Range Renewal

APRIL 2020
Introduction

Before shooting at any range, please check it has a current range registration certificate, in order for shooting there to be covered by Archery GB membership. If you have the responsibility of arranging shooting, either for competition or club use, you need to renew the range registration every three years. This guide helps you renew a range registration that is within two months of expiry.

This booklet will help those listed as a ‘Secretary’ and therefore have admin access for:
- Ranges used by clubs
- Ranges used by a County
- Range used by a Region

If another organisation has registered a range you plan to use, please complete a registration under the name of your organisation, as the safety implications change when a range is used in a different configuration.

If you have access to your organisation’s records, and have tried to follow these steps but need further help, please contact the Archery GB membership team on membership@archerygb.org
1. Who registers the ranges

Organisation Access

Clubs, Counties and Regions may each have up to three people with online access to complete administration for their organisation. Any of these three people may register or renew ranges in the Range Registration section. All organisations are responsible for registering all of the ranges they wish to use.

Range Registrations last three years. The Registered Date and the Valid To date show on each range registration.

All clubs need to ensure they have at least one range registered or this may affect their club status, and therefore status of memberships within that club. Therefore, to assist organisations, they will receive a reminder email 90 days before a range registration is due to expire, and can renew from this point on.

Tournament Organisers need to ensure your organisation has registered the range under the name of your organisation, in the configuration you are going to use it, even if another organisation already use that location.

The secretary who is listed as the current Primary contact will receive the reminder email, and if the range is not renewed and expires, the Primary contact secretary would receive a further email informing them of this. This will result in the club being suspended if that was the only range registered. The rest of this Guide will seek to help someone renew a range.
2. Starting the range Renewal

You can renew a range from two months before the **valid to expiry date**, which shows by each range entry. Please click on **current**, which is in-line as the words **range registration** for the range you need. This is important- if you have more than one range listed, check you are clicking the correct box saying **current** and not for the range below. This is shown below:

There are seven screens where you have entered the details of the range which you can now click through and amend if you need to. Screens 4-7 ask you how your range measures up against the Minimum Standards.

**Minimum Standards**

Growing the sport is dependent on good facilities. Archery GB first assessed against the minimum standards in a facility audit in 2012/13, but now these extra questions are included in the range registration process. Please answer honestly - these do not change whether a club complies with the rules of shooting or not, but are part of Archery GB understanding what facilities clubs are using, and how secure these are for the future of our sport. A range may comply with the rules, but not meet all of the Minimum Standards.

Better facilities will lead to better archer satisfaction with their sporting experience, and top quality clubs. Therefore Minimum Standards are not compulsory: some clubs may exceed them, while others will struggle to feature them. We are striving for an ever improving situation over the years.
3. Rules of Shooting Compliance

The most important question is showing on the first screen, in the section entitled Range Registration Renewal Details. Here you answer the main question: Rules of Shooting Compliance which is shown below. Choose either complies or does not comply from the dropdown menu:

When the online registration system was introduced, clubs that provided Archery GB with previous dispensation documents from an inspection by a Judge were granted another dispensation for the first three years. These will all now need renewing so may need a Range Assessor to visit your range. First, please self-assess the range to check whether it complies with the rules or not, then select your answer accordingly:

Complies

If your range complies with the rules, when you have checked/amended your details and chosen complies the range will be renewed for another three years. The online registration system will automatically email the Secretary the Range Registration certificate, to be displayed at the range.

Does not comply
All ranges either comply or do not comply with the Rules of Shooting range layout, depending on the side safety and overshoot areas you have available. If your club does not have the full areas as specified in the Rules of Shooting, you will likely have measures in place to mitigate the risks, and a Range Assessor will need to visit your range to assess these, and work with your club to grant you a dispensation for three years.

Once happy with the details, and you have chosen either complies or does not comply, click renew in the bottom right corner:

To arrange for an Assessor to visit, please contact Archery GB to send your club an invoice for the range assessment fee of £50 plus VAT. Once paid, Archery GB will put you in touch with a local Range Assessor, for you to arrange a convenient time for the Assessment. The fee is payable per range, unless you have two ranges at the same venue.

**Indoor Ranges**

It is very unlikely for an Indoor range to not meet the Rules of Shooting. However, you are required to ensure your club regularly assess and manage the risks, to ensure archers are safe, people know where to wait, and there is space for equipment etc. The rules state:

Rule 402 (e)
A waiting line shall be placed five yards behind the shooting line. If space is limited, the distance may be reduced to 3 yards; in exceptional circumstances the waiting line may be omitted.

402 A Range Safety.
The walls and roof of a conventional building provide the measure of safety required. Arrangements must be made to prevent access to the range when shooting is in progress through any point in front of the shooting line and within the overshoot or side safety areas defined in Rule 302.

Walls and Roof provide a measure of safety. Any fire doors or entrances should be appropriately secured, and signs available to make non-archers aware. Clubs should ensure access to halls is...
secure (where possible) or controlled (in the case of fire exits etc) and should also take caution around windows/balconies. Risk assessments and operating procedures for clubs should be updated accordingly.

Therefore indoor ranges should be listed as complies unless you have a specific concern about the layout of your range. In this case, please contact range@archerygb.org for support.

Other Disciplines

All field, clout and flight ranges must be registered, but you may find not all Minimum Standards questions are applicable.

Events for beginners

Ranges must be registered if you are planning to run beginners’ courses or taster sessions, but is not required when setting up a range for beginners at a have-a-go event.

Ensure you plan all of your events for beginners in compliance with the Code of Practice for Archery Events, and have registered the events online in advance, under Have a Go & Course Registration:

If you have any further queries to do with range renewals, please contact the Membership Team on membership@archerygb.org
This guide forms part of a series intended to provide information and guidance to archery clubs and volunteers. All are available at www.archerygb.org
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