
EFAA Range Charter Hand Over Documentation

The Constitution:

Range Charter Officer shall:

- (1) Supervise and administer the national range charter policy in accordance with the wishes of the Committee.
- (2) Co-operate with, report to and advise the Committee on matters concerned with range charter.
- (3) Issue shoot certificates as requested and as appropriate.
- (4) Collect in moneys for chartering ranges and remit to the Treasurer timeously

Chartering Ranges and Shoot Certificates

1. Send out Annual Charter Forms to Clubs via email by the end of November, beginning of December.
2. Once the appropriate forms and fees have been sent back, including their shoot calendar dates for year ahead send out shoot certificates for year along with course charter insurance and responsibilities document, accompanying letter (a different letter for clubs with courses and ones without), 2 or 3 continuation sheets and enough address labels so the shoot certificates can be sent to the Records and Incentives officer.
3. ALL Championship shoot certificates to be sent to the Tournaments Officer not the hosting Club.
4. When a club contacts you because they wish to change their course, act promptly to avoid delay in any safety issues with the changes.
5. Visit clubs annually where possible, checking the course while shooting it on their shoot date is the best way to assess the course.
6. When chartering keep in mind lefthanded archers and low pounded bows. These can cause safety issues with low branches and deflections but also spoil the archers experience on the day.