving a deer:
  - Archers must notch a deer tag (DPOP or Personal Tag) before moving the deer.
  - Personal tags will be used for antlered bucks except distressed or diseased animals as approved for harvest by VDGIF. Antlered bucks can only be harvested from the first Saturday in October through the first Saturday in January in accordance with VDGIF regulations.
  - Archers must call "I Got Game" (1-866-GOT GAME or 1-866-468-4263) or go to the Internet ([www.HuntFishVA.com](http://www.HuntFishVA.com)) to check their deer and get a VDGIF confirmation number. Deer harvested on Town of Purcellville land are considered to be on

private land. Archers must record the confirmation number on their tag. One DPOP tag per harvest is to be used, you cannot document multiple harvests on any one tag.

7. Each archer will keep an accurate log of their participation to include:

- Date
- Activity start and end times from vehicle departure until return to vehicle before leaving the park
- Number of deer observed from the start of your activity until the end
- Number of shots taken
- Number of arrows retrieved
- Number of deer shot
- Number of deer retrieved
- Sex & age (fawn, yearling, adult) of deer retrieved
- Disposition of each deer (archer, landowner, Hunters for the Hungry, private charity).
- A brief narrative describing any significant events or observations that influenced your behavior in the field or that might be interpreted as a violation of these rules.
- Enter log/harvest information within 24 hours of the end of each harvest attempt.

8. Archers will submit an Incident Report as soon as possible for:

- Non-retrieved deer (incident form for unrecovered deer must be submitted by end of the hunt day)
- Lost arrow
- Poaching
- Hunter injury
- Theft or damage of equipment
- Archer harassment or sabotage

9. Any change in, or update to, an Incident Report will be reported through the Incident Update Form.

10. Archers must report any question or violation of these Operating Procedures to a town designee.

11. Safety harnesses, attached by some means to the tree, are required and will be used from the time the archer leaves the ground until the archer returns to the ground. Screw in steps or similar devices that damage trees are not permitted. The use of "life ropes" is highly encouraged.

12. Harvest attempts will be accomplished from elevated tree stands. Hang on and climbers are permitted. The desired minimum tree stand height over level terrain is 10 feet. Tree stands must not be located closer than 100 feet from any property line. There is no hunting within this 100 or 50 foot buffer. No shots are to be taken where the arrow or bolt will impact outside of the property line. **Ground blinds may not be used in the Purcellville Hunting Program.**

13. While archers are on the ground, arrows and bolts will be quivered (not knocked on the bow string or in crossbows). For safety, all arrows or bolts taken into the harvest area must be accounted for before leaving the area. Taking a shot from the ground is strictly prohibited for any reason.

14. Must use lighted Nocks on all arrows to allow for easy retrieval.

15. May harvest all legal game. Shots of twenty-yards, or less, are encouraged to increase the probability of quick kills. Archers must identify targets with 100% certainty. They may not take shots at moving deer. Shots must be limited to broadside and quartering away shots only – no head, neck, or rump shots. If a deer is wounded and not recovered, it will be reported immediately to the Town designee and in the Incident Report option of the Activity Log.

16. Game/trail cameras are permitted.

17. Every effort will be made to recover wounded deer. Utilizing the scope on any bow to scan an area while on the ground is strictly prohibited. Any action you take while on the ground that places you in a shooting position is also strictly prohibited. If you need to scan the area while tracking a deer or scouting an area, it needs to be done with some sort of binoculars or other device. If a deer leaves the Town property and goes on private property, landowner permission to recover the deer will be obtained before recovering the deer. If a landowner refuses permission to recover a deer, the archer will call the VGDIF.

18. Establishing good public relations with nearby residents is critical. Archers are not required to make contact with the public and are encouraged to remain unseen. In case of confrontation archers may provide a resident with their archer ID number. They should then disengage, and contact a Public Works designee. If the archer feels their personal safety is threatened, they should call the Loudoun County Sheriff's Department at 703-777-1021.

19. Individuals Violating the Law:

If poachers are observed, archers should immediately call the police at 911. Signs of poaching should be reported by archers in the Incident Report section of the Activity Log.

Attempted sabotage or interference of harvest activities should be reported through the police non-emergency number.

A detailed description of everything observed to include GPS coordinates, compass bearings and license plate numbers should be recorded as quickly as possible to help police identify the individuals and vehicles involved. Archers should not confront any of these individuals. Cell phone videos of these instances are permitted and have proven to be invaluable.

20. Distressed or Diseased Animals – In the event that an injured, distressed or diseased animal needs to be put down, the archer should contact animal control. Deer harvested

under these conditions should be reported on a DPOP tag. If given permission, the injured, distressed or diseased animal shall not be shot while the hunter is on the ground. As indicated above, shots can only be taken from an elevated tree stand.

21. Disciplinary Actions: Violations of program rules, regulations or guidelines, unsportsmanlike behavior and/or incidents that could discredit the Town of Purcellville Hunting Program will be immediately reported to the Town designee and the Loudoun County Sheriff's Department. The Town designee will deal with each incident and determine what actions/restriction(s), if any, will be taken/imposed with regard to the individual(s) involved. These can range from temporary suspensions to termination from the Group. All decisions by the Town designee are final and may not be appealed. Actions taken by the Town designee on behalf of the Town of Purcellville, may or may not be independent from actions taken by the Virginia Department of Game and Inland Fisheries.

1. APPLICANTS MUST APPLY INDIVIDUALLY. Individual archers will be selected by the program manager on a first come first served basis after all qualification requirements have been met. Applications will be received August 1<sup>st</sup> through August 31<sup>st</sup>.

**NOTE:** Archers must have computer access and an email account since the majority of communication and required documentation will be done electronically.

2. Archers must meet the qualification requirements outlined below.

- Archers must be at least 18 years old.
- **Archers must pass a criminal background check. Disqualifying convictions include, but are not limited to any type of child exploitation violation, domestic violence, weapons charges, game violations, animal cruelty or any felony.**
- Archers must possess a valid Virginia hunting license, Deer/Turkey license (aka big game license) and archery license
- Archers must hold a current qualification card in order to apply.
- Archers must have successfully completed a hunter safety course – OR - be exempted from this requirement ("grandfathered in") by the Virginia Department of Game and Inland Fisheries.

## Archery Proficiency Test

1. Qualifications will now be required prior to the start of the application process.
2. If you qualified last season, you are still in good standing.
3. There will be a **qualification fee** for EACH attempt to qualify at an approved range - Maximum of 3 attempts to range qualify for the Archery Program. **Please contact the range for their qualification fee and for an appointment.**
4. Three out of three arrows in a 7-inch target at 20 yards **and** two out of three arrows in a 7-inch target at 30 yards.

5. Crossbows and Compound bows ONLY. Only bows used to qualify may be used to participate in the Archery Program. Those qualifying with crossbows may be required to bring their own target or pay an additional fee.
6. Broadheads ONLY - Field tips not permitted for use to qualify at the range.
7. Broadheads must, minimally, cut a 7/8th-inch hole.
8. Must bring your own archery target for proficiency test.
9. Coring broadheads like the Toxic brand will not be permitted with range targets. If an archer wants to qualify with one, they must bring their own target block. See individual Range page for any restrictions.
10. All qualification will be attempted from the standing position. If qualifying with a crossbow you may utilize a rest as long as it is attached to your body or you can utilize a shooting stick. Tables or benches of any kind may not be used.

#### **Where may I range qualify for the Archery Program?**

1. Participants may qualify at an approved public (or private) archery range. Range qualifications are by APPOINTMENT ONLY. Appointments for Group qualifications are preferred.

All attempts to range qualify for the Archery Program will be closely monitored and recorded by the Range Master and Town of Purcellville.

All qualifications will be held at the Aberdeen Property

2. Range master's decision regarding range safety or qualification is final – NO appeals.
3. Failure to comply with all range rules and instructions by a range master will result in immediate removal from the site and failure to qualify to participate in the Archery program.