

ASA CLUB INSURANCE RANGE GUIDELINES and SAFETY PROCEDURES

ASA clubs have an excellent safety record. A primary reason is that archery clubs are being careful to address safety issues and potential problems before accidents happen. Even so, the annual cost of insurance continues to rise. Our insurance carrier is working with us to keep our premiums at a reduced level and we are reminding clubs that they are required to assist in this effort by complying with the following range and safety guidelines. Common sense and experience are the primary components for range safety, and all ASA certified clubs/shops should rely on them, as well as inspecting their ranges and complying with these procedures.

COURSE LAYOUT REQUIREMENTS:

- If there is any doubt that a range complies with these guidelines, the club should contact their ASA Representative and arrange for a range inspection. The ASA Representative will be reimbursed by the club or shop for travel costs, plus \$100.00 to compensate the inspector for his/her time to inspect the range.
- After the inspection the ASA Representative will provide a report to the Club Secretary listing any problems that need correcting.
- Sight-in bales must be stable or braced so they won't fall over on shooters.
- Shooters must have a clear view of the full scoring area (8-ring) of the target.
- Clearly mark all shooting positions.
- The range must have appropriate restroom facilities available.

RANGE SAFETY REQUIREMENTS:

- Have a clearly visible evacuation policy posted at the beginning of the course.
- Paths and shooting lanes should be cleared of debris and stumps to prevent tripping.
- No paths leaving targets may go directly behind the target.
- Range paths and trail directions must be clearly marked for the shooters.
- Dangerous areas such as bees' nests, swampy ground, steep hills, poison ivy, etc. should be clearly marked or eliminated.
- Don't set targets for practice or competition where a road, trail or building can be hit by misses or glance offs.
- Don't set targets where misses could leave the range property and endanger other people or property.
- Never set targets so that shooters are in the path of misfires, misses or deflections.
- Never set targets so that arrows will cross flight paths.
- There should be a minimum of 8 - 10 yards between shooting lanes depending on terrain.
- Don't set targets on top of hills or ridges where a miss becomes a flight arrow.

- SAFETY PROCEDURES:
- Have the enclosed “Release from Liability” executed **annually** (January 1st thru December 31st) by anyone that is on the club grounds for any club archery related activity including range maintenance, target setting, practice, or competing. **The club will keep all of these forms on file at all times for the current calendar year. (DO NOT SEND THEM TO THE ASA OFFICE)**
- Always have a properly stocked and maintained First Aid Kit available at all times.
- During all competitions designate one person to coordinate, direct and assist in case of an accident. This person’s responsibilities will include:
 1. Having the phone numbers, addresses and directions to emergency medical services, as well as all area medical services.
 2. Making sure that the injured party receives immediate attention which includes insuring compliance with the individual’s insurance plan.
 3. Calling for appropriate emergency medical services, or providing directions (or actual transportation) to the appropriate medical services.
 4. Providing the ASA office with a written report of the accident as described below within seven (7) days of the event.

ACCIDENT PROCEDURES:

In the event that an accident occurs, clubs must insure that in every case the injured person **seeks medical treatment through their own medical plan or service first**. The subrogation clause in the “Release from Liability” form provides that access to our coverage is restricted and only available over and above any insurance coverage or medical plan benefits that the injured party has personally. Should the injured party fail to first seek out and follow the procedures and policies of their own personal insurance plan, the benefits or assistance that we offer through our plan may be limited or denied.

- Make sure that the injured party receives immediate attention which includes insuring compliance with the individual’s insurance plan.
- If necessary, call for appropriate emergency medical services.
- Provide directions (or actual transportation) and assist the injured individual in seeking medical assistance according to the procedures of their personal medical plan (even in the case of an emergency.)
- File a written report of the accident with the ASA corporate office along with the following attachments:
 1. Written statement(s) from the injured party, as well as from any witnesses, to the nature and cause of the injury.
 2. Forward the injured party’s properly executed “Release from Liability” form.
- All follow-up communications from any third parties including the injured person’s insurance carrier, or legal counsel should be forwarded to our office.

If we all continue to pay attention to prudent safety guidelines, we will all benefit with continued access to reasonably priced insurance coverage.