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**National Field Archery Association**  
**800 Archery Lane**  
**Yankton, SD 57078**

## Course Approval Form for Indoor Ranges

To obtain NFAA Indoor course approval, the Club Secretary/Shop Manager must contact the respective NFAA Director. The Director will provide the necessary forms and arrange for inspection. The Director or his designated representative must conduct the inspection and complete the Course Approval Form in its ENTIRETY. Any person designated to represent the Director must be a member in good standing of the NFAA. No course shall receive approval until all safety hazards, in the opinion of the Inspector, are removed.

All NFAA sanctioned leagues and tournament competitions must be conducted on a NFAA certified range. Range requirements are established to ensure minimum safety standards and shooting conditions. The requirements listed below are applicable to both club and commercial facilities.

Course Approval Forms must be made in triplicate, with one copy being retained by the club, one retained by the Director, and one forwarded to NFAA Headquarters. The \$15.00 Course Approval Fee must accompany the completed form mailed to NFAA Headquarters. If completing the form online, payment can be rendered online or mailed in to NFAA Headquarters separately. Upon receipt of the completed form and full payment by NFAA Headquarters, the club/shop will be issued the course certificate.

Course approval shall expire two years from the date of issuance. When a change is made in the course, a new Course Approval Form must be obtained. The \$15.00 course approval fee will apply to each range. If the Course Approval Form is completed within a month period from the effective date of new charter, no fee will be required for the initial approval. Course approval may be withdrawn at any time when, in the opinion of the NFAA Director, a condition falls below the requirements noted herein. Revocation or expiration of course approval shall mean that no NFAA sanctioned events may be conducted on the course.

The Executive Secretary of the NFAA may allow deviations to certain rules listed herein except those deemed as safety requirements on the recommendation of the inspector. Any such deviations allowed shall be stated on the approval certificate on display.

The herein described indoor facilities have been approved by me or my appointee and have been found to meet all NFAA and State requirements and is chartered with NFAA. I hereby recommend that it be recognized as an official NFAA approved course

Club/Shop Name \_\_\_\_\_ Club/Shop State \_\_\_\_\_

**NFAA Director**

Name \_\_\_\_\_ Signature \_\_\_\_\_

State \_\_\_\_\_ Date \_\_\_\_\_

Section 1: Indoor Range Standards				
		Yes	No	Remarks
1	The distance between the shooting line and the target bales is at least 60 feet (+/-) 4 inches. The measurement is taken from the center point of the target butt to the shooting line.			
2	There is a minimum of 15 feet behind the shooting line to allow for bow racks, benches, tables, traffic, etc. Bow racks and any other objects are placed at least 5 feet behind the shooting line.			
3	The 10-foot "dropped arrow" line must be clearly marked and run the distance of the entire shooting line.			
4	The minimum width of each lane is 24 inches. Individual target lanes must be suitably and plainly marked by center lines and lines designating the side boundaries of each lane.			
5	Target bales are consistently spaced according to the width of each lane. Examples: If lanes are 24 inches wide, 48-inch bales are touching side-by-side. If lanes are 30 inches wide, target bale center-lines are 5 feet apart.			
6	The vertical clearance between the floor and anything hanging from the ceiling in the line-of-fire, such as structural beams or light fixtures, is at least 8 feet 6 inches. This excludes light fixtures immediately in front of the target bales so long as they are not in the line of fire.			
7	Target butts are made of material which in the eyes of the inspector would not be damaging to the arrows and yet provide suitable stoppage while allowing arrows to be withdrawn without much effort. Target butts are not made of material which, in a short time, will allow the passage of arrows. If at any time butts begin to allow pass-through arrows, the range representative acknowledges the condition must be corrected at once.			
8	Each butt is large enough to hold the needed target faces for the round being shot. There is at least one face on the butt for each archer shooting on the line. Each target has sufficient backing without overlapping one another. The minimum butt size is 40" square or 48" diameter. A deviation in minimum size is permitted in those club-type operations where each archer is assigned his own butt, providing it is large enough to fully support a 40-cm target face.			
9	The distance from the floor to the bottom of the butt is 16" minimum.			
10	For easel-mounted target butts, the backward tilt is between 0° and 10° from vertical. The tilt angle must be the same for all butts.			
11	Each butt must have an identifying target number. These numbers must be at least 6 inches in size and be fixed above or below the center of each target butt, so they are clear of the target faces.			
12	Movable equipment is capable of stopping the target butt at the following distances, plus or minus 4 inches: 20, 15 and 10 yards. 55, 50, 40, 35, 25 and 20 feet.			
13	The range offers appropriate restroom facilities. It is most desirable that these restrooms should meet the minimum requirements provided by the laws of their state or townships. Such requirements can be obtained from the local county Board of Health. Note: Due to the condition of many of these facilities, city or county Board of Health affidavits should be required. A "Privy Law" is on the books of every state of the nation. Each city, county and township also has its own requirements and very often is more strict than the state's.			
Section 2: Lighting Standards				
1	The acceptable amount of light on the targets is 30-foot candles. The whole range should maintain a 30-foot candle lighting illumination, though this maintenance is not required. In the eyes of the Inspector, there must be sufficient illumination at the shooting line for reading of sight marks and doing other close work.			
2	The illumination on the target is situated and placed so as not to allow the light rays to be directed toward the shooting line. At no time will direct light rays be allowed to be in view of the archers so as to disturb his/her shooting.			

Section 3: Safety Requirements			
1	All pillars or structural parts of the building, including automatic equipment, which in the eyes of the inspector could present an undue hazard are properly protected so as not to damage arrows and to prevent arrows from rebounding to the shooting line.		
2	The area behind the target butt is protected so as not to damage overshot or side-shot arrows. The backstop material extends to a minimum height of 8 feet from the floor and is constructed of material that will stop an arrow.		
3	Any floor-mounted light fixtures in front of the target butts do not pose a hazard.		
4	Bow racks and other accessories are of a design and position so as to not create a hazard to equipment or personnel.		
5	Walk-up ranges have a sign posted stating that no one shall advance to the targets until an appropriate visual signal is given. The signal may be a switch-operated or manual signal. The signal is conspicuous from the shooting line. No size required		
6	Entrance to the range is located behind the shooting line. Any ancillary door openings into the range (from the outside or adjacent rooms) in front of the shooting line are secured from the inside to prevent personnel from entering while shooting is in progress. Signs are posted on the outside of such doors that provide warning of shooting range.		
7	A sign is present near the entrance that provides details of range rules, procedures, and emergency phone numbers.		
8	Automatic target butts returning with embedded arrows stop without creating a hazard to archers on the shooting line (between 30 to 36 inches from the line).		
9	Ranges with movable equipment have a warning system in the event anyone should advance to the target. Once a participant has passed the shooting line in the direction of the target, the alarm will activate. Alarm systems may be bells or horns audible to the entire range.		

Section 4: Club/Shop Information		
Please <i>click</i> one:	New Course	Re-Approval of Existing Course
Club/Shop Name:		
Club/Shop Mailing Address (street, city, state, zip):		
Range Address (if different from club/shop):		
Range location directions from nearest town:		
Club/Shop Primary Contact Name:		
Email Address:	Phone Number:	
Section 5: Inspector Information		
Inspector Name:		
Inspector Email Address:	Inspector Phone Number:	
Inspector Signature:	Date Inspection Performed:	