



Archery Range Registration Process

1. All Archery GB members, in order to be appropriately covered by the Archery GB insurance policy, must shoot at a registered range.
2. Commencing on 1 April, 2017 each range must be registered with Archery GB.
3. Each range must be registered before 1 September, 2017.
4. It is the obligation of the club, competition or event organiser to register their range with Archery GB prior to the commencement of any shooting taking place in accordance with the procedure set out below. The only exception to this is those who organise 'have a go' events where the Archery GB code of practice must be followed.
5. In the first instance clubs and event organisers are being asked to self-register their range, by declaring shooting can take place under the Rules of Shooting.
6. If the club or event uses more than one range, each different one must be recorded.
7. As part of the registration process you must also answer questions about your range, but the answers to these questions does not affect your ability to be registered.
8. To register a range you must visit www.archerygb.org/range and complete the online process. Once the process is complete the range is registered proof of registration can be downloaded.
9. The list of ranges registered will be held by Archery GB and the list will be accessible at www.archerygb.org/support/clubs/club_finder
10. If the club or event uses more than one range, each different one must be recorded.
11. Once registered there is no need to re-register for a period of three years from the date of registration, unless changes have taken place that affect shooting.
12. An email reminder will be sent out one month before the renewal due date (to the Club Secretary) but it is the obligation of the club or event organiser to ensure a current registration certificate is in place at all times.
13. Clubs or event organisers who are unable to confirm that their range meets the Rules of Shooting must apply for a range assessment or terminate any shooting.
14. If a dispensation already exists and a copy of the certificate can be provided then this may be upheld for a further three years. This certificate must be emailed to range@archerygb.org at the time of registration and will be reviewed before issuing a certificate or requesting a range assessment takes place.
15. If the range requires a site visit then the club or event organiser needs to contact an Archery Range Assessor to arrange a visit. The list of assessors is available on the website – www.archerygb.org/rangeassessors. They must pay the range assessor £30 for a range visit plus travelling expenses (in-line with Archery GB's current expenses policy of £0.33 per mile). This must be agreed in advance before a visit takes place. The payment must be made directly to the range assessor on the day of the visit.
16. On assessing the range the assessor will support the club to ensure that shooting can continue to take place safely. The assessor will either grant a dispensation, state a dispensation is not required and shooting can take place or deem that shooting cannot take place at the range.



17. All assessment documentation will be emailed to Archery GB (range@archerygb.org), the Club/venue and a record will be kept by the assessor. If a dispensation has been granted Archery GB will then change the club's record, and this will be shown on the Club Finder.

Appeals Process

18. A club or event organiser can request a re-assessment if they are not happy with the original assessment outcome.
19. To do this they must contact Membership Services who will arrange a different Assessor to attend the range in question.
20. The costs of this re-assessment must be met by the club or event organiser in-line with the range assessment process.
21. If after a reassessment the original assessment is overturned then Archery GB will reimburse the reassessment fee on request. Should the original decision be upheld then the decision is final.

General

22. Any club or event organiser that finds their range unfit for shooting can contact Archery GB for support on 01952 602 795 or email development@archerygb.org
23. Any club or event organiser that fails to register their range after the 1 September, 2017 will be sent a reminder. Failure to register their ground after this will mean that the ground is not registered with Archery GB and therefore is not a recognised Archery GB environment. The Archery GB membership insurance will therefore be compromised and will not apply.

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