Archery Range Registration Process - Clubs

1. All Archery GB members, in order to be appropriately covered by the Archery GB insurance policy, can only shoot at registered ranges.

2. It is the obligation of the club, competition or event organiser to register or renew their range registration, prior to commencement of shooting, 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 for Archery Events must be followed.

3. If the club or event uses more than one range, each different range must be recorded, including a different range layout for a competition.

4. The list of ranges registered will be held by Archery GB and can also be seen by those with administration rights for the club, county or region.

5. To register a range, you must have admin access for that organisation on the Members’ portal (www.agb.sport80.com) and then complete the online range registration.

6. As part of the registration process you will also be asked to answer questions about your facilities, but the answers to these questions do not affect your ability to be registered which only depends on whether the range complies with the Rules of Shooting or not.

If the range complies...

7. In the first instance clubs and event organisers are being asked to self-certify if shooting can take place in accordance with the Rules of Shooting and therefore if the range complies or not. If it does, please select the option ‘complies’ when registering.

8. Once the process is complete the range is registered, and proof of registration can be downloaded.

If the range does not comply...

9. Clubs or event organisers who are unable to confirm that their range meets the Rules of Shooting must complete the online renewal choosing the ‘does not comply’ option and apply to Archery GB for a range assessment.

10. Contact Archery GB to pay £50 plus VAT range registration fee and we will help you arrange the assessment.

11. If the Range Assessor approves the use of existing methods to make the range safe, they will notify Archery of the details of the dispensation, the range status will change to ‘complies with dispensation’ and the dispensation is in place for three years.

12. If work needs to be done to make the range safe, wherever possible Range Assessors will advise the clubs/ event organiser the recommended changes to permit the issue of a dispensation.

13. If clubs complete the recommended changes and the Assessor signs the range off to Archery GB, then the dispensation is in place for three years.

14. The assessment form will be emailed to Archery GB (range@archerygb.org), the club/event organiser, and a copy will be kept by the assessor.

15. Once the registration process is complete, Archery GB will send the certificate proof of registration, change the club’s record (which enables ranges to show on the Club Finder) and shooting can then commence in accordance with the dispensation.
16. Clubs must ensure shooting conforms with the dispensation detail at all times and therefore may need to restrict the distance and/or bowstyles.

**Appeals Process**

17. A club or event organiser can request a re-assessment if they are not happy with the original assessment outcome.

18. To do this, contact the Membership Team who will arrange a different Assessor to attend the range in question.

19. The costs of this re-assessment must be paid in advance.

20. If after a re-assessment 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**

21. 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. If any changes have taken place relating to the side-safety areas or overshoot areas, please notify Archery GB immediately.

22. If a club stops using a range, please let Archery GB know and we can lapse the records, which may also stop the range showing on the Club Finder.

23. 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.

24. Any club or event organiser that finds their range unfit for shooting can contact Archery GB for support on range@archerygb.org

25. If club or event organisers fail to register their range, the range is not recognised as an Archery GB environment, insurance cover will therefore be compromised, and will not apply.

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